

Policy: Specialist Service Standard - Engagement

Policy Statement

Children and young people, their families and whaanau, and educators need to feel welcomed and empowered as partners in their relationships with specialists and specialist service providers.

Procedural Guidelines

The Board of Trustees has policies or procedures that ensures:

- Safe, respectful and responsive practice
- Suitably qualified staff
- Regular reviews of policy and procedure.

The Board of Trustees has policies or procedures in line with the Privacy Act (1993) that ensures:

- The processes for collection, storage access and use of information are made clear to the child or young person and their family and whaanau
- Specialists file all information in the child or young person's central file ensuring that it is kept secure
- Specialists do not remove information about the child or young person from the provider's premises without the knowledge of the child or young person and their family and whaanau.
- Specialists do not share information about the child or young person with anyone who is unauthorised to have the information.

Where applicable, policy and/or procedure will need to comply with relevant legislation and codes of ethics. Policy or procedure includes those related to:

- Initial informed consent
- Ongoing informed consent
- Storage, access and use of information consistent with the privacy act (1993) and public records act (2005),
- Complaints
- Employment of qualified staff with current practicing certificates where appropriate
- Provision of culturally respectful and responsive services
- Collection and recording of ethnicity and iwi affiliation data
- Case management that enables the building and maintaining of positive relationships with families and whaanau
- Collaborative planning and co-ordination of service
- Child protection and safety
- Occupational health and safety
- Transportation of children or young people and family or whaanau members by specialist staff
- Provision of appropriate working spaces for specialists, including when working with children and young people and their families and whaanau.

NB: It is recommended that the School involve specialist staff in the development and review of the above policy and/or procedure.

Review schedule: **August 2023**

ADOPTED BY BOARD OF TRUSTEES

Date **24 August 2020**

Chairperson **S Smith**

REVIEWED/AMENDED	Date	Chairperson
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