



Information for Making a Referral to Arahina ki Otautahi

1. What is the Arahina ki Otautahi Programme?

Arahina ki Otautahi is a programme provided by Kingslea School for children and young people (aged 10 to 16) who are in the non-residential care of Oranga Tamariki and not engaged in education.

2. What is the Criteria for being accepted at Arahina ki Otautahi?

Children and young people referred to Arahina ki Ōtautahi must meet the following initial criteria:

- In the care of Oranga Tamariki (either in a whānau placement, non-whānau placement, an Oranga Tamariki family home, a contracted family home or on exit from an Oranga Tamariki residence).
- Non-engaged in education, training or employment.
- Aged 10 to 16 years, with the priority being 10-13 year olds.
- Have a family/caregiver and relevant agencies committed to being involved in a multi-agency process (family commitment preferable but not required).
- Have commitment from Oranga Tamariki to provide the required resources and necessary support for the two year programme (even if the young person's care status changes during this time).
- Have a care placement that is highly likely to remain in the wider Christchurch area (within an hour's drive of Arahina).

Consideration is then given to how the child/young person would 'affect the existing mix of students' and the following dynamics are looked at:

- Are there any victim or co-offender relationships?
- Are there considerable differences in age, level or involvement in criminal or other anti-social behaviours?

3. How to make a referral to Arahina ki Otautahi

Before making a referral - contact Arahina to check current availability.

Referrals are made via email. If you do not have a referral form contact arahina@kingslea.school.nz

Referrals are to be made by the young person's Oranga Tamariki social worker. However, there is also opportunity for other agencies or family members to contact the social worker with a request for them to refer to Arahina.

Making a referral:

1. Does the child or young person meet the criteria? (see above)
2. Discuss and determine the suitability of the referral with your OT supervisor.
3. Discuss the opportunity to attend Arahina with the young person, their carer and whanau and seek agreement for the referral to proceed.
4. Complete the Arahina Referral Form and attach All About Me Plan, Tuituia and Gateway assessments and current care plan.

Attached Assessments must be:

- Arahina Referral Form
- All About Me Plan
- Tuituia Assessment
- Gateway (Health)
- Gateway (Education)
- Other relevant assessments, reports etc.

5. Email the referral to arahina@kingslea.school.nz
6. The Arahina Admission Panel will meet (Social Worker to attend part of this meeting).
7. The outcome of the referral will be communicated to the Social Worker following the meeting.

4. What happens after a young person is accepted to attend Arahina?

Intake: There are a number of things that need to be done prior to 'start day' to provide the Arahina team with the necessary information, to establish the multi-agency team and to also ensure the young person is well prepared and has the best possible start. Together with the young person's social worker, we will work through the intake process.

Part-time Start: we have found the most effective approach is for students to start slowly, working up to full-time attendance over a short-term period, depending on the student. Until students attend on a full-time basis, arrangements for pick-ups/drop-offs and supervision while the student is not at school will need to be made by the Social Worker.

5. What are the Costs and Responsibilities for Oranga Tamariki

Arahina ki Otautahi has been established as a cross agency initiative and a Service Level Agreement outlines the contributions being made by each of the partner agencies. For Oranga Tamariki this involves the following:

Stationery	Stationery is provided by Arahina
Uniform Items	OT Social Workers/Carers are responsible for purchasing the student school uniform items

Social Worker Participation	A close working relationship between Arahina staff and the young person’s social worker is hugely important to the success of the programme. The table below details the key tasks and responsibilities for Oranga Tamariki social workers.
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Oranga Tamariki Social Worker: Key Tasks and Responsibilities regarding a young person attending Arahina	
Key Responsibilities	
<ol style="list-style-type: none"> 1. Manage the young person’s referral to Arahina ki Ōtautahi 2. Participate as a member of the Arahina multi-agency team 3. Support effective communication between Oranga Tamariki, Arahina, and the young person’s care placement 	
Key Tasks	
Referral	<ul style="list-style-type: none"> - Identify children/young people as appropriate for referral to Arahina or receive a ‘request for referral’ regarding a client - Discuss appropriateness of referral with OT Supervisor - Discuss referral with child/young person and family and/or carer and seek consent to refer (agreement preferable but not required). This could involve a visit to Arahina or for Arahina staff to visit the young person - Complete and email Arahina Referral Form (including provision of Gateway and Tuituia assessments and any other relevant information) - Contribute to the Admission Panel discussion around enrolment to answer any questions
Intake	<ul style="list-style-type: none"> - Arrange for guardian to sign information sharing consent sheet - Participate in a risk management planning - Attend a ‘pre-start’ meeting with the student, family/carers and Arahina staff member
Resourcing	<ul style="list-style-type: none"> - Purchasing school uniform items for the young person.
Assessment	<ul style="list-style-type: none"> - Provide and/or source requested information to Arahina
Plan Development	<ul style="list-style-type: none"> - Participate as a member of the multi-agency team for the young person (as coordinated by Arahina) - Support carer and/or whanau participation in the multi-agency plan - Support the coordination of the multi-agency plan with the Care Plan - Provide necessary information as required - NOTE: if young person already part of HCN or IWS the role of the social worker is to enable/support integration of Arahina into plan.
Plan Implementation	<ul style="list-style-type: none"> - Attend multi-agency review meetings - Carry out agreed actions as per the multi-agency plan

	<ul style="list-style-type: none"> - Communicate with Arahina and the multi-agency team about any situations with regard to the young person's care placement or family (including any non-attendance and during school appointments) - Work with the carer/whanau to maintain the young person's attendance at Arahina
Supported Transition	<ul style="list-style-type: none"> - Participate in planning for suitable education placement - Ongoing implementation of the multi-agency plan during supported transition phase
Evaluate Success and Exit	<ul style="list-style-type: none"> - Contribute to the decision regarding when the young person is ready for exit - Provide any information or data to contribute to the final evaluation of outcomes