

MOERANGI  
TREKS

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## INTRODUCTION

Moerangi Treks offers a specialist tikanga whanau service for the rehabilitation of youths. It operates in a distinctively different way as a camp and bush wilderness experience programme; a caretaker venture that is whanau initiated, designed and controlled. The youths who come to stay at Moerangi Treks are engaged in activities designed to develop a competence in their ability to cope, learn and experience a positive co-operative lifestyle with outdoor pursuits and life skills. This lifestyle has its roots in Maoritanga (Tuhoe) Mataatua Rohe.

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## STANDARD 1

## PARAMOUNTCY

As per Section 6 of the Children, Young Persons and Their Families Act 1989 (CYP&F Act 1989), Moerangi Treks provides services that put the young person's welfare and interests as the first consideration. Issues of wellbeing and the safety of a young person are taken into account and there is involvement with the whanau/family of the young person, although where referrals are from the Children, Young Persons and Their Families Service (CYPFS), Social Workers from this service fulfill the function of liaison with family/whanau. The paramouncy principle is specifically included in Moerangi Treks Code of Practice and Job Description. It is implied in other documents.

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## STANDARD 2

## INTAKE

With referrals from CYPFS, the initial intake is carried out by Social Workers from this Service.

Moerangi Treks, however, has its own intake procedures. Refer to "Appendix for Standard 2 - Information Sheet".

Referrals to Moerangi Treks can be made by telephone, letter or in person. Moerangi Treks will respond by taking down details of the referral and outlining what services they offer, to determine whether the placement will be suitable. Consultation takes place with other whanau members of Moerangi Treks and there is a discussion on the proposed placement. After this a placement will be confirmed, or a referral made to another organisation or the placement declined with reasons given, eg, (not a suitable place for this particular youth).

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### STANDARD 3

### CULTURAL APPROPRIATENESS

Moerangi Treks complies with Section 6 of the CYP&F Act, by putting the young person's welfare and interests first, and provides services that are culturally appropriate endeavouring to match the youth's needs with Moerangi Treks' programme strengths.

All Tutors at Moerangi Treks have a knowledge of Tikanga and Te Reo Maori, actively demonstrating and teaching it and have strong links with the local hapu and iwi (Tuhoe) Mataatua Rohe

When a referral is made to Moerangi Treks from CYPFS, this placement is deemed culturally appropriate as the assessment, intake and matching is done by CYPFS Social Workers who work under a bi-cultural policy.

Other referrals to Moerangi Treks are assessed and matched according to the individual needs (including cultural) of the youth and the influence and benefit that can be gained by being at Moerangi Treks.

Any inappropriate referrals are declined.

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## STANDARD 4

## ASSESSMENT

Referrals made to Moerangi Treks from the CYPFS are investigated and assessed before a referral is made by the Social Workers of that Service. Placements are made with a Care Agreement or as an outcome from a Family Group Conference (FGC), eg, Supervision with Activity. Other CYPFS placements are negotiated case by case with Moerangi Treks.

Referrals other than from CYPFS are dealt with on the individual circumstances of each case, with an agreement entered into before placement (see attached form "Agreement with Moerangi Treks").

The process is that Moerangi Treks:

- 1 **Gathers information and makes a record** - refer to Information Sheet on which details are recorded.
- 2 **Forms an assessment and makes a decision** - this is by the whanau group discussion and decision making process, of matching the youth's needs to the programme activities.
- 3 **Review** - reviews are ongoing and can be done daily, weekly, etc, as appropriate. A diary is kept and also a photographic record is made of the youth's progress at Moerangi Treks.
- 4 **Liaison** - is carried out with CYPFS or with other referral sources, to discuss the placement plan or other issues.

Refer to "Appendix for Standard 4" for the Agreement with Moerangi Treks.

## STANDARD 5

## PLANNING

All plans for youths take into account Section 6 of the CYP&F Act, that puts the welfare and interests of the young person first.

With referrals from CYPFS, the placement plan is negotiated by this Service. Moerangi Treks however will discuss aspects of a plan and comment on it with the Social Worker involved.

Other referrals to Moerangi Treks are negotiated case by case, with time frames in place and expected outcomes discussed. Services and support to be given by Moerangi Treks are outlined as part of the agreement plan, along with review procedures and ongoing monitoring. All necessary details are captured on the Information Sheet and discussed with the referral person.

