



**Community
Refugee
Sponsorship**

Phase One Toolkit

The Application Process



"The refugee crisis can be addressed if we act as global citizens, in collaboration with governments, the private sector and the philanthropic community."

Frank Giustra, Founder and President of the Giustra Foundation



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Overview



Congratulations, if you are looking at this toolkit, it might mean that you are about to take the wonderful step to becoming an approved organisation that will sponsor a refugee whānau/individual. This toolkit will help you with the Application Process.

The community-based sponsorship programme allows individuals to directly engage in refugee resettlement efforts. Sponsors commit to providing financial, emotional and resettlement support to help newly-arrived refugees integrate into life in a new country.

Approved Community Organisations will help refugees secure rental housing, enrol in education and health services, find jobs and connect with their new community.

Approved Community Organisation criteria to become an Approved Community Organisation

Immigration New Zealand (INZ) must be satisfied that the community organisation

- Is a **legal entity** (such as incorporated society, registered company, charitable trust or religious organisation).
- Has the **financial resources** to provide settlement services to sponsored refugees for two years.
- Has experience **working successfully** with refugees or other vulnerable people.
- Has capability and capacity to secure **suitable accommodation**.
- Support refugees to **enter the labour market** and secure meaningful and sustainable employment.
- Can enter into a **Deed of Agreement for Services with INZ** for the provision of settlement services.
- Has ensured all personnel in their organisation who will be working with the refugee whānau/individual are **fully vetted by the NZ Police** (to support working with children and vulnerable adults and that they are suitable and of good character).
- Has ensured all personnel in the organisation have completed an eLearning course entitled '**Fundamentals of Child Protection**' administered by Safeguarding Children.
- has developed a **Child Protection Statement** (these are policies and procedures for managing risk).

Evidence of meeting the above criteria must be submitted with this application.



Application Forms

Application Form - Tips

Complete the Refugee Sponsorship **Approved Community Organisation** Form

It's important to pay attention to the requirements listed on the INZ Approved Community Organisation Application Form for example:

- Financial documentation
- Demonstrated experience of working with vulnerable communities
- Evidence that your organisation is a legal entity
- An approved person within your organisation is able to sign an agreement with INZ

Intention of the Settlement Plan

Complete a **Settlement Plan Form**

This part of the application is very important, it is your sponsorship group's roadmap on how you plan to support arriving refugee whānau/individual. This will not be a static document; you will need to future think and consider all the possible needs. There is an understanding that things might change, however experience suggests that this document is very useful for sponsorship groups to reflect on once people arrive.

Considerations

Consider who and how many staff, volunteers and community members (we recommend five to eight people) will be available for:

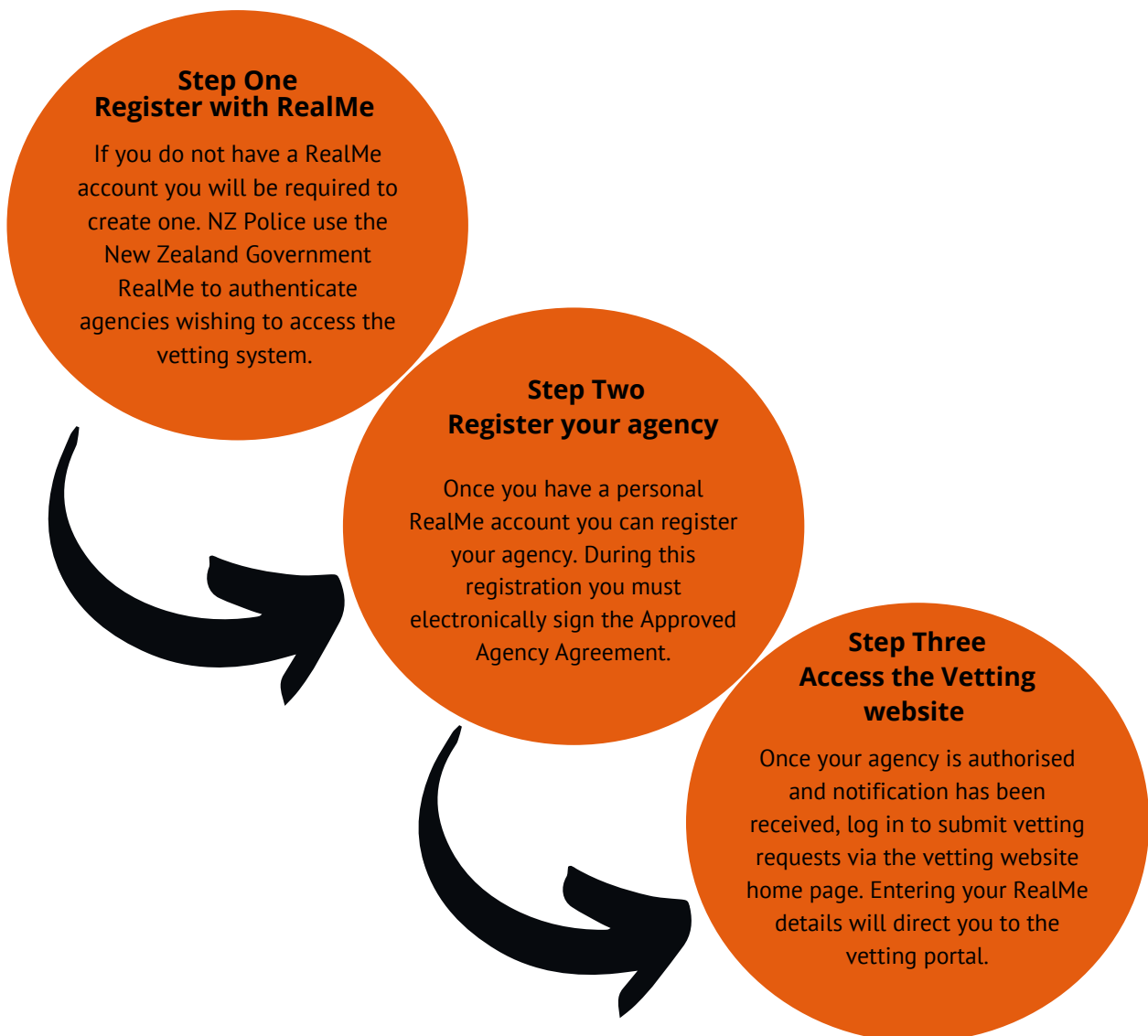
- The application process and development of a settlement plan.
- The implementation of the settlement plan prior to arrival of the refugee whānau/individual.
 - While working through the settlement plan, think about who will be responsible for which aspects of the Community Refugee Sponsorship programme once approved.
 - You will need to show that members of the group have the relevant experience or expertise, or that you have linked with others in your area who can provide it.
- The arrival and welcome of the refugee whānau/individual in your community.
- Ongoing support during the first two years of settlement to connect refugees to mana whenua, the wider community, services, and employment.
 - Connections to the broader community and mana whenua to engage in the settlement of refugee family in the wider community.

Police Vetting

Your agency will need to be registered with New Zealand Police Vetting Services as an Approved Agency before you can submit vetting requests.

Police vetting is only available to approved agencies, not for individual or personal use. An Approved Agency must provide a service that fits the purpose of the Vetting Service.

THREE STEP PROCESS GUIDE TO BECOMING AN APPROVED AGENCY - New Zealand Police Vetting Service



