



COMMUNITY REFUGEE SPONSORSHIP PROGRAMME

# PHASE ONE TOOLKIT

## THE APPLICATION PROCESS

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HOST INTERNATIONAL AOTEAROA



**HOST**  
INTERNATIONAL  
AOTEAROA NEW ZEALAND



**Community  
Refugee  
Sponsorship**

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# Overview

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*“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

## Welcome

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 individual/whānau. This toolkit will help you with the application process.

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

Approved Sponsors 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 Sponsor

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 individual/whānau 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, and
- Has developed a **Child Protection Statement** (these are policies and procedures for managing risk).

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

# Summary of responsibilities

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## Immigration New Zealand

- Work in partnership with HOST and other stakeholders to co-design and operationalise the Community Refugee Sponsorship programme.
- In collaboration with HOST, attend Information Sessions and answer all immigration related questions asked by members of the public.
- Develop information and resources (including communication/promotion materials) for HOST as the umbrella organisation to use to ensure information is accurate and consistent.
- Lead the decision-making panel to appoint Approved Sponsors.

## HOST International Aotearoa

- Hold information sessions in collaboration with Immigration New Zealand (INZ).
- Provide coaching and support to potential sponsors throughout the application process.
- Help identify areas of development or opportunities for potential sponsor groups, prior to submitting the sponsorship application.
- Provide support to potential sponsors to undergo police checks, as required.
- Support potential sponsors to develop child protection statements and policies.
- Develop resource materials to assist potential sponsors in this phase.

## Potential Sponsor Group

- CORS steering group (working group) members to engage with HOST.
- Demonstrate understanding of purpose and process of the programme.
- Evidence wider community connections.
- Set realistic expectations for refugees offshore about community sponsorship for those intending to nominate refugees for this programme.
- Develop child protection protocols and policies that meet the requirement for refugee sponsorship.
- Complete e-learning module on safeguarding children.
- Complete e-learning module on safeguarding children.
- Submit all necessary application documents to become an approved sponsoring organisation.
- Engage with refugee resettlement sector who can offer practical support and advice on appropriately engaging with former refugee communities and services in the sector.
- For cities whose regional council has signed up to Welcoming Communities programme, they can provide insight and up-to-date information on what support services are available for refugees in the area.

# Application documents

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## Application Form - Tips

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

It is 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 the arriving refugee individual/whānau. 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 your connections to the broader community and mana whenua to engage in the settlement of the refugee individual/whānau in the wider community.

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

- Application process and development of a settlement plan.
- Implementation of the settlement plan prior to arrival of the refugee individual/ whānau.
  - 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.
- Arrival and welcome of the sponsored refugee individual/whānau in your community.
- Ongoing support during the first two years of settlement to connect refugees to mana whenua, the wider community, services, and employment.