Refer to Moerangi Treks Information Sheet and Agreement.

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## STANDARD 6

## PLACEMENT

For CYPFS referrals, the process for exploration of possible caregivers amongst a young person's wider family, hapu or iwi or involved friends, etc, is the responsibility of that Service.

For other referrals, Moerangi Treks discusses the reason why a referral is being made to them and why there is no other suitable placement. This comes up under "Reason for referral to Moerangi Treks" on the Information Sheet. If it is agreed that a placement is suitable and will be in the welfare and interests of a young person, then an agreement will be entered into, outlining the length of stay, etc.

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## STANDARD 7      MATCHING OF NON-FAMILY CAREGIVERS TO CLIENTS

Refer to comments made in Standard 6. For referrals from CYPFS this is their responsibility and the matching of a youth's needs with Moerangi Treks is discussed before placement.

For other referrals, every effort is made to be clear about what the youth's needs are and how Moerangi Treks activities can achieve these needs, given the outdoor pursuits programme Moerangi Treks has in a group living environment.

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## STANDARD 8      REVIEW OF PLACEMENTS

For referrals made by CYPFS, support and review of placements is made by this Service in consultation with Moerangi Treks.

For other referrals this is discussed and recorded on the Information Sheet under "Proposed Length of Stay", "Monitoring", "Review Date" and "End of Placement Details" when a referral is accepted into Moerangi Treks.

Reviews are done daily, weekly or whenever appropriate during a youth's stay.

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## STANDARD 9      RETURNING HOME

For CYPFS placements with Moerangi Treks, the returning home process and any conditions including the involvement of Counsel for the Child is the responsibility of the CYPFS Social Worker, who liaises with Moerangi Treks over the timing and process used.

For other referrals this is negotiated on a case by case basis with Moerangi Treks, with the interests of the young person being considered first. The Information Sheet records details under the "End of Placement Details". The present circumstances of the youth's family/whanau situation will be discussed and a decision made as to the right time and process for the return of the young person. The youth's own viewpoints will also be taken into account as to where the next placement will be. Where appropriate, Moerangi Treks will provide advice and assistance to ensure a successful return home or check out an alternative placement.

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## STANDARD 10 PROVISION OF CARE

Moerangi Treks offers a specialist small scale rehabilitation camp and bush wilderness experience programme. For such a programme that relies on the outdoors, the provision on physical care is adequate, with appropriate emotional, psychological, social, spiritual and cultural care catered for in a lifestyle of Tuhoe Maoritanga.

The provision of care is whanau initiated, designed and controlled and allows a youth to engage in activities that create a positive, co-operative lifestyle. Health, recreation and educational needs are included in the programme (see attached copy of the "Brief Report on Moerangi Treks" Appendix for Standard 10).

The best interests of a young person and their welfare is the first consideration and provision is made to keep them safe from risk and harm, both personal and environmental.

- There is a first aid kit and staff who have undertaken first aid training.
- Instructions for dealing with medicine are recorded on the Information Sheet at referral time.
- Moerangi Treks have a Civil Defence Plan and a Guide to Occupational Safety and Health (refer Standards 20 and 21).

Parents or usual caregivers will be advised of any serious emergency or significant incident involving a youth, eg, if they are hospitalised.

For referrals from CYPFS - the Service will be advised of any serious emergency or significant incident involving a young person. If a youth wishes to talk to a Social Worker from CYPFS this will be arranged as soon as practicable and the Service will be consulted where practical about any access visits to home or other place, if these are not part of the plan or previously agreed to.

## STANDARD 11 DISCIPLINE

Moerangi Treks have a Code of Practice which Tutors know of and have access to.

Refer to "Appendix for Standard 11 - Code of Practice".

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STANDARD 12    PROCEDURE FOR  
COMPLAINTS

This is covered in the Code of Practice referred to in Standard 11.

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## STANDARD 13 RECRUITMENT OF STAFF AND CAREGIVERS

Refer to "Appendix for Standard 13 - Equal Employment Opportunities Plan and Job Description".

Tutors are recruited from the local community and references obtained orally from a wide selection of community people as well as first hand knowledge of present functioning and history of the Tutor and their whanau.

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## STANDARD 14 STAFF VETTING

The Tutor vetting process used by Moerangi Treks is one of first hand knowledge not only of the background and whanau history of the Tutor, but also the present functioning of them in the local community.

