

# Supervision, Staffing and Security Policy

## Purpose

To ensure that our rangatahi are supervised by appropriate staff, in the appropriate numbers and that access to rangatahi is managed so as to ensure the safety and wellbeing of our rangatahi.

## Policy

1. The Chief Executive Officer will ensure that at all times while boarders are present at the kāinga those boarders, are supervised by a responsible person and that all staff members are adults.
2. The Chief Executive Officer will ensure that the Employment Checks set out in the Human Resources Policies are followed, such that all staff who have regular access to the Hostel or have unsupervised access to the rangatahi are safety checked.
3. The Chief Executive Officer will ensure that the adequate staff ratio is determined. This ratio shall be determined so as to ensure the safety of our rangatahi having regard to:
  - (a) the number of rangatahi, their ages and needs and
  - (b) the nature of any activities being undertaken (including the locations and time of day) and
  - (c) the training and qualifications of the staff or other adults concerned.

When calculating the staff ratio, people must not be counted as staff if they:

- (a) have no duties beyond administration, cleaning, food preparation and serving, or maintenance or
- (b) are having meal breaks or periods during which they are not in contact with, or accessible to, the rangatahi.

Staff on meal breaks or involved in other approved activities will have their primary supervisory duties allocated to other personnel for the duration of their absence from the kāinga.

4. When undertaking an excursion outside the kāinga, the appropriate ratio will be calculated on the basis set out in clause 3 above. InZone will seek consent from whānau at the beginning of each year to allow their rangatahi attend supervised kāinga arranged trips. The Duty Manager or other staff member will complete a Hazard & Risk Management Form.
5. The Senior Boarding Manager shall ensure this is reflected in the rostering of residential Staff. The Senior Boarding Manager will draw up staff rosters for each term, which will then be approved by Chief Executive Officer. The Chief Executive Officer will develop additional processes and principles regarding rostering of residential staff.
6. The Senior Boarding Manager will review the rosters weekly in advance and any necessary adjustments made to cover rangatahi numbers on site and any activities.
7. All shifts are to have a Duty manager in charge. If there is more than one Duty Manager per shift, then the roster is to make it clear which one is leading that shift. This is to be signposted in an area clearly visible to all Staff, rangatahi and visitors.
8. The Chief Executive Officer will ensure that there are processes and procedures in place to ensure that visitors to the kāinga sign in and are supervised by staff. This includes rules around the areas of the kāinga that whānau members can access.

9. The Chief Executive Officer will ensure that a rangatahi parent can have contact with, or access to, the rangatahi whenever the rangatahi is present at the hostel; and no good reason exists to deny that contact or access as set out in the Education (Hostel) Regulations (including court order prohibiting access, suffering from infectious or contagious disease, under the influence of alcohol or other substance or is exhibiting behaviour that is or is likely to be disruptive to the kāinga effective operation).

**References:**

- Human Resources Policies
- Residential Staff Principals and Processes
- Generic Consent Form (Whānau)
- Hazard & Risk Management Form