

Rangatahi Records Policy and Procedures

Purpose

To ensure that full and accurate records for all rangatahi are created, captured, maintained, stored and legally disposed of in accordance with legislative requirements.

Policy

InZone Education will ensure that records are:

- (a) created and maintained for each rangatahi
- (b) maintained with appropriate confidentiality
- (c) made available for inspection under the Education Act and
- (d) held for at least 1 year after the rangatahi ceases to be a rangatahi at InZone.

Procedures:

1. The Chief Executive Officer will ensure that there is an electronic database which captures the following information for each rangatahi:
 - (a) The rangatahi name, date of birth, and home address or addresses
 - (b) The name and, if it differs from the rangatahi address, the home address of all guardians of the rangatahi; and
 - (c) the place at which, or the means by which, at least 1 guardian of the rangatahi (or a person nominated by a guardian of the rangatahi) may be reached while the rangatahi is accommodated at the hostel; and
 - (d) the names and addresses of people who (by direction of a person who has the role of providing day-to-day care for, or custody of, the rangatahi) should be consulted if the rangatahi is ill or injured; and
 - (e) the names and addresses of the people authorised by a guardian of the rangatahi to collect the rangatahi from the hostel and, if applicable, people who, by law,
 - (i) are entitled to have contact with, or access to, the rangatahi; or
 - (ii) are forbidden to have contact with, or access to, the rangatahi, or have an entitlement to have contact with, or access to, the rangatahi, that is subject to conditions.
2. In addition, the database shall hold:
 - (a) particulars of every accident and every illness occurring to or experienced by the rangatahi while at the hostel, and of any actions taken in response; and
 - (b) details of any chronic illness from which the rangatahi suffers, and of any medication the rangatahi has to take as a result; and
 - (c) details of all medicines of any kind administered by hostel staff to the rangatahi while at the hostel, the occasions on which they were administered, and by whose authority they were administered.
 - (d) records of the rangatahi absences on leave from the kāinga.
3. All such information is personal information and shall be treated as such in accordance with our Privacy Policy.