Referees are local and well known to both Moerangi Treks and the Tutor. In this rural community, the behaviour of a staff member is monitored effectively through whanau, hapu and iwi connections.

Refer to "Appendix for Standard 14 - Statement of Declaration".

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## STANDARD 15 STAFF AND CAREGIVER TRAINING

Tutors are expected to be competent in the areas identified in their Job Description which lists their responsibilities, relationships and accountabilities.

Induction training to Moerangi Treks is "on the job" - Tutors are specialists in the area they work in and bring their own expertise and experience. At whanau meetings of Moerangi Treks ongoing training needs are discussed.

Moerangi Treks will encourage and support Tutors to attend training that is appropriate for understanding the needs of youth and appropriate for the outdoor pursuits programme that they offer.

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## STANDARD 16 STAFF AND CAREGIVER SUPERVISION

The design and delivery of Moerangi Treks services is whanau initiated, designed and controlled. Tutors are specialists in their own fields, are self reliant and accountable not only to the youths in their care, but to the wider local hapu and iwi members. They have mana and standing in the local community and have been individually selected for the tasks they do. They are competent and self motivated with a knowledge of Te Reo and Tikanga Maori.

Supervision, support and guidance for Tutors is given by a whanau process, which offers regular and appropriate feedback and discussion on the activities staff are involved with in this specialist area of work. As Tutors work closely together in this small scale venture, there is a shared responsibility of the activities, tasks and issues involved.

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## STANDARD 17 MANAGEMENT STRUCTURE

Moerangi Treks offers a specialist small scale service which is whanau initiated, designed and controlled and this means a flattened management structure of a small group of people who work co-operatively together from a shared community background.

For the purposes of this approval the person designated as "Director" is Rapaera Black. He is accepted as the whanau nominated person for this position and signs official documents to this effect.

Other whanau members are:

Director -  
Secretary -  
Treasurer -  
Committee  
Members -

Section 9(2)(a)

Decision-making involves a 'group method' of discussing and resolving issues.

Refer to "Brief Report on Moerangi Treks" attached to this application.

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## STANDARD 18 FINANCIAL MANAGEMENT

Moerangi Treks is a small scale outdoor pursuits camp and bush venture, that operates a very simple financial management system, appropriate to it's needs.

Finances are managed competently and records kept of Income and Expenses. Bank Statements of Moerangi Treks can verify these amounts and provide an audit.

The major assets involved in the venture, eg, land, are held in common with other whanau members, hapu and iwi.

Forward financial planning is discussed both within Moerangi Treks and with the people making referrals to them, when a placement is planned, to ensure financial stability and that the welfare and interests of a young person are not jeopardised by inadequate funding.

Moerangi Treks will provide a projected budget, should this be required.

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## STANDARD 19 MONITORING

Records are kept of referrals made (refer Standard 2 - Intake Information Sheet) and placements are reviewed (refer Standard 8).

Internal monitoring is carried out by whanau huis and discussion on a daily, weekly, monthly basis with all or some of the Tutors.

Feedback is usually in an oral form, coming from youths who have stayed at Moerangi Treks and their ongoing contact after they leave and also the services that refer youths.

Evaluations of Moerangi Treks' operation are carried out in an appropriate whanau tikanga manner and involve waikirikiri marae members when necessary.

Accountability is first to the young person and their whanau.

Moerangi Treks will supply the names and telephone numbers of relevant people who can supply feedback on their activities.

Records are kept and stored according to the Privacy Act 1993. Privacy principles under the Act refer to the correct and lawful collection, storage, use, access to, accuracy, correction and disclosure of personal information.

Information on youths is collected for the use of Moerangi Treks while the youth is in residence there and is not available to other youths or unauthorised people. Records are kept safe and secure.

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## STANDARD 20 DISASTER MANAGEMENT

Moerangi Treks has a Civil Defence Plan, suitable for the outdoor pursuits programme they offer in the camp and bush environment they live in. The plan is reviewed and monitored.

Youths who come to stay at Moerangi Treks read the Civil Defence Plan and know where to locate it.

Refer to "Appendix for Standard 20 - Civil Defence Plan".

