

Tuesday 29th August 2023,

Dear Parents and Whānau,

Do you like getting up at 6:30am and going to bed no earlier than 11pm, with little down-time? Do you like hiking? (it is a good 40 minutes each way to the camp). Do you like eating camp food? Do you like working with students in new and varied situations? Can you encourage the children? Are you a dedicated parent helper? Can you get stuck in and focus on all the kids, not just your child? Can you focus on making sure every child achieves success and feels great about being at camp? Can you have fun? Do you work hard and have a high level of fitness? Can you get a police vet?

If you answered yes to all of these questions, we would love for you to apply to be a parent helper at this year's camp! Along with this application, you must also return a police vet form.

Unfortunately, the school is only able to fund 12 parents (10 activities and 2 cook helpers) who meet the skill requirements needed at each activity and then a further maximum of 8 parents can attend but would need to pay approximately \$195.00 (at this stage just an estimation) to cover costs. There will be a draw for the 12 funded parent helper positions and a separate draw for the 8 paying parent helpers. All parents will be allocated to activities and responsible for a group of children throughout the duration of the camp.

This year, the Year 6 Camp is being held at Motutapu Island from **Wednesday 6th December to Friday 8th December**. This will require the students and adults to be away for two nights and three days. You must know you can attend the camp before applying.

We are looking for highly skilled adults who would be interested in assisting us with supervision. We are looking for people with skills appropriate to the outdoor pursuit activities as stated. Physical strength is needed for all of the activities (and acting skills desirable for the parent skit!)

Proposed Activities:

- **Sailing** (x2 funded & 2 paid): able to sail competently, work a boat with an outboard motor, rig a small optimist sailing boat, support instructors in the basics of yachting – be able to haul children into safety craft and be in water all day.
- **Kayaking/SUP** (x 2 funded & 2 paid): able to kayak confidently and for long periods. Need to be able to hold a child up out of the water. May spend time on land or water depending and in varying conditions.
- **Climbing Wall** (x2 funded & 2 paid): confident with heights and safety harness gear. Encourage students to push outside their comfort zone.
- **High Ropes** (x 2 funded & 2 paid): confident with heights and safety harness gear. Encourage students to push outside their comfort zone.
- **Snorkelling** (x 2 funded & 2 paid): confident in the water. Need to be able to hold a child up out of the water. May spend time on land or water depending and in varying conditions.

Each activity has a teacher allocated to it to ensure ratios and a person to ensure children are all involved. The paid parents are extra to the requirements but will also be assigned to a group and will still be expected to help, encourage and take part in camp activities.

If you are wanting to attend camp in 2023 (as a funded or paying parent) please return the cover slip and skill capability sheet (which can also be found on our website) with the area of supervision you are skilled at and interested in helping with.

It is very important that you include an outline summary of your expertise with the activity and any past experience at Motutapu. We use this information in our Risk Management Plan.

Sanjay and the Senior Leadership Team will make the final selections based on a range of variables; contribution to school, known capability with children, previous involvement with school sports teams and trips and Board membership. Parents are selected on skill and to a certain degree gender - we know how hard it is doing these things all day so strength is a key factor for consideration.

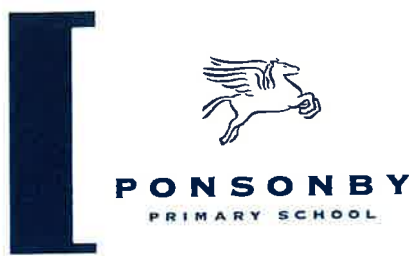
DEADLINE

Please get your form to the office by **Friday 22nd September** – this will allow time to inform parents who will be assisting, and to let parents know to attend the 'Camp Parent Helpers Information Meeting' that is compulsory if attending camp (held early Term 4). It is the 'safety and well-being' training meeting for any attendee parents. If a parent cannot attend this meeting they will be unable to attend the camp.

