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| Memo |  |
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| To: | Chappie Te Kani, Chief Executive |
| CC: |  |
| From: |  |
| Date: |  |
| Security level: | IN-CONFIDENCE |
| This memo may contain legal advice and be legally privileged. It should not be disclosed on an information request, without further legal advice |
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## APPROVAL FOR PLACEMENT/REPATRIATION ACROSS INTERNATIONAL BORDERS\\corp.ssi.govt.nz\userss\sjone031\Desktop\Colour logo stacked.jpg

## PURPOSE OF MEMO

The Purpose of this memo is to seek approval of the Chief Executive to the plan to place/repatriate (delete which ever is not applicable) (name of child/young person) in/from (country)

**ACTIONS**

1. The Chief Executive approves for (names of staff travelling) Oranga Tamariki staff members **to travel** to (country of destination), in their capacity as employees of Oranga Tamariki, to accompany (name of child/ren) for the purpose of (placement/repatriation).

**APPROVED/NOT APPROVED**

1. The Chief Executive approves for Oranga Tamariki to meet the cost of return airfares, accommodation and associated expenses of (name of staff members) for the purpose of travel to (country) to accompany (name of child/ren).

**APPROVED/NOT APPROVED**

1. The Chief Executive approves for the travel plan to proceed, based on the information provided in this report and the supporting documents attached.

**APPROVED/NOT APPROVED**

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| --- | --- | --- |
| Chappie Te KaniChief ExecutiveOranga Tamariki—Ministry for Children |  | Date  |

**Child’s details**

|  |  |
| --- | --- |
| **Name(s) of child or young person and DOB(s)** |  |
| **Ethnicity (including iwi, village, clan, cultural group etc)** |  |
| **Citizenship** |  |
| **Legal status** |  |
| **Parents/Guardians** |  |
| **Current caregivers**  |  |
| **Proposed caregivers**  |  |
| **Relationship of proposed caregivers to child/young person**  |  |
| **Current location of child/young person** |  |
| **Country child/young person will be travelling to** |  |
| **Other agencies involved (eg, Police, MFAT, INZ, DIA)** |  |
| **ICPU Endorsement (Name of ICPU staff member)** |  |

1. **Purpose of Travel**

Confirmation of the reason for travel (whanau placement/repatriation) and a brief description of what’s proposed.

1. **Relevant Background and Current Situation**

Provide a short synopsis of the case including what the concerns were and how the decision has been made for the child/young person to be placed/repatriated overseas. Include information about the current situation (i.e. current care placement) for the child/young person.

1. **Guardians consent**

Who are the guardians, and have they given consent to the travel? If not, have reasonable efforts been made to gain their consent, or are there valid reasons for the consent of a guardian not being sought, if so, what are they?

In the absence of consent of any guardian, or a disagreement between guardians, has the DCE endorsed the placement/repatriation and has the matter been referred to the Court for mediation?

1. **View of Lawyer for Child and Court Endorsement of the plan (if applicable)**

What’s the view of Lawyer for Child, do they support the placement/repatriation occurring?

Has the Court endorsed the plan for repatriation/placement overseas?

1. **Who is the child travelling with?**
2. **Who will assume parental responsibility while travelling?**

Who will have the authority to make day to day decisions as well as decisions of a guardianship nature if they are needed?

1. **Social Work and Repatriation Plans**

Does the Court/FGC and All About Me Plan support the repatriation/placement?

Include any financial commitments which have been made to ensure there are no obstacles to the child’s rights and best interests being upheld in their permanent placement/repatriation offshore. For example, funding the purchase of a school uniform and meeting school fees for a period of time.

If the child is being repatriated, please ensure that there is a copy of the Repatriation Plan attached to this Memo.

1. **Repatriation or Placement overseas**

*Australia*

When we place a child in the CE’s custody/care, or we support the movement of a child overseas as a result of an FGC Plan, in Australia, we have the same obligations to the child and caregiver as we would have if they were moving to a placement in New Zealand. If the child remains in the custody/care of the CE the provisions of the Oranga Tamariki Act continue to apply – including the Care Standards (meeting needs, support to caregivers and transition support) and 7AA (mana tamaiti, whakapapa and whanaungatanga obligations). This means, we must cover the cost of board, birthday, and Christmas allowances, clothing grants, meeting needs etc once a placement overseas is made and orders against the Chief Executive remain in place.