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## STANDARD 21 OCCUPATIONAL SAFETY AND HEALTH

Moerangi Treks endeavours to provide a safe and healthy environment with safe equipment, methods and practices suitable for the outdoor pursuits programme they offer in the camp and bush environment they live in.

Youths who come to stay at Moerangi Treks are instructed on the safe use, storage and maintenance of equipment. They are also informed of the risks and dangers involved in living in a camp and bush environment and methods of safe practice are outlined to them.

Refer to "Appendix for Standard 21- Guide to Occupational Safety and Health".

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# MOERANGI TREKS

## INFORMATION SHEET

Referral  
Made by \_\_\_\_\_ Contact Phone No \_\_\_\_\_ Date \_\_\_\_\_

**NAME OF YOUTH**

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Other names known by \_\_\_\_\_ Male/Female \_\_\_\_\_

**DATE OF BIRTH**

Place of Birth \_\_\_\_\_

**HOME ADDRESS**

**ETHNICITY**

(Whanau, Hapu, Iwi, Island, Village - if known) \_\_\_\_\_

Ethnicity Mother \_\_\_\_\_

Ethnicity Father \_\_\_\_\_

**STATUS**

with CYPFS or Other Agency \_\_\_\_\_

Any FGCs or Court Hearings/Apearances \_\_\_\_\_

**HEALTH**

Medication on, Name of Family or last Doctor been to; fit for physical work, food allergies, etc. \_\_\_\_\_

**EDUCATION**

Name of school last attended; correspondence; other educational details \_\_\_\_\_

**RELIGION**

**GENERAL INFORMATION**

Include relevant life history, sporting and/or cultural aptitudes \_\_\_\_\_

**REASON FOR REFERRAL TO MOERANGI TREKS**

To include any particular behaviour patterns of a young person \_\_\_\_\_

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APPENDIX FOR STANDARD 2 (CONT'D)

MOERANGI TREKS

INFORMATION SHEET (CONT'D)

**PLACEMENT PLAN** To include proposed placement plan; any people youth is not to associate with - visits and contact arrangements. \_\_\_\_\_

Legal Basis of Placement \_\_\_\_\_

Length of stay \_\_\_\_\_

**FINANCIAL ARRANGEMENTS** \_\_\_\_\_

**MONITORING ARRANGEMENTS** \_\_\_\_\_

**END OF PLACEMENT DETAILS** \_\_\_\_\_

**REVIEW DATE** \_\_\_\_\_

**PARENTS OR CAREGIVERS**

Names \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**BROTHERS AND/OR SISTERS**

Names \_\_\_\_\_

Ages \_\_\_\_\_

Where living \_\_\_\_\_

**EXTENDED FAMILY**

Name \_\_\_\_\_

Where living \_\_\_\_\_

Referral on to CYPFS or other Agency \_\_\_\_\_

Placement Declined \_\_\_\_\_

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# AGREEMENT WITH MOERANGI TREKS

**MOERANGI TREKS AGREES TO:**

**PROVIDE**      •      Physical, emotional, mental and spiritual needs for \_\_\_\_\_ while in their care.

• \_\_\_\_\_  
• \_\_\_\_\_

**ENSURE THAT**      •      \_\_\_\_\_ is kept safe from risk and harm and will notify family/whanau of any serious emergencies.

• \_\_\_\_\_  
• \_\_\_\_\_

**CARRY OUT**      •      Activities that are part of the camp and bush outdoor activities programme with \_\_\_\_\_

**REPORT BACK**      •      \_\_\_\_\_  
• \_\_\_\_\_

\_\_\_\_\_ **AGREES TO:**

**PROVIDE**      •      Financial Assistance \_\_\_\_\_

• \_\_\_\_\_  
• \_\_\_\_\_

**ENSURE THAT**      •      Appropriate clothes are provided for \_\_\_\_\_

• \_\_\_\_\_  
• \_\_\_\_\_

**CARRY OUT**      •      Contact with Moerangi Treks during \_\_\_\_\_ stay

• \_\_\_\_\_  
• \_\_\_\_\_

**REPORT BACK**      •      On any changed circumstances concerning \_\_\_\_\_  
•      On arrangements for return home/future placement.

• \_\_\_\_\_  
• \_\_\_\_\_

The length of stay at Moerangi Treks will be \_\_\_\_\_

\_\_\_\_\_  
Signed on behalf of Moerangi Treks

Date: \_\_\_\_\_

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# MOERANGI TREKS

## CODE OF PRACTICE

All Tutors work under the Paramountcy Principle of the Children, Young Persons and Their Families Act 1989, that puts the welfare and interests of young persons first. They also work under the principle of Manaakitanga (care and respect).