N.B. This is an alcohol-free camp/ smoke free camp with an expectation that parents can turn off cell phones during activities.

Ngā mihi,

Sanjay Rama, Arran Connor and the Kōwhai Team



44 Curran Street, Herne Bay
Auckland, 1011 New Zealand
[t] (09) 376 3568
[w] www.ponsprim.school.nz
Mr Sanjay Rama Principal
srama@ponsprim.school.nz

2023 Parent Helper Application Form

Forms must be in the office by Friday 22nd September by 3pm
- *no late forms will be considered.*

Parent Name: _____

Child Name: _____ Room: _____

Please fill in with as much or little information as you choose. Selection to attend as a paid for parent is based on many variables as explained in the letter.

1. Any previous experience at Motutapu:

2. Your involvement with the children at school over the last 2 years e.g. sport music, managing teams etc.

3. Area(s) of expertise and a summary of skills selected area (Kayaking, Sailing, Snorkelling, Rock Wall, High Ropes and Kitchen (cooking):

4. Any other relevant information e.g. first aid certificates etc.

5. Police vet form completed:

YES / NO (Office to confirm)

6. I know of no reason (personal health and fitness) that would prevent me being fully involved in all camp activities including hiking in and out of camp:

YES / NO (If yes please talk to Sanjay)

7. If I am not selected as a funded parent I would like to pay approximately \$195 (estimated) to go to camp and understand I will be allocated to activities alongside 'funded' parents and or on a waitlist:

YES / NO

Signature of Parent: _____

Date: _____

Received in office by: _____

Date: _____

Section 1: Approved Agency to complete

(For more information please see the [Guide to Completing the Consent Form](#))

Name of Approved Agency submitting vetting request:

Name of Applicant to be vetted:

Description of Applicant's role:

Applicant's purpose

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Contractor/Consultant | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Vocational Training | <input type="checkbox"/> Licence/Registration | <input type="checkbox"/> Visa/Work Permit | <input type="checkbox"/> Other |

What group(s) will the applicant have contact with in their role for your agency?

- | | | | |
|---|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other Vulnerable Adults | <input type="checkbox"/> Other |
|---|----------------------------------|--|--------------------------------|

What is the applicant's primary role for your agency?

- | | | | |
|--|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Caregiving (Children) | <input type="checkbox"/> Caregiving (Vulnerable adults) | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Education |
| <input type="checkbox"/> Other | | | |

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

- | | |
|--|--|
| <input type="checkbox"/> Yes (VCA Core Worker) | <input type="checkbox"/> Yes (VCA Non-Core Worker) |
| <input type="checkbox"/> No (mandatory under other legislation/optional/standard Police Vet) | |

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- | | |
|--|---|
| <input type="checkbox"/> New Children's Worker | <input type="checkbox"/> Existing Children's Worker |
| <input type="checkbox"/> VCA Renewal | |

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory – see the [guide](#) for further details)
- A secondary ID has been sighted (Mandatory – see the [guide](#) for further details)
- One form of ID is photographic (Mandatory – see the [guide](#) for further details)
- Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____

Date: _____

Signature: _____

Electronic
Signature

Vetting Service Request & Consent Form

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other)

*Date of birth:
(dd/mm/yyyy)

*Place of birth:
(Town/state/country)

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names

Permanent Residential Address

*Number/Street:

Suburb:

Post Code:

*City/Town/
Rural District:

Vetting Service Request & Consent Form

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police, including family violence incidents, and investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).Please see the [guide](#) for more information regarding the Clean Slate legislation.
3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The vetting request was submitted as part of a children's worker safety check under the Vulnerable Children Act 2014; and
 - The Police vet was completed within the past three years; and
 - The release of new information is considered justified under the Privacy Act 1993The Vetting Service will endeavour to notify you prior to the disclosure.
4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.
For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Name: _____

Date: _____

Signature: _____

Electronic
Signature