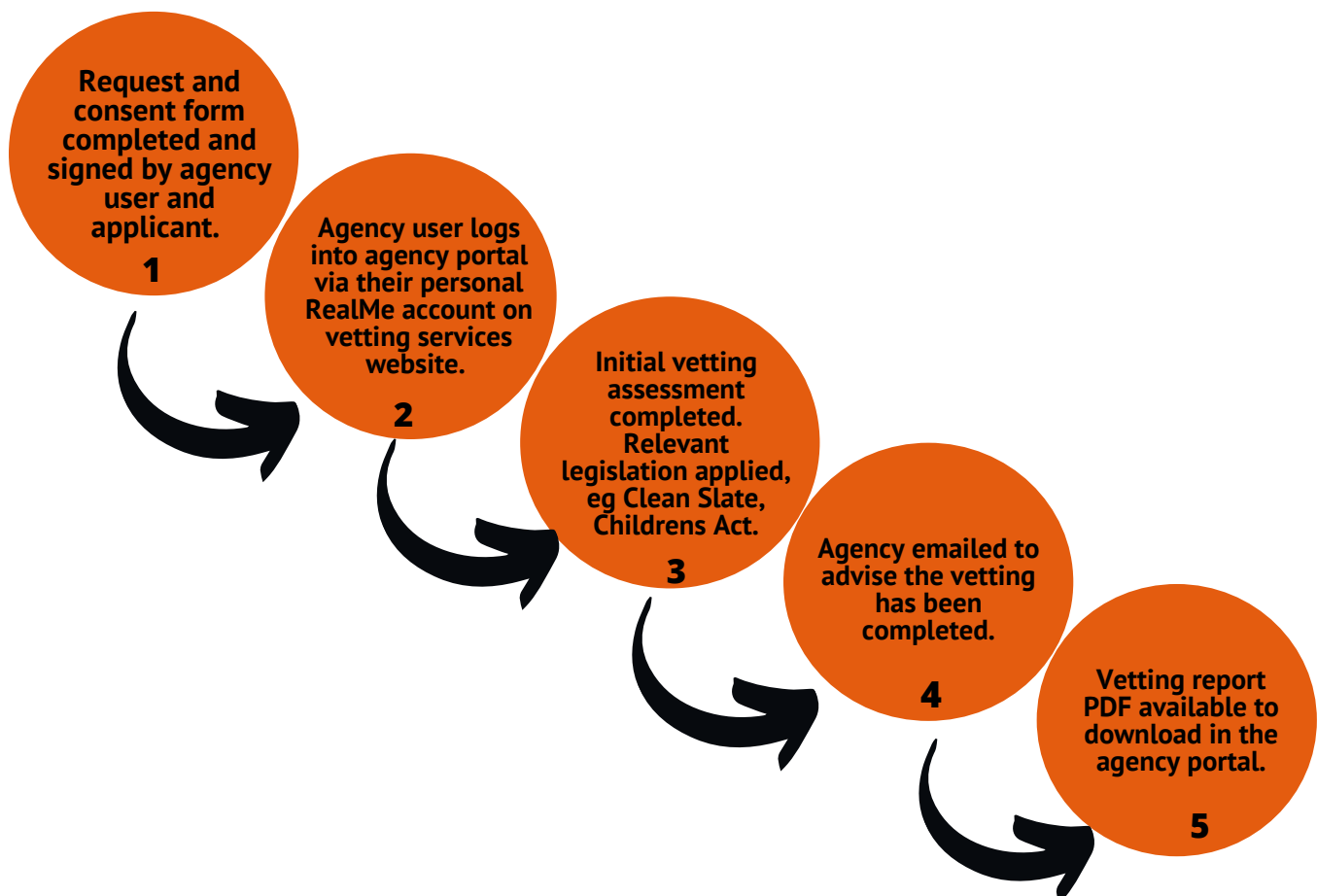
For further information please visit: [Register for New Zealand Police Vetting \(2022\)](#).
Retrieved from [Register for New Zealand Police Vetting](#) | New Zealand Police

Police Vetting

Vetting is provided for **Approved Agencies** who are responsible for the care, protection, or education of children, elderly or disabled; Government agencies; and agencies involved in Law Enforcement, National Security, or have a legislative obligation to obtain a Police vet. The **purpose** of a vetting application is determined by the applicable legislation and position applied for. For example, a Core Children's Worker subject to the Children's Act 2014 being vetted as a caregiver of children within a home or workplace setting; the purpose of this type of vetting application is the **safety of a child**, therefore an application to the Ministry of Justice for record checks is not sufficient.

If you are already an approved agency with NZ Police please follow the processes you have established for police vetting. If you are new to police vetting here is a diagram showing you the process.

FIVE STEP PROCESS GUIDE FOR AN APPROVED AGENCY TO REQUEST FOR POLICE VETTING - New Zealand Police Vetting Services



New Zealand Police (2022). Retrieved from The Vetting Process | New Zealand Police

Tips - Police Vetting

We suggest you start this early in the process as results may take time to process.