This code applies to all Tutors whether permanent or part-time, paid or unpaid.

Moerangi Treks endeavours to offer a quality service to youths in their care, and expects Tutors to work honestly, with integrity, respecting the rights of other staff and the youths in their care. Tutors are to comply with the instructions and philosophy of Moerangi Treks, which encompasses a knowledge of tikanga Maori, in particular Tuhoe tikanga and te reo Maori.

Tutors are expected to perform their duties to the best of their ability, showing proper and reasonable care of animals and equipment and supervising the youths at all times.

Information obtained on youths is to be kept confidential and there should be no bias shown to any youth, with all being treated fairly.

Tutors should not misuse or abuse their position, be under the influence of alcohol, drugs or solvents during working hours.

Moerangi Treks will behave in a fair and reasonable manner to their Tutors, will give regular and appropriate feedback on their work performance, offer good and safe working conditions for the programmes to be run and a fair remuneration for skills, responsibilities and performance.

## APPENDIX FOR STANDARD 11 (CONT'D)

## DISCIPLINE OF YOUTHS

No form of physical or emotional punishment is acceptable for disciplining youths.

Alternative methods of discipline to be used are:

- Verbal discussion of the issue involved
- Loss of privileges
- Time out
- Reward good behaviour

Should any problem arise or a complaint be made about a Tutor, the process shall be to:

- Have a discussion of the problem with the Tutor concerned, as soon as possible and offer assistance if need be, or take whatever action is appropriate.
- Take appropriate notes of the incident and what action was taken by Moerangi Treks.
- Call a whanau hui to discuss the incident if necessary and take whatever action agreed upon.
- Notify any appropriate official person if deemed necessary.
- Where practical notify CYPFS if a complaint comes under Section 15 of the Children, Young Persons and Their Families Act (ill treatment or neglect of a young person)
- Suspend a Tutor for any serious violence or abuse against a youth at Moerangi Treks, pending an investigation.

## MOERANGI TREKS

### JOB DESCRIPTION

- POSITION:** Tutor
- ACCOUNTABLE TO:** Whanau members of Moerangi Treks
- PURPOSE OF POSITION:** To inspire, motivate and enhance the welfare and interests of youths, orientating them to Moerangi Treks and its camp and outdoor pursuits activities; to supervise youths at all times and be a role model in an environment of Te Reo and Tikanga Maori.
- RELATIONSHIPS:** The Tutor will develop and maintain a positive relationship with youths in their care, the whanau members of Moerangi Treks and the local Maori community.
- RESPONSIBILITIES TO:**
- Supervise youths at all times, putting their welfare and interests first.
  - Have a knowledge of tikanga Maori, in particular Tuhoe tikanga.
  - Be competent in Te Reo Maori.
  - Be involved with the local whanau, hapu, iwi.
  - Have expertise and competence in outdoor pursuits, camp and bush wilderness lifestyle and the specialist activities carried out by Moerangi Treks.
  - Be a leader and role model.
  - Be self motivated, dependable, have a positive attitude to the job.
  - Have an expertise in stock, horses and dog care.
  - Have good communication skills and be able to get along with people.
  - Have energy and good health.
  - Be able to give clear, helpful instructions relating to the work to be done.
  - Be flexible in attitude and able to cope with emergencies.
  - Have an understanding of youths behaviour and motivation.
  - Give reports when required.

**APPENDIX FOR STANDARD 13 - JOB DESCRIPTION (CONT'D)****ACCOUNTABILITIES:**

To deliver a service that:

- Is culturally appropriate.
- Gives priority to the welfare and interests of youths.
- Enhances the name of Moerangi Treks.
- Understands and motivates youths.
- Is competent in the outdoor pursuits that Moerangi Treks carries out.
- Is reliable and safe.

**IDEAL PERSON BEST SUITED TO THE POSITION:**

Has skills in:

- Te Reo and Tikanga Maori (Tuhoe)
- Camp and bush wilderness lifestyle.
- Relating and communicating with youths.
- Good stock, horse and dog care ability.
- Leadership and motivation of youths.

