



Mix It Up

Live life your way Pty Ltd.
Focussed on social inclusion and community participation

OP-F-85 – Mix It Up – *Live life your way* Group Rules & Code of Conduct

Welcome to our group activities and outings! To ensure a **safe, respectful, inclusive and enjoyable experience for everyone**, please review and follow the guidelines below. These rules apply to all participants, family members, support workers, staff and volunteers attending any Mix It Up – *Live life your way* activity, whether held at our premises or in the community.

1. Appropriate Behavior

- **Respect Others:** Treat all participants, family members, staff, support workers, volunteers, and members of the public with courtesy and consideration.
- **Positive Environment:** Use appropriate language and behavior at all times. Bullying, harassment, discrimination, aggression, intimidation, or disruptive behavior will not be tolerated.
- **Inclusivity:** Help create a welcoming atmosphere where everyone feels valued, included and safe.
- **Community Representation:** When attending outings, participants, support workers and volunteers are expected to behave respectfully and represent the group positively in public settings.

2. No Smoking, Drugs, or Alcohol

- **Prohibited Substances:** Smoking, vaping, alcohol, and illegal drugs are **strictly forbidden** during all group activities on the premises.
- **Smoking and Vaping:** Smoking and Vaping are only permitted in designated areas whilst out in the community. This is in accordance with venue requirements and applicable laws.
- **Zero Tolerance/ Safety First:** Anyone who is under the influence of alcohol or drugs will be unable to participate and will be asked to leave the activity. Safety of all participants, family members, staff, support workers and volunteers is paramount.

3. Bookings & Attendance

- **Advance Booking Required:** All activities and outings must be booked in advance. Walk-ins are **not permitted**.
- **Session Size Limit:** Our in-house group activities are limited to a **maximum of 10 people**. Our group outings are limited to a **maximum of 6 people**. This ensures a quality experience for everyone.
- **Attendance Confirmation:** Please confirm your attendance before each activity to secure your place.
- **Cancellations:** If you are unable to attend, please notify the Administration Team on 08 8482 0800 as soon as possible. (*Note: charges may still apply.*)

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4. Payment Policy

- **Cash Only:** All payments for in-house group activities must be made in **cash** at the start of each session.
- **No Other Payment Methods:** We do **not** accept credit cards, checks, or electronic payments at this time.
- **Additional Expenses:** Participants are responsible for any personal purchases made during outings unless otherwise stated. This includes meals and entry costs where applicable.

5. Support Worker Requirement

- **Support Arrangements:** Every participant is required to bring their own support worker/ family member to support them for each in-house activity.
- **Responsibility:** Support workers/ family members are responsible for providing appropriate care and assistance throughout the in-house activity.
- **Participant Safety:** Support workers/ family members should remain available and engaged to support the participant's safety, wellbeing, and inclusion in the in-house activity.
- **Support for Outings:** Mix It Up – *Live life your way* will provide 1 or 2 staff/ support workers/ volunteers to support participants during outings (depending on the number of attendees).

6. Health, Safety and Community Outing Guidelines

- **Punctuality:** Please arrive on time. Late arrivals may not be admitted.
- **Personal Belongings:** Keep your belongings with you at all times. Mix It Up – *Live life your way* are not responsible for lost, damaged or stolen items.
- **Health & Safety:** Follow all health and safety instructions provided by staff, support workers, volunteers, facilitators, venue employees and emergency personnel.
- **Stay with the Group:** During outings, participants must remain with the group unless alternative arrangements have been approved by staff/ support workers/ volunteers.
- **Transport Safety:** Seatbelts must be worn at all times and all transport safety requirements must be followed.
- **Medical and Support Needs:** Participants should ensure staff/ support workers, volunteers are aware of any relevant medical, dietary, behavioral, or support needs before attending.
- **Emergency Situations:** In the event of an emergency, participants must follow staff/ support workers/ volunteer's instructions immediately.

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7. Photography and Privacy

- **Respect Privacy:** Photographs or videos of other participants, staff, support workers, family members, volunteers should not be taken or shared without consent.
- **Organisation Photos:** Photos may be taken for promotional purposes only where Mix It Up – *Live life your way* have obtained appropriate signed consent.

7. Breach of Rules

- **Consequences:** Failure to follow these rules may result in removal from the activity or outing and may affect participation in future activities/ outings.
- **Reporting Concerns:** If you witness or experience any inappropriate, unsafe, or concerning behavior, please notify a staff member, support worker, volunteer or facilitator immediately.

Thank You

Your cooperation helps us create a safe, respectful and enjoyable environment for everyone whether participating in activities at our premises or enjoying outings in the community. We appreciate your understanding and commitment to these guidelines.

If you have any questions, please contact our Mix It Up – *Live life your way* Admin team.

08 8482 0800/ 0419 866 560

adminteam@mixituplivelifyourway.com.au

Name: _____

Signature: _____

Date: _____

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