

# **Associated Youth Services of Peel Bill of Client Rights**

## **Our Mission**

AYSP is a dynamic team of optimistic, compassionate professionals and volunteers dedicated to helping children, youth and families manage mental health and/or justice issues, realize their potential and contribute to their communities.

## **Our Vision**

As a pivotal leader and system partner, AYSPP is committed to improving the lives of children, youth and families dealing with mental health and/or justice issues within an equity-based framework.

## **Bill of Client Rights**

The Bill of Client Rights has been developed to declare and promote the dignity and worth of all individuals who use the services of Associated Youth Services of Peel (AYSP). The Bill of Client Rights expresses the truth that clients are first and foremost human beings with the same rights as every Canadian. The Bill of Client Rights is intended to emphasize the rights of clients rather than organizational convenience.

Every client has the right to be provided with a written copy of, and assistance in understanding the Bill of Client Rights, and will be made available at AYSPP's main entrances and wherever clients receive services.

## **Our Approach to Working with Children, Youth, & Families**

- We work from a client-centred, strength-based approach and believe, through support, individuals can reach their potential
- We work hard to engage all children, youth, and families in a manner which is culturally sensitive, non-judgmental and respectful
- Our approach is based on a systemic perspective - taking into account individual, family, peer, school, employment and neighbourhood factors
- We use restorative principles to ensure the rights of persons harmed, clients and communities are respected, with an emphasis on the reintegration and rehabilitation of youth
- We value diversity, inclusivity and persons from all ethno racial groups, abilities and sexual and gender identities
- AYSPP is committed to anti oppressive and anti-racist principles, with the expectation that the framework is reflected in the work we do
- AYSPP strives to provide programs and services that are evidence-based and evidence-informed
- We understand some individuals and families need multiple services within the community, and we are proud to partner with other service providers, including those in the areas of child welfare, children's mental health, education and justice to provide well-coordinated services for our community

- We are committed to protecting the privacy of all individuals who participate in our programs by ensuring the confidentiality and security of client information
- Our services are provided free of charge to residents of our service community

### **Right to be Treated with Respect**

Every client:

1. Is a person first, and has the right to be treated with respect.
2. Has the right to be treated in a respectful manner, regardless of her/his race, culture, colour, religion, sex, age, mental or physical ability, class/economic position, sexual orientation, gender identity, diagnosis, or legal status.
3. Has the right to have his/her privacy respected.
4. Has the right to respect of her/his needs, wishes, values, beliefs and experience.

### **Right to Freedom from Harm**

Every client:

1. Has the right to a safe environment while a client at AYSP.
2. Has the right to be free from physical, sexual, verbal, emotional and financial abuse. AYSP will use its best efforts to protect clients from harm. AYSP will assist clients who experience abuse.
3. Has the right to be free of discrimination, harassment, retribution, punishment and exploitation.
4. Has the right to service based on support and well-being.

### **Right to Dignity and Independence**

Every client:

1. Has the right to have services provided in a manner that respects the dignity, independence and self-determination of the individual.
2. Has the right to confidentiality regarding personal information and records.
3. Has the right to exercise religious and spiritual observances, rituals, customs and dress.
4. Has the right to all freedoms in accordance with the law.

## **Right to Effective Communication**

Every client:

1. Has the right to effective communication in a form, language, and manner that assists the client to understand the information provided. Where necessary, this includes the right to a competent interpreter.
2. Has the right to an environment that enables both the client and service provider to communicate openly, honestly and effectively.

## **Right to Quality Services that Comply with Standards**

Every client:

1. Has the right to have services provided in a manner that complies with legal, professional, ethical, and other relevant standards.
2. Has the right to identify their own needs, to have those needs form the basis of the development of a plan for services, and to have services provided in accordance with that plan.
3. Has the right to fair and equitable access to a range of services.
4. Has the right to have their client file contain only relevant and useful information, and avoid unfounded conclusion, prejudice, value judgments and labeling.
5. Has the right to co-operation and collaboration among service providers to ensure quality and continuity of client centred care.
6. Has the right to be informed of the name and staff title of those providing services to her/him, to express a preference and to have that preference considered.
7. Has the right to participate in creating an individualized, plan of support and service; consent to it; receive a copy of it.
8. Has the right to be involved in their discharge planning, and to have access to information about various support options available in the community.

## **Right to be Fully Informed**

Every client:

1. Has the right to be informed of her/his rights in this Bill of Client Rights.
2. Has the right to honest and accurate answers to questions relating to services.

3. Has the right to view her/his own client file without undue difficulty.
4. Has the right to have her/his client file corrected or to add a statement of disagreement to it in accordance with the law.
5. Has the right to information requested about services and procedures relevant to being an AYSP client, such as rules, policies and rights that apply to her/him at AYSP, and to have access to them in writing.

