

IDL REFERAL PROCEDURE

PURPOSE

The Isabella Dilworth Lodge provides short-term care when temporary disruptions occur for a student in their home environment or boarding. In this situation, the short-term residential care would provide a healthy, safe, and caring environment until the home or school related matter is resolved.

Isabella Dilworth Lodge provides a non-institutional, homely environment, overseen by two House Parents. All students staying at the Lodge will be expected to participate fully in the running of the Lodge, under the direction of the House Parents.

The Isabella Dilworth Lodge is located at 27F Omaha Rd, built on the Junior Campus in 2022 and can accommodate up to 8 students at one time.

The purpose of this procedure is to ensure that students receive a fair assessment when entering the Isabella Dilworth Lodge.

SCOPE

This procedure applies to all Dilworth students, their whānau/families and Dilworth Staff.

PROCEDURE

Who can make a Referral

1. Dilworth staff, parents or guardians are able to make a referral request. Dilworth students are also able to make a self-referral.
2. Should a student be referred to Isabella Dilworth Lodge, a discussion with the House Leader and Director of Student Services will determine whether a student will benefit from staying at the Isabella Dilworth Lodge.

Parental Consent

3. Verbal approval must be obtained from parents/guardians/caregivers before the student can enter the Isabella Dilworth Lodge on the student's initial visit.
4. If the student is visiting Isabella Dilworth Lodge for a subsequent time, written permission must be obtained from parent/guardians/caregivers. The Director of Student Services will email the parents/guardians/caregivers, and their reply email providing approval is sufficient.

School Policies

5. It is a requirement that whānau/families of each student read and understand specific policies relative to child safety, code of conduct, the complaints procedure, duty of care and general expectations of students staying at the Isabella Dilworth Lodge. These policies are available at the Dilworth website on the Isabella Dilworth Lodge tab. A copy of the policies can be email to parents/guardians/caregivers if preferred.

Referral and Assessment Process

6. The referral process is as follows:
 - Referral received.
 - Director of Student Services to discuss with House staff, and others if necessary.
 - Parents informed and consent given.
 - Communication to staff and House Parents
 - Handover with House Parents.

Making a Referral

7. Staff and students can make a referral by completing the online referral form, found on our Dilworth School splash page.
8. Parents can make a referral by completing the [referral form](#) the Dilworth website.
9. The referral will go directly to the Director of Student Services for review.

Assessment Process

10. In consultation with the House Leader and other staff, if required, the Director of Student Services will advise of their decision.
11. The assessment decision could also include seeking external professional help for a student. In this situation, a member of the Pastoral or Safeguarding team will communicate this information with the Director of Student Services.
12. Further action may vary for each individual student.
13. If the decision is made for a student to go to Isabella Dilworth Lodge the Director of Student Services will call the parents/guardians/caregivers to obtain verbal consent and to advise them of the relevant policies and procedures available to them online or via email.
14. Parents/guardians will be given the mobile phone number for the Isabella Dilworth Lodge House Parents and advised that the House Parents will make contact with them as soon as practicable.

Student Consent

15. Students referred to stay at Isabella Dilworth Lodge must provide verbal consent.

Communication

16. The Director of Student Services will email the student's Boarding House Leader and the Isabella Dilworth Lodge parents. A copy of the email will also go to the pastoral staff member who made the assessment, and the Director of Boarding.
17. If the decision is not to send a student to Isabella Dilworth Lodge, the same communication process will apply. Communication is to ensure staff are aware of the situation, should something occur.

Handover with House Parents

18. Consideration will be given to students attending the Mangatāwhiri Campus. This will be on rare occasions and will be on a case-by-case basis.
19. A Senior Campus student may walk to Isabella Dilworth Lodge from 5:30pm. If suitable, two friends of the student may walk with him to drop him off.
20. A Junior Campus student will be collected by a House Parent at 4:30pm.
21. Prior to a student arriving at Isabella Dilworth Lodge, the House Parents will have been included in all communication and will be aware of the student's arrival. See Appendix A for Arrival Procedure.

KEY RELEVANT DOCUMENTS

- Dilworth Complaints Policy
- Student Protection Policy
- [Dilworth Boarding Policy - DTB PO BRD 01](#)
- Student Safety Code of Conduct

DOCUMENT MANAGEMENT AND CONTROL

Approved	November 2021
Last Reviewed	October 2024
Review Date	August 2026

APPENDIX A: IDL ARRIVAL AND EXIT PROCEDURE

Arrival Procedure

Upon arrival into Isabella Dilworth Lodge, all students will be welcomed by one of the House Parents.

During this conversation, important information will be shared with the student, including:

- Code of Conduct, and expectations whilst staying at the Lodge.
- Complaint Procedure, if they wish to make a complaint at any time.
- End of stay evaluation.

Students and their whānau/families will be made aware of the school policy manual available at Isabella Dilworth Lodge. These policies also include or make reference to Isabella Dilworth Lodge and its staff. Other resources and information such as the Child Wise review of Isabella Dilworth Lodge is available at all times.

Families of students are encouraged to reach out to the Isabella Dilworth Lodge House Parents at any time and are welcome to make arrangements to visit Isabella Dilworth Lodge during their child's stay. Parents MUST call ahead of time to inform the House Parents of their intended visit.

Exit Procedure

The House Parents will keep an eye on all students and provide an update to appropriate members of the Pastoral Care team when the student is ready to transition back into Boarding at Dilworth.

This conversation could be via a phone call. If the decision is that the student is ready to return to boarding, the House Parents will send an email to the Director of Student Services and House Leader advising of the decision for the student to return to boarding. A carbon copy email will also be sent to appropriate members of the Pastoral Care team and the Director of Boarding. The email will detail the time and day the student is expected to return to boarding, e.g., Wednesday 22 September, after school.

Ref : DTB PR SG IDL1

IDL Referral Policy

Organisation Wide

House Parents will remind students to complete the exit survey. This exit survey is anonymous and will be sent directly to the Director of Student Services.