When completing the Police Vetting for members of your organisation for the purpose of the Community Refugee Sponsorship programme, make sure that the following information has been completed on the Police Vetting Request Consent Form as per the requirements of the Community Refugee Sponsorship programme:

Description of Applicant's role:

It's a good idea to explain that the applicant to be police vetted is going to **work directly with vulnerable community members such as refugee families, including children.**

Some sponsor organisations have been asked to provide further information. Here is a good description you can use/adapt for your organisation:

The role will be working alongside refugee families, including children and vulnerable adults, as they settle into their new lives in New Zealand. The role will involve helping the family enrol the children into school as well as sometimes providing transportation for the family to local shops, appointments, and community events.

The role will also involve visits to the family's home to ensure the family is adjusting well to living in a new country and unfamiliar culture.

Applicant's purpose, e.g. employee, volunteer

What group(s) will the applicant have contact with in their role for your agency?
Make sure all three are ticked: **Children/Youth; Elderly; Other Vulnerable Adults**

Will the role take place in the applicant's home?
Tick **Yes**.

Is this request mandatory under the Children's Act 2014 (CA)?
Tick Yes: **Core children's worker**

If this a mandatory Children's Act request, please specify the check reason below:
Tick **New Children's Worker** unless the employee or volunteer has been vetted for working with children in your organisation in the past, then tick **Existing Children's Worker**.

**Under the Children's Act 2014, when working with children,
Police vetting must be renewed every three years.**

Child Safeguarding and Protection

Consider that as a group you will likely be working with children. It is vitally important that child safeguarding and protection protocols and legislation are strictly adhered to by the sponsoring organisation in the implementation of the Community Refugee Sponsorship programme.

Consider how, as a group, you will keep children safe from harm while they are being supported by the sponsor organisation.

Have you carried out a **risk assessment** to identify whether a child or young person could be harmed while being supported by the community organisation?

Do you have a child protection policy?

If not, get in touch with HOST Aotearoa NZ who can support you. Also look at this link for further understanding **Child Protection Policy**.

You will be asked to provide a child protection statement. Note: This is a summary of what your organisation has in place or is planning to have in place for the safeguarding and protection of children.

It is necessary to **appoint a relevant person** to be the first point of contact in respect of the organisation's child protection policy.

Has each core group member provided, or is able to provide evidence that they completed the **Fundamentals of Child Protection e-learning module**?

The umbrella organisation, Host Aotearoa NZ has appointed the National Programme Manager as the Child Protection Lead. As a group, are you aware of who that is, and what their role is?

The child protection statement and proof of completion of the online learning module (a certificate of completion will be emailed to you by Safeguarding Children) must be submitted along with your settlement plan.

Safeguarding Children refers to a proactive approach and the steps taken to support the wellbeing and prevention of harm to all children.

Child Protection is a reactive approach that is part of a safeguarding process, protecting individual children identified as suffering or likely to suffer serious harm.

From: Safeguarding Children Tiakina nga tamariki



Finances

Once you get started on your **Settlement Plan**, please make use of this **budget template** we have created as a guide for you to consider the costs of sponsorship. You will need to provide an overview of how you intend to cover the costs associated with the Community Refugee Sponsorship programme.

Be prepared for the majority of the financial costs to occur in the pre-arrival and post arrival stages of settlement.

Your group will need to make sure your costs are guided by how much money the approved refugee whānau/individual are expected to receive from Work and Income. *This is important as they will need to adjust to the cost of living in Aotearoa on a government benefit until they secure permanent employment.*

Your application must include evidence of your organisation's financial position and ideally should cover two financial years, for example:

- Sets of accounts certified by an accountant;
- Statements of financial position;
- Annual report;
- Profit and Loss Statements;
- Business plans.



Resources

Police Vetting Links

NZ Police Vetting Service:

Police Vetting Service | New Zealand Police | New Zealand Police

Registering for Police Vetting:

Register for New Zealand Police Vetting | New Zealand Police

Unsure if your organisation is registered for Police Vetting? Check the list of Approved Vetting Agencies: **List of Approved Vetting Agencies | New Zealand Police**

The Police Vetting Process:

Vetting process | New Zealand Police

Police Vetting Forms and Guides:

Forms and Guides | New Zealand Police

Child Protection Links

Safeguarding Children

The Fundamentals of Child Protection eLearning course

Oranga Tamariki child protection policy for organisations

Child Protection Policy Guidelines

Finance Links

Budget Template

<https://www.hostinternational.org.nz/finance-and-budgeting>



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