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## MOERANGI TREKS

# EQUAL EMPLOYMENT OPPORTUNITIES PLAN

The kaupapa for the employment of Tutors is under the principles of mahi Maori, whanau tikanga Maori and rangatiratanga (self management).

Staff are recruited, trained and supported in an environment of Tikanga Maori and Te Reo Maori.

### PARAMOUNT PRINCIPLE

Appointment and promotion of Tutors is on the basis of merit depending on the necessary skills, motivation and experience.

**Preference is given to the person who is best suited to the position.**

- There are flexible work practices to allow Tutors time for family responsibilities as well as job satisfaction.
- All Tutors will have equal opportunities in a safe environment.
- There are no discriminatory practices in recruitment, promotion, training, personal practices or work environment.
- Tutors are not discriminated against based on their gender, race, ethnic or national origin, sexual orientation, marital status, religious belief, ethical belief, political opinion, family status, disability or age.
- Moerangi Treks have a workplace where policies and practice encourage staff input and participation and where there is involvement with local cultural networks.

# STATEMENT OF DECLARATION OF CRIMINAL CONVICTIONS

**FILL IN PART A & B OR A & C**

**PART A**

**TUTOR**

I \_\_\_\_\_ hereby state that I do not have any criminal  
(full name of Tutor)  
convictions for violence against a person, sexual crimes or convictions for dishonesty.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART B**

**REFEREES COMMENTS**

I \_\_\_\_\_ have personal knowledge of the abovenamed  
Full Name of Referee

and can attest to the fact that:

Name \_\_\_\_\_

a) There are no criminal convictions against them for violence against a person, sexual crimes or convictions for dishonesty

or

b) There are exceptional circumstances why the abovenamed \_\_\_\_\_  
Name  
can be employed at Moerangi Treks regardless of any criminal convictions.

**Cross out either a) or b) - whichever does not apply**

\_\_\_\_\_  
Full Name of Referee

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART C**

**TUTOR**

I \_\_\_\_\_ consent to a search being made by the Criminal  
Name of Tutor  
Records Bureau of the Police and any criminal history information regarding violence against a person, sexual crimes or dishonesty, is disclosed to Moerangi Treks.

My details are as follows:

Full Name: \_\_\_\_\_

Any other Names Known Under: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