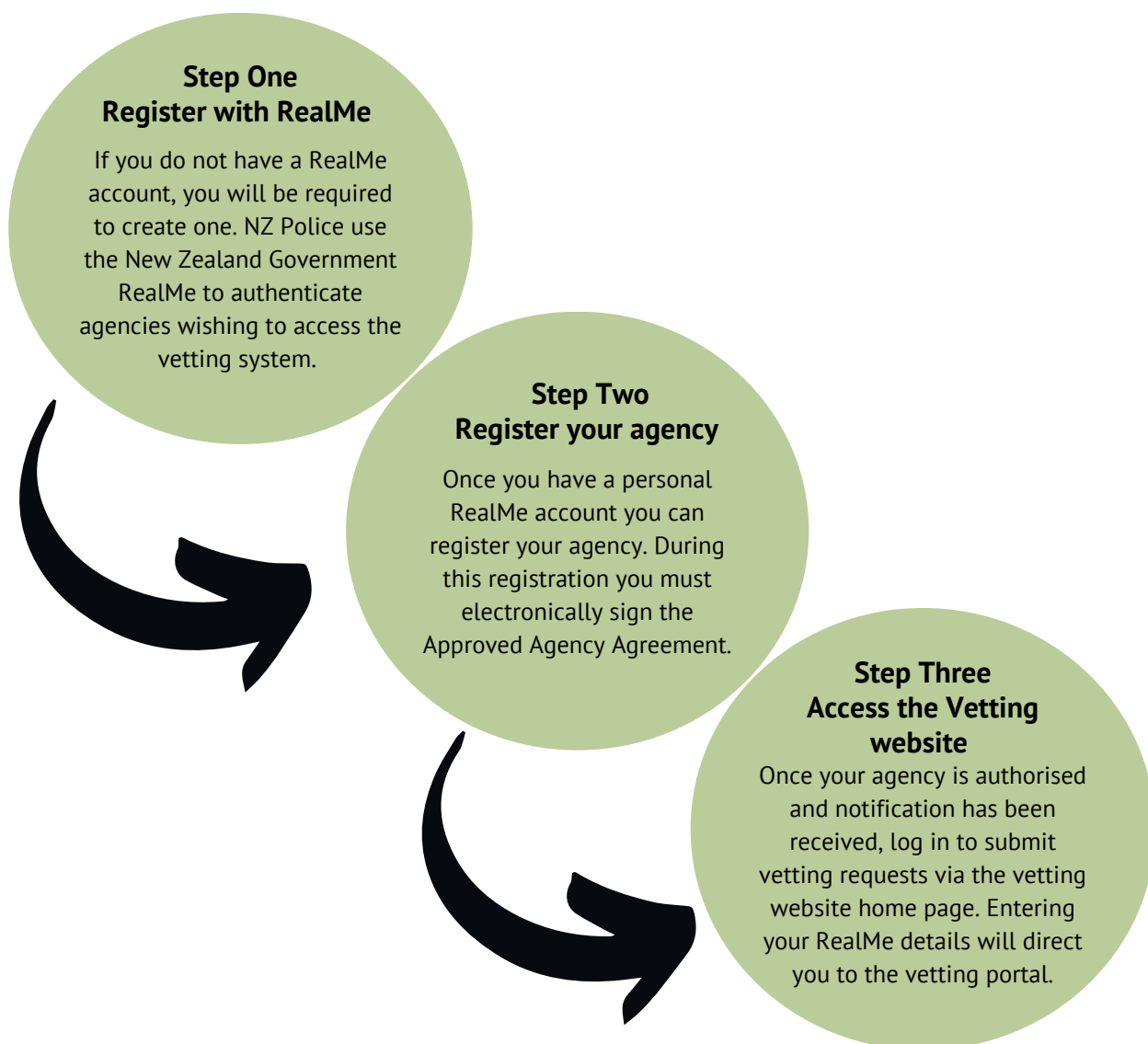
# Police vetting

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Your organisation will need to be registered with the 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 visit:** [Register for New Zealand Police Vetting](#) | New Zealand Police



# Police vetting

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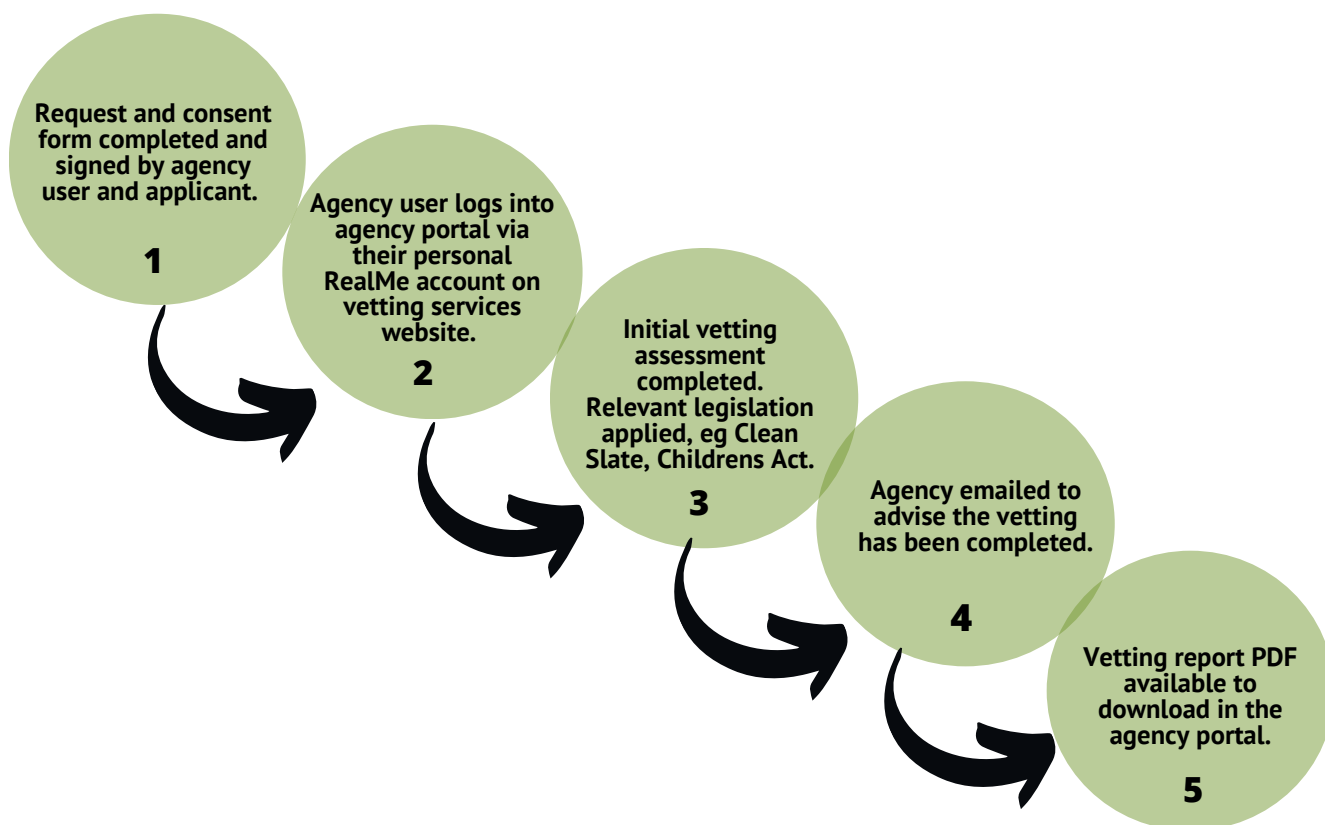
Vetting is provided for **Approved Agencies** who are responsible for the care, protection, or education of children, elderly or disabled; Government agencies; and agencies involved in Law Enforcement, National Security, or have a legislative obligation to obtain a Police vet.

