

FAMILY VIOLENCE PROVIDER UPDATE | JANUARY 2020

Police vetting, facilitator approval, cover sheets, FVPP forms.

**This update is essential reading for all approved MoJ programme facilitators.
Please share with your team.**

Ngā mihi nui ki a koutou katoa

We hope everyone had a safe and happy break over the holiday period. This update covers some key changes and updates to processes and resources. Your contract manager will go over them with you in your next meeting and they will be included in an updated Code of Practice to be released later this year.

In accordance with your Outcome Agreement, audits will be carried out between May and September this year. We will confirm details of the audit process and content in the next few weeks.

In the coming months, you may notice a focus on your quarterly reports. These reports hold a lot of rich insights and information that we use to make improvements to our services. To get the most out of these reports, we will be focusing on working with you to improve their timeliness and quality. Quarterly reporting quality and compliance will also be considered as part of your audit.

Police Vetting – must be completed 3 yearly for all facilitators

New Zealand Police have requested that we make some changes to our process for requesting Police Vetting for facilitators. The changes relate to the difference between Children's workers (child programme facilitators) and programme facilitators who are not Children's workers. Police have confirmed that our programme facilitators delivering adult safety or non-violence programmes must comply with the Ministry requirement to have a Police Vetting check because the nature of the work means they are working with victims, children and vulnerable adults.

If you deem your facilitator to be a children's worker as defined under the Children's Act 2014 (includes child programme facilitators):

- In the section that asks if the vetting request is mandatory under the Children's Act select 'Yes: Core Worker'
- When you reach the 'request details screen' enter "FV Programme Facilitator- Children's Worker" into the 'role' field.

If you do not deem your facilitator to be a children's worker as defined under the Children's Act (this is likely to apply to most adult safety and non-violence programme facilitators unless they are also working alone with children on a regular basis):

- In the section that asks if the vetting request is mandatory under the Children's Act select 'Optional Police Vet'
- When you reach the 'request details screen' enter "FV Programme facilitator - working with victims/children" into the 'role' field. (This is because all your programme work includes risk and safety planning that includes needs of victims and children).

This will make it clear to New Zealand Police what type of check needs to be completed and why.

Facilitator approval – please use new forms and note changes to process

There have been some recent changes to the Domestic Violence – Victim's Protection Act 2018 which have affected the family violence programme facilitator approval process. You can find the updated facilitator approval/re-approval form attached to this email.

The Domestic Violence – Victim's Protection Act 2018 provides protection for victims of family and sexual violence. Employers are prohibited from treating people adversely on the basis that they are a person affected by family violence. In light of this legislation, the facilitator approval process and forms have been amended to ensure a fair and robust approval process and questions about a person's experience as a victim of family violence have been removed.

You do not have to re-do any current facilitator approvals however, please ensure any future facilitator approvals/re-approvals are completed using the new process and form, and ensure no facilitators are treated adversely on the basis of information they have previously provided.

Cover sheets

We have provided client file cover sheet templates in the Code of Practice to help you to keep effective case files. These cover sheets are optional resources, and we know many of you find them useful to use as an overview of the file and assist with reporting and invoicing. You have suggested some changes to improve functionality to make it easier to record assessment type, assessment and programme session length and whether services have been invoiced.

We have attached the updated version to this newsletter.

FVPP Forms – updated forms now on the website

We have made some minor changes to some of the FVPP forms based on your feedback.

FV3A: We have extended the boxes to allow longer phone numbers in all sections

FVPP02A: Section 3, point 4 states "the provider will notify the court of my non-compliance and this may result in court action". Whereas section 4, point 4 states "this may result in a fine or imprisonment". Both now say, "this may result in court action".

FVPP03: The "conflict of interest identified" box was unable to be checked. This is now fixed.

FVPP16: We have received feedback that having no client signature on the re-engagement form reduces client accountability. We have included a client signature field to be completed when re-engagement occurs (unless re-engagement occurs over the phone, then providers should note this under section A of the form).

Thank you for your ongoing feedback and suggestions. If you have any questions or feedback please pass them on to your contract manager.

Mauri Ora

The Safety Services team