

ISABELLA DILWORTH LODGE RELIEF HOUSE PARENT PROCEDURE

PURPOSE

The purpose of this procedure is to outline the role of the Relief House Parent(s) at Isabella Dilworth Lodge.

We want to ensure that Relief House Parent(s):

- Are confident and supported in their relief role
- Ensure safeguarding measures are upheld at all times
- Exercise continuity of care from existing House Parents

SCOPE

This procedure applies to House Parents and any person(s) appointed as Relief House Parent(s).

PROCEDURE

1. Recruitment of Relief House Parent(s)

Recruitment may include the involvement of the current House Parents, Headmaster, Director of Student Services, HR Manager and/or any person(s) deemed necessary.

Whilst it is not essential, it is preferred that Relief House Parent(s) meet the following criteria:

- a. Background in education and/or pastoral care
- b. Strong understanding of the Dilworth environment
- c. Ability to empathise with young people while giving them clear support and direction
- d. Ability to liaise with parents, caregivers, and external parties in relation to a student's care
- e. Be familiar with boarding school environments
- f. Support the special character of Dilworth School

2. Appointment of Relief House Parent(s)

One person or couple may be designated as relief backup for the House Parents.

- **Reasons for relief:** House Parent(s) will require relief at times for holidays or at times of illness.
- **Screening :** Relief House Parent(s) will undergo screening including but not limited to: Police and criminal checks, reference checks.
- **Conduct:** Because the role of Relief House Parent(s) involves contact with students, you are required to understand, comply and sign the *Student Protection Policy*, the *Student Safety Code of Conduct for Staff* and any associated policies in relation to appropriate and safe conduct with students. Such policies will be provided upon appointment and prior to commencement.
- **Accommodation:** A living space will be set aside for the Relief House Parent(s) within Isabella Dilworth Lodge if the relief is overnight or long-term.
- **Remuneration:** Provision will be remunerated on a per hour basis upon commencement of the Relief House Parent(s) role and paid from the House Parent Contractors.
- **Commencement:** Relief House Parent(s) duties will commence on a mutually agreed upon date with current House Parent(s) and/or any other relevant person(s)

- **Termination:** Ultimately, the Contractors reserve the right to terminate any subcontracting Relief House Parent(s) at any time after commencement as per the notice period in the contracting document.

3. Relief for House Parent(s)

House Parent(s) are entitled to 5 weeks leave per annum. During periods of relief, the House Parent(s) have clear leave when they have no responsibility as House Parent(s) but may still be coming and going from Isabella Dilworth Lodge. Relief House Parent(s) will take over full running of Isabella Dilworth Lodge and take over the role of House Parent(s).

- **Holidays:** such relief will be organised in advance.
- **Illness:** Such relief may be sudden and may require immediate takeover (see *Immediate* below). Otherwise, such relief will be arranged in advance.
- **Short term:** Such relief will usually be organised in advance. For example, short term relief may be organised to cover the House Parent's to attend an evening event.
- **Long term:** Such relief will usually be organised in advance or may be an extension of illness relief.
- **Immediate:** In the event that immediate relief is required, House Parent(s) have identified *Emergency Relief House Parent(s)* (usually including members of family) that are able to take over as House Parent(s) until the House Parents return or a more suitable arrangement is made. Emergency Relief House Parent(s) are screened ahead of time, with the expectation that they can step in as and when required by the House Parent(s).

4. Emergencies

Your role as a Relief House Parent(s) is a reflection of your ability to work well and safely alongside young people, communicate effectively, your ability to make good and fair decisions, and maintain composure in high pressure situations.

In all emergency situations, contact the relevant emergency service(s). If in doubt, or if you would like additional support, please reach out to the House Parent(s) and/or Director of Student Services and/or the Safeguarding Officer. All contact details are provided on the Isabella Dilworth Lodge cell phone.

In the event that no one above is available and for all other emergency information, please refer to the Isabella Dilworth Lodge Manual for more contact details and/or information, including relevant Pastoral Care Team members if you would like additional support.

Please also see the *Isabella Dilworth Lodge Risk Management Policy* and the *Emergency Management Planning Policy*.

5. Reporting Incidents

During your relief, you may be required to report an incident. Please use the Isabella Dilworth Lodge laptop to refer to the Dilworth School splash page for relevant forms, e.g. incident form, accident form, hazard/risk/near miss form, complaint form, and the abuse notification form.

6. Code of Conduct

There are a range of matters in which the school has clear standards and expectations and which students who attend Dilworth are expected to abide by. The Code of Conduct ensures the Dilworth school environment is one that is safe and can be enjoyed by all students, staff, contractors and volunteers.

Please see the *Code of Conduct* including an appendix outlining *Isabella Dilworth Lodge Guidelines*.

7. Duty of Care

The Duty of Care explains the non-delegable duty of care obligations owed by all staff, contractors and volunteers to our students and members of the school community who visit and use the school premises.

Please see the *Duty of Care Policy* including an appendix related to Isabella Dilworth Lodge

8. Student Referrals

During your relief, students may be referred to Isabella Dilworth Lodge and it is important that you are aware of the process and the role that you play.

Please see the *Isabella Dilworth Lodge Referral Procedure*..

9. Exit Evaluation

During your relief, students may return to boarding at Dilworth School or home to their family/whānau. An important part of this process is that the student(s) complete an exit survey. A link to the survey can be found on the favourites tab on the IDL laptop.

10. Visitors to Isabella Dilworth Lodge

There are rules for receiving visitors at Isabella Dilworth Lodge. It is important to ensure that visitors will not pose threats to our property, and we want students and House family to be and feel safe and not exposed to danger.

Please see the *Isabella Dilworth Lodge Visitors Procedure*.

11. Isabella Dilworth Lodge Manual

Please see the Isabella Dilworth Lodge Manual that is kept by the main access door to Isabella Dilworth Lodge. It contains a reference to all policies and procedures that are current and being exercised in Isabella Dilworth Lodge.

KEY RELEVANT DOCUMENTS

- Student Protection Policy
- Student Safety Code of Conduct for Staff
- Isabella Dilworth Risk Management Policy
- Code of Conduct
- Duty of Care Policy
- IDL Referral Procedure
- IDL Visitors Procedure

DOCUMENT MANAGEMENT AND CONTROL

Approved	November 2021
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