

Capricorn Citizen Advocacy

ADVOCATE AUTHENTICATION POLICY

Policy number:	3.0.3	Approved by Management Committee:	28 th February 2017
Version:	2.0	Signed off by Executive:	28 th February 2017
Responsible person:	Coordinator	Scheduled Review Date:	28 th February 2020

Purpose

Capricorn Citizen Advocacy assesses all citizen advocacy matches to determine if a citizen advocate needs a written introduction from the program to ensure that other service providers are aware of a citizen advocate involvement. Capricorn Citizen Advocacy's regard for the rights of the protégé will determine if such a letter is needed.

This policy is designed to ensure that in certain circumstances an advocate is free to act in their role. It describes actions relating to protégés' needs and it should be implemented in conjunction with [3.2.1 Meeting Individual Needs Policy](#).

Policy

1. Information Sharing

Once a protégé is matched with a Citizen Advocate and the protégé is receiving a service the service provider is made of aware of the advocacy relationship. In order to enhance independence of the relationship, the Coordinator will endeavour to ensure that information sharing is a role of the Citizen Advocate or failing that, to keep the information sharing informal.

2. Written Confirmation from Capricorn Citizen Advocacy

If a service provider has a defined role affecting the living arrangements of a protégé, it may be deemed necessary by the Coordinator that a citizen advocate should be provided with written confirmation of the authenticity of both the advocate and the program.

Such circumstances may include residential care situations where staff rotation and turnover exceeds an advocate's ability to remain known to all. These staff will have a formal obligation for the protégé's safety so the program will cooperate to help ensure that the advocate retains the right to act in their role for the benefit of the protégé.

The letter of written confirmation will have two main paragraphs. The first outlines briefly the standing of the program. The second defines a citizen advocate as being a person who acts independently in the best interests of the protégé.

The letter will end with a confirmation for the service provider, or other party, to discuss any issue with the advocate and to also contact the office for information at any time.

3. Protégé Authority Form

If the protégé and the advocate believe it is necessary, they may elect to complete [3.0.3.1 Advocate Authentication Form](#) to clearly advise interested parties that a working match exists between the protégé and the advocate.

4. Follow along and Support

Where a request is made by a Citizen Advocate or a service provider for a written confirmation of advocate authenticity, the Coordinator will examine the circumstances of the match and only provide such a letter where it is clear that the protégé will benefit.

The first option will always be for the Citizen Advocate to act in the interest of the protégé to the best of their ability before requesting outside assistance from the Citizen Advocacy office.

5. Reporting

All letters written under this policy are to be countersigned by a Management Committee member and tabled at the next general meeting.

Related Documents

- 3.0.3.1 [Advocate Authentication Form](#)
- 3.2.1 [Meeting Individual Needs Policy](#)

References

Not Applicable

Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 28 / 02 / 2017.

SIGNED:

.....
President

28 / 2 / 17
.....
(Date)

SIGNED:

.....
Secretary

28 / 2 / 17
.....
(Date)