### **Rights in Respect of Research or Teaching**

Every client:

1. Has the right to decline involvement in research at any time and to know that declining participation will not affect her/his access service or future service provision.
2. Has the right to give informed consent to participate in research, including risks.
3. Research participant has the right to be informed of what the research study is about, and the results of the research in summary form.
4. Has the right to be advised when students are involved and to decline student involvement in any part of her/his treatment.

### **Right to Privacy**

Every client has the right to privacy.

#### *Privacy Statement for Clients*

#### ***What is personal information?***

Information about you is considered personal information as long as it identifies you. Examples of information that identifies you is your name, address, email address, and telephone number. Information that cannot be traced to you is anonymous. Removing personal identifiers such as your name or address from records makes the information anonymous and allows the data to be kept. This privacy statement does not apply to anonymous information.

#### ***Being responsible for your personal information***

Associated Youth Services of Peel is responsible for ensuring your personal information is collected, accessed, used, disclosed, stored and disposed of in compliance with our privacy policy.

You will be made aware if any authorized third party is involved in the processing of your personal information. This third party will also be bounded by AYSP's Privacy Policy or one comparable. Third parties will be advised of expectation to follow applicable Privacy Policies.

### ***Why we collect your personal information***

We primarily collect your personal information to provide you with our services.

If we collect personal information for other reasons, we will explain those reasons to you at the time of collection.

### ***Collecting your personal information***

We inform you when we need to collect your personal information and how we will use it. We collect your information only with your consent or when required by law.

Providing us with your personal information is voluntary.

If we need to contact you and the contact information we have on file is out-of-date, we may seek your new contact information.

### ***The use and disclosure of your personal information***

Your personal information is used only for the purposes for which it is collected.

Your personal information is not disclosed to anyone for purposes other than the ones for which it was collected, except as required by law.

We work with anonymous information whenever possible.

### ***Retaining your personal information***

We keep your personal information in physical and/or electronic formats. This includes correspondences through email. Personal information in electronic form is kept indefinitely, unless otherwise specified. Where specified, we retain your information for only as long as it is necessary for the purpose for which it was collected, after which it is either destroyed or made anonymous.

Some of your information may have to be retained for a period of time that extends beyond your relationship with us, for example, when your information is required for safety reasons or by law.

### ***Safeguarding your personal information***

We protect your information with strict security measures. Our employees, volunteers and students are trained on the implementation of our privacy policy. They access only the personal information they need to fulfill their duties.

### ***Accessing your personal information***

You can access those pieces of personal information in our possession and request an account of their use and disclosure. We will respond within 30 days of the receipt of your written request. When AYSP receives such a request, it is the responsibility of AYSP to ensure the individual asking for it has the right to receive it.

### ***Keeping your personal information current and complete***

Please let your worker know of any updates to your personal information.

### ***Changes to this privacy statement***

*This privacy statement may be updated at any time. If you are currently involved with AYSP, you will be notified about such changes.*

## **Right to Make an Informed Choice and/or Give Informed Consent to Participate in Service**

1. No service shall be given without the client's consent, except in accordance with the law.
2. Consent must be for that particular service.
3. Consent can be withdrawn at any time.
4. Information about the service must be provided in writing on request. Every effort must be made to promote understanding and access to information about service.

## **Right to Complain**

Every client has the right to make a complaint, access advocacy and to make suggestions and inquiries. Associated Youth Services of Peel (AYSP) is committed to providing quality service to children, youth and families. As a part of this commitment, our complaint process is guided by the following principles:

1. Everyone has the right to be treated with dignity and respect.
2. Openness and respect for all traditions, cultures, values and beliefs.
3. The rights, best interests and views of the child or youth will guide the process, regardless of who initiated the complaint.
4. There will not be any negative consequences to anyone, including children, youth and families, as a result of making a complaint.
5. The confidentiality and privacy of individuals and families will be respected.
6. Everyone, including children, youth and families, has the right to involve an advocate, relative or friend to support them through the process.
7. All formal complaints will be responded to within a timely manner.
8. AYSB will work actively to resolve complaints.

### Procedures:

1. The client has a right to complain or express a concern about the services he/she has received at AYSB, including complaints regarding breach of Privacy.
2. The concern/complaint can be about a staff member, a volunteer, or a student.
3. The staff receiving the concern/complaint discusses with the complainant to determine what their issue is and what they would like to do about it.
4. Whether or not the complainant wants to pursue the matter any further, they should be informed the issue will be brought to the attention of their Supervisor/Manager.
5. A concern/complaint may be made in person, by telephone and/or, in written format.
6. Any complaints made in person or by telephone will be deemed as a *client concern/informal complaint*.
7. Complaints submitted in writing will be deemed *formal complaints*.
8. The responsibility for handling any concerns/complaints about a staff performance issue rests with the Supervisor and/or Manager.

9. An acknowledgement of receipt of any formal complaints will be forwarded to the complainant within ten (10) business days. A plan to resolve any such complaints will be forwarded to the complainant within thirty (30) business days of the initial complaint.