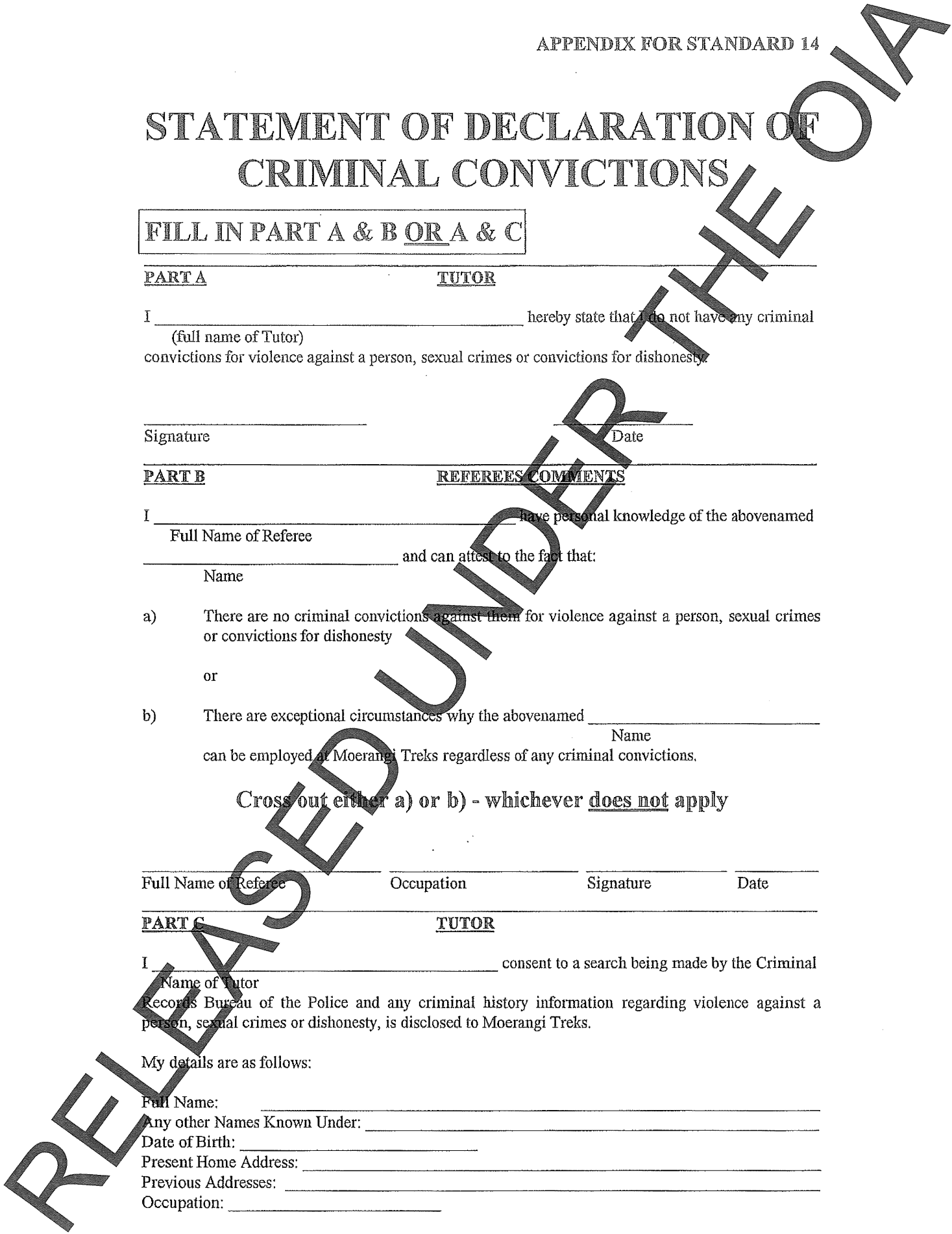
Present Home Address: \_\_\_\_\_

Previous Addresses: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# MOERANGI TREKS

## CIVIL DEFENCE PLAN

WARDENS Section 9(2)(a) Privacy of Natural Persons

The abovenamed are the appointed wardens.

Any Tutor who is present at the time of an emergency, will fulfill the warden's duties.

### GENERAL INSTRUCTIONS

#### STAY CALM and DON'T PANIC

- Stop whatever you are doing at the time of an emergency and follow the instructions of the Warden.
- Anybody with a permanent or temporary disability (eg broken arm) is to be assisted by others.
- Do not attempt to go back into an evacuated building until the Warden gives the 'all clear'.
- Fire and emergency drills will be carried out randomly but on a regular basis.

EMERGENCY FIRST AID KIT IS LOCATED  
IN THE CUPBOARD WITH THE WHITE CROSS ON IN  
THE KITCHEN AREA

## MOERANGI TREKS

### CIVIL DEFENCE PLAN (CONT'D)

#### FIRE

##### MINOR FIRE (One that can be contained)

- Raise the alarm.
- Seek instructions from a Warden if one is close by.
- Use fire fighting equipment (water fire extinguisher) to put out the fire, only if there is no danger involved.
- Unplug or switch off electrical equipment if necessary.
- **DO NOT USE WATER ON AN ELECTRICAL FIRE**

##### MAJOR FIRE

- Raise the alarm.
- Follow instructions of a Warden to evacuate the building.
- Ensure you know where all the exits are and move quickly to the one nearest you to get out.
- If necessary use a piece of clothing/cloth as a mask to protect against smoke inhalation.
- Check everybody is accounted for and nobody left in the building.
- Assist the Warden if called upon.
- Meet outside in north paddock next to house for head count.
- Render first aid to anybody injured.
- Check animals are safe.
- Call outside assistance if required.
- Notify local Civil Defence if required to do so.

## MOERANGI TREKS

### CIVIL DEFENCE PLAN (CONT'D)

#### EARTHQUAKE OR VOLCANIC ACTIVITY

- Raise alarm.
- Follow instructions of the Warden.
- Take shelter against a substantial wall, doorway or under solid furniture. If in the bush, head for an open area.
- Keep clear of windows or insecure fittings.
- Do not leave the building unless instructed to do so by a Warden.
- Assist any injured youths to take shelter.
- Assist the Warden if called upon.
- Check animals when safe to do so.
- Call outside assistance if required.
- Notify local Civil Defence if required to do so.