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 the New Zealand 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.

**NOTE for step two:** To access the agency portal, you log into RealMe using your personal username and password. Please use link provided: **RealMe - Login**, which will take you to Vetting Services website. If you log into RealMe using the Government website, you will not be taken straight to the Vetting Services website.

## Five Step Process Guide for an Approved Agency to Request for Police Vetting New Zealand Police Vetting Services



# Police vetting tips

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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 the role of the person being vetted:*

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.**

*Which groups will the person being vetted be working with (select all that apply)?*

Make sure both are ticked: **Children/Youth; Vulnerable Adults**

*Does the role involve caring for people in the home of the person being vetted?*

Tick **No**.

*Is the role of the person being vetted a Children's Worker according to the Children's Act 2014?*

Answer according to the role of the person being vetted. If the person does not work with children outside of CORS, the answer should be **No**.

If you answered **yes**, then answer the following question:

*Is the role of the person being vetted a core or non-core role according to the Children's Act?*

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



# Child safeguarding and protection

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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 Approved Sponsor.

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 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.

The umbrella organisation, HOST International Aotearoa (HOST) 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?

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

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 ngā tamariki

# Finances

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Once you get started on your Settlement Plan, make use of the budget template on the Refugee Sponsorship website.

We have created the budget template 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 immediate post arrival stages of settlement (approximately six to eight weeks post arrival).

Your group will need to make sure your costs are guided by how much money the sponsored refugee individual/whānau 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.

Please note that you do not need to have the finances in your accounts when you apply to become an Approved Sponsor in the Community Sponsorship programme. You should however highlight how your group intends to fundraise for the programme costs prior to the arrival of the sponsored refugees.

We strongly encourage you to look at fundraising opportunities within your community and not apply for government or philanthropic grants, a funding pool that is already heavily over-subscribed.

If you require assistance in coming up with fundraising plans, please talk to the team at HOST. HOST has also put together a resource with fundraising ideas that we can make available to your group.

# Resources

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## Police Vetting links

NZ Police Vetting Service:  
**Police Vetting Service | 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:  
**The 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.refugeesponsorship.org.nz/get-involved>

# Contact us

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## Contact

### **HOST International Aotearoa**

Level 4, Solnet House, 70 The Terrace, Wellington

Phone: 04 390 0991 | Mobile: 022 600 2042

Email: [sponsor@hostinternational.org.nz](mailto:sponsor@hostinternational.org.nz)

Website: [www.refugeesponsorship.org.nz](http://www.refugeesponsorship.org.nz)

### **Immigration New Zealand**

Email: [cors@mbie.govt.nz](mailto:cors@mbie.govt.nz)

Website: [Community Refugee Sponsorship | Immigration New Zealand](http://Community Refugee Sponsorship | Immigration New Zealand)