

# WholeFlow Inclusion Co

## Policies & Governance Pack

*Last updated: January 2026*

# 1. About WholeFlow Inclusion Co

WholeFlow Inclusion Co exists to support **human-centred, inclusive, and reflective practice** across early childhood, disability, and community-based services.

Our work is grounded in the belief that meaningful change happens through **connection, understanding, and relationship**, not correction or compliance alone.

We offer thoughtfully designed resources, guidance, and licensed frameworks that support:

- Emotional safety and wellbeing
- Inclusive environments and communication
- Reflective, responsive practice
- Ethical implementation across diverse settings

WholeFlow Inclusion Co includes:

- **WholeFlow™** – the overarching philosophy and method
- **WholeChild Flow™** – early childhood–focused resources and practice guidance
- **WholeAbility Flow™** – disability and inclusion–focused resources and support

## 2. Intellectual Property & Copyright Policy

All content, frameworks, resources, and materials created by WholeFlow Inclusion Co are protected under Australian copyright law.

This includes, but is not limited to:

- The **Bubble Framework™**
- The **WholeFlow Method™**
- WholeChild Flow™ and WholeAbility Flow™ materials
- Digital resources, guides, templates, videos, language frameworks, and written content

### Permitted Use

When you purchase or download a resource from WholeFlow Inclusion Co, you are granted permission to:

- Use the resource for **personal or internal team reflection**
- Use within your own practice or service **as intended**
- Print or store copies for internal use only

### Not Permitted Without Licensing

You may **not**, without written permission or a licensing agreement:

- Replicate the framework across a whole service or organisation
- Train others using the framework or materials
- Rebrand, redistribute, or sell the content
- Upload resources to shared drives or external platforms
- Adapt materials for commercial or large-scale use

### Licensing Requirement

Whole-service or organisational implementation of the Bubble Framework™ or WholeFlow Method™ requires an **active licensing agreement** with WholeFlow Inclusion Co.

Licensing ensures ethical use, integrity of practice, and appropriate support.

### 3. Licensing Policy

Licensing with WholeFlow Inclusion Co is intentionally **relationship-based and values-led**.

Rather than offering automatic or transactional licences, we work directly with services and providers to ensure alignment, understanding, and ethical implementation.

#### Licensing Structure

- Licensing is offered on an **annual basis**
- All licences are established via **direct enquiry**
- Each licence is **tailored** to the service or provider context

#### Licensing May Include

- Permission to implement the Bubble Framework™ and/or WholeFlow Method™
- Access to updated and newly released materials
- Entry to a private resource library
- Short-form videos, reflections, and practice updates
- Direct access to the creator for support and guidance
- Quarterly check-ins or visits (online or in person, depending on location)

#### Our Right to Decline or Discontinue

WholeFlow Inclusion Co reserves the right to:

- Decline licensing enquiries that are not values-aligned
- Review and discontinue licences where frameworks are misused, misrepresented, or applied in ways that contradict our philosophy
- Update licensing terms with notice

Licensing is a partnership built on trust, reflection, and shared responsibility.

## 4. Terms of Service

By accessing our website, resources, services, or licensing enquiries, you agree to the following:

- Resources are provided for educational and reflective purposes
- Services may include consultations, visits, digital content, and guidance
- WholeFlow Inclusion Co is not liable for outcomes resulting from misuse of resources
- We reserve the right to update offerings, pricing, or availability
- All services are subject to availability and scheduling agreements

These terms apply across:

- The WholeFlow Inclusion Co website
- Digital and physical products
- Consultations and bookings
- Licensing relationships

## **5. Privacy Policy**

WholeFlow Inclusion Co respects your privacy and is committed to protecting personal information.

### **Information We May Collect**

- Name, email address, and contact details
- Enquiry and form submissions
- Booking and service information
- Purchase history (where applicable)

### **How Information Is Used**

- To respond to enquiries
- To provide services or resources
- To communicate updates or relevant information
- For internal record keeping

We do not sell or share personal information with third parties beyond essential service platforms (e.g. website hosting, payment processors).

You may request access to or deletion of your information at any time by contacting us directly.

## **6. Refunds & Cancellations Policy**

### **Digital Products**

Due to the nature of digital products, refunds are generally not offered once a product has been accessed or downloaded.

### **Services & Bookings**

- Cancellation terms will be outlined at the time of booking
- Notice periods may apply for rescheduling
- Missed sessions may be forfeited unless otherwise agreed

### **Licensing Fees**

Licensing fees are typically **non-refundable** once a licence period has commenced, as access and resources are provided upfront.

## 7. Professional Boundaries & Scope of Practice

WholeFlow Inclusion Co provides **educational, reflective, and practice-based support only**.

We do not provide:

- Medical advice
- Therapeutic or clinical intervention
- Legal advice
- Diagnostic services

Our resources and guidance are designed to **complement**, not replace, professional judgment or allied health support.

We encourage services and individuals to engage appropriate professionals where required.

## **8. Accessibility & Inclusion Statement**

WholeFlow Inclusion Co is committed to inclusive, respectful, and accessible practice.

We strive to:

- Use inclusive and person-centred language
- Design resources that support diverse needs and contexts
- Honour neurodiversity, disability, culture, identity, and lived experience
- Remain open to feedback, reflection, and growth

Inclusion is an ongoing practice, not a finished product.