Is the proposed caregiver assessed and approved? (Attach the caregiver assessment report).

Has there been a transition plan to develop the connection between the child/young person and the caregivers.

Does the whanau support the placement?

Have we considered the immigration status of the child and their ability to access services?

Have services been identified to support the caregiver (as per Caregiver Support Plan) – including set up costs, board, bed, furniture etc

Have services been identified to meet the needs of the child/young person (as per their Court, FGC, All About Me Plan) – including but not limited to education, mental health, social services

Do we know how we will meet 7AA obligations – mana tamaiti, whakapapa and whanaungatanga (cultural connectedness)

Is the local Child Protection Service engaged, has a co-worker been allocated and are they clear about their role?

How are the costs of specialist services, if needed, to be met (bearing in mind New Zealand citizens and Permanent Residents have no entitlement to many services, including financial support in Australia)?

Who is taking the child to the placement?

*Placement elsewhere overseas*

Are the new caregivers able to legally assume custody and guardianship of the child in the overseas country? If not, what measures do we have in place to protect and secure this placement for the child/young person?

Have all guardians consented?

Is the whanau in agreement?

Has a favourable caregiver assessment been obtained from the overseas jurisdiction – if so, attach the report to the memo. If not, explain why this has not been obtained.

Has the Court endorsed the Plan including placement overseas?

Are the Court Orders to be discharged once the child leaves New Zealand? If this is not the case explain why and when this plan will be reviewed in court.

Has the placement been approved?

Will the child’s citizenship and immigration status in the overseas country enable them to permanently reside in the overseas country and access services, including education, health, income?

Who is taking the child to the placement?

 Is the local Government/Child Protection Service involved in the repatriation/permanent placement plan?

What role do they play to secure the safety and wellbeing for the Child/ren/young person?

1. **Child safeguarding plan**

Outline the legal protections that will prevent the child being moved from the destination country. For example, in situation where the child was adopted in their country of origin and brought to New Zealand, the adoptive parents hold all legal rights both in the country of origin and New Zealand. This may mean that the placement of the child back with their family in their country of origin, could be disrupted by adoptive parents retrieving the child/young person and bringing them back to New Zealand)

Please include any measures in the destination country which are required when children are being repatriated (for example, in the Philippines, the Department of Social Welfare Division need to be present when the transfer of the child to the caregivers occurs)

1. **Contingency plan**

What will occur if the placement unexpectedly ends?

Who will be involved in managing a contingency plan while the child is overseas?

1. **Financial plan**

 **Costs need to be itemised:**

Is there a financial plan that covers the travel, including Passport, flights, accommodation, transfers, expenses?

Does the financial plan cover the full costs of meeting the child’s needs and the support the caregiver requires? Make reference to FGC decisions, Social Work Plans if this has been identified in these documents.

**Financial Approval for travel costs**

|  |  |
| --- | --- |
|  | Cost |
| Flights for child/ren |  |
| Flights for other (escort/caregiver/staff) |  |
| Accommodation (number of nights and cost per night) |  |
| Meals |  |
| Transport (Taxi/Train/Bus) |  |
| Incidentals |  |
| TOTAL |  |

|  |  |
| --- | --- |
| **TOTAL** |  |

1. **Sign-off (please see Operational and Financial Delegations)**

**Sign-off of Social Work Plan**

[refer delegations summary for appropriate sign-off]

[name]

**Site Manager** **Date:**

**Financial Plan sign-off**

[refer delegations summary for appropriate sign-off]

[name]

**Regional Manager Date:**

[name]

**Associate Deputy Chief Executive Date:**

[name]

**Deputy Chief Executive Date:**

**ICPU Sign Off Date:**

# Checklist of supporting documents to be attached to Memo (this can be deleted prior to sending through the Memo to the Chief Executives Office)

* Identity documents for child/young person - Passport/Birth certificate
* Written consent of the legal guardian that child/young person can depart NZ
* Copy of NZ Family Court orders (if applicable)
* FGC or Court Plan (if applicable)
* Judge’s Minute (if applicable and where the Judge has approved plan for child/young person to travel across international borders)
* Voice of the child/young person – if child/young person has documented their wish to be repatriated to their country of origin, include this documentation
* Caregiver assessment report from child/young person’s country of origin
* School reports if relevant
* Medical reports if relevant – particularly immunizations including COVID vaccine information
* Copy of proposed Itinerary