#### FLOOD

- Raise alarm.
- Follow instructions of the Warden who will assess the situation and give directions.
- Evacuate the building if necessary.
- Check animals are safe.

## MOERANGI TREKS

### CIVIL DEFENCE PLAN (CONT'D)

#### EXPLOSION

- Raise alarm
- Follow instructions of the Warden
- Check all persons are accounted for
- Assist with any injuries
- Call outside assistance if required, ie, Doctor, Fire Brigade

#### STRUCTURE COLLAPSE

- Raise alarm
- Follow instructions of the Warden to evacuate the building
- Meet outside in north paddock next to house for head count
- Check all persons are accounted for
- Assist with any injuries
- Check structure safety under instructions of Warden
- Call in outside assistance - Doctor or Fire Brigade if necessary

## MOERANGI TREKS

### CIVIL DEFENCE PLAN (CONT'D)

#### LOST IN THE BUSH

All persons are equipped with a survival pouch containing:

- Candle
- Strip of rubber to help light fire
- Matches (dry)
- Mini first aid kit
- Fish hook, line, sinker
- Knife
- Dried Food
- Torch

Raise alarm

Follow instructions of Warden

Contact Department of Conservation

Assist where able with search party

#### HAZARD AND ACCIDENT REGISTER FOR ALL DISASTERS

All disasters are recorded in the diary (or other book) giving the time and date of the disaster, what happened, any action taken, any casualties or injuries and how these came about.

#### MAJOR CIVIL DISASTER -

Offer/Seek assistance from the Marae, local Civil Defence and Police.

Notify Children, Young Persons and Their Families Service and all other parties concerned of youths safety as soon as possible.

## MOERANGI TREKS

# GUIDE TO OCCUPATIONAL HEALTH AND SAFETY

Moerangi Treks endeavours to provide a safe and healthy environment with safe equipment, methods and practices suitable for the small scale outdoor pursuits programme they offer in the camp and bush wilderness environment they live in.

A 24 hour, seven day a week programme is offered with Tutors providing the knowledge and expertise necessary to live in this environment. Youths are with a Tutor during all activities and this gives the best protection for safety and health.

All youths coming to stay at Moerangi Treks are instructed in the safe practice for the following areas of work:

- Working with flax
- Carving
- Food gathering, preparation, etc, including campsite cooking
- Hunting and fishing
- Horse husbandry
- Dog handling and control
- Dressing and boning meat
- Skinning and skin curing
- Sea Diving/Fishing
- Farm work - fencing/weed control/scrub clearing/spraying
- Chainsaw/work with axe (firewood)
- Carpentry - construction of buildings
- Use of tractor
- Opossum Trapping
- Track Cutting for DOC
- Community Work

This small caregiver venture is whanau based and operated and uses the traditional methods of teaching and lifestyle.

Action learning methods are used, under the guidance of a specialist person.

Dangerous equipment is kept in a safe, secure place.

No Alcohol is allowed on premises for consumption.

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There is a Hazard and Accident Register (see diary) for all disasters or to record accidents causing serious harm.

- Any incident of serious harm is brought to the attention of the relevant authorities concerned.
- Seat belts, life jackets and protective clothing are provided.

The appointed Wardens in the Civil Defence Plan (Standard 20) review and monitor safety and health issues with other staff and the youths in residence. A whanau approach is taken to safety and health issues with input from all concerned encouraged.

Section 6 of the Children, Young Persons and Their Families Act 1989 is adhered to - the welfare and interests of the young person are of prime consideration.

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#### Rules for Guns:

To be used and carried by licensed persons only.  
Will be kept under lock and key.  
Bolts will always be removed and put separate from guns as with the ammunition.

#### Rules for Knives:

Will be kept in a sheath at all times unless in use.  
Knives will be on personal belts along with pouches ready for use.  
Knives and belts to be hung altogether in specified area.

#### Rules for hazardous substances:

To be kept in a safe place away from working areas.  
They are to be clearly marked Poison - Dangerous Goods

#### Rules for medication/drugs/medical supplies:

General First Aid supplies are accessible to all persons in a designated cupboard.  
Personal medication and drugs to be kept by Director and given out when necessary  
(other than asthma pumps - they will be carried by the person at all times).

Tutors are aware of any health problems youths may have, eg, asthma and allow for it when planning activities. There is a local doctor and dentist available for consultation.