

Isabella Dilworth Lodge – Referral Policy

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

Last Review	August 2021
Next Review	August 2023
Approval	November 2021
Effective Date	November 2021

1. Purpose of The Isabella Dilworth Lodge

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 39 Market Road. The current lodge accommodation can house up to 8 students at one time.

There is a new building that is currently underway, and will serve as the Isabella Dilworth Lodge in early 2022, replacing the current Lodge. This residence is situated at 27F Omaha Road, and can accommodate up to eight students at one time.

2. Who can make a referral?

Dilworth Staff, Parents or Guardians are able to make a referral request. Dilworth Students are also able to make a self-referral request.

A referral request to Isabella Dilworth house must be supported by an assessment from a Dilworth School Counsellor, school psychologist or Chaplain. The assessment will determine

whether a student will benefit given their request from staying at the Isabella Dilworth Lodge.

3. Parental Consent

If the request has been supported by the above-mentioned staff members, written approval must be obtained from parents/caregivers before the student can enter the Lodge. Consent must be given through a written letter delivered to the school, or an email clearly stating parents or caregivers are happy for their child to stay at the lodge.

4. School Policies

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 Lodge.

A copy of the policies can be emailed to parents/caregivers if preferred, and is available on the Dilworth website, Isabella Dilworth Lodge tab.

5. Isabella Dilworth Lodge – Referral Procedure



6. Making a Referral

Staff and students make a referral by completing the online referral form, found on our Dilworth School splash page. Parents can make a referral by completing the referral form on the website (link)

The referral will go directly to Dilworth’s Safeguarding Officer for triage.

7. Assessment Process

School psychologist or school counselor will assess the situation and provide feedback. Staff will then contact the Director of Students Services to advise of their decision.

Assessments can be made in person, via video call or a telephone conversation. If the appropriate staff member is unable to make an assessment immediately, any member of the pastoral care team can make the decision for the student to go to Isabella Dilworth Lodge in the interim, until the assessment can be made.

The assessment decision could also be to seek external professional help for a student, in this situation, the assessor will communicate directly with the Director of Student Services. Further action will vary for each case.

8. Parent/Caregiver Consent

If the decision is for the student to go to Isabella Dilworth Lodge, the staff member who has completed the assessment will contact the parents/caregivers to gain written consent. During this conversation parents/caregivers will be advised of policies available online, and or offer to email these documents to them if that is the preferred option.

Parents/Caregivers will be given the mobile phone number for the Isabella Dilworth Lodge house parents and advised the house parents will make contact with them shortly.

9. Student Consent

Students asked if they wanted to go to IDL at the time of the Assessment being completed. This is verbal, not written. The verbal consent is confirmed by the pastoral team.

10. Communication

The Director of Student Services will send an email to the students Boarding House Leader and the Isabella Dilworth House parents. A carbon copy of the email will also go to the pastoral staff member who made the assessment and the Director of Boarding.

If the decision is not to send the student to Isabella Dilworth Lodge, the same communication process will apply. Communication is to ensure staff are aware of the situation, should something occur.

11. Handover with House Parents

- Rural Campus student – Two staff members must organize to drop the student off to Isabella Dilworth Lodge at 6pm.

- 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.
- Junior Campus student – will be collected by the House parent at 4.30pm.

Prior to students arriving at Isabella Dilworth Lodge, the house parents will have been included in all communication and will be aware of students arriving.

12. Isabella Dilworth Lodge – 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 the 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 also 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 the 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 the Pastoral Care team assessor when they feel or see that the student is fit to return to Boarding at Dilworth School.

This conversation could be via phone call. If the assessor agrees the student is fit to return to boarding, the House parent 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 will also be sent to the assessor and the Director of Boarding. The email will detail the time and day the student is expected to return to boarding ie: Wednesday 22 September, after school.

House parents will remind students to complete the exit survey. The survey will be anonymous and will be sent directly to the Director of Student Services.

Rural Campus students will need two staff members to collect students from Isabella Dilworth Lodge. Alternative arrangements could be made for the student's parent or caregiver to drop the student back off to Rural Campus.