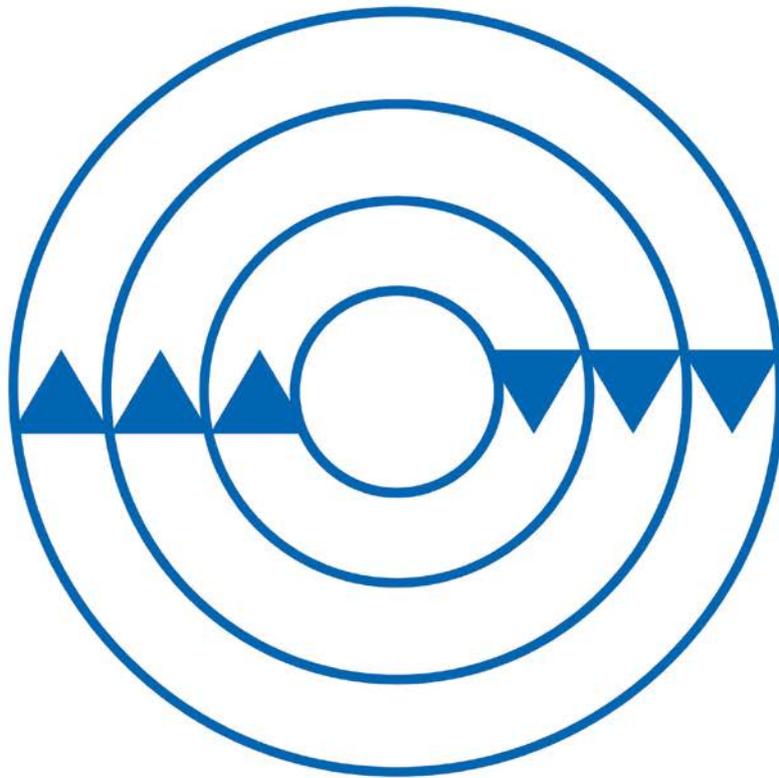


process

CHAPTER

**2**



# introduction



## HOW TO USE THIS CHAPTER

### Our SWiS social work

This chapter looks at each of the four steps of the social work process in more detail. This process is summarised in the social work process diagram.

This chapter is divided as follows:

#### **INTRODUCTION**

An overview of the key legislation, policy, and guidelines that support the social work process

#### **SECTION 1.**

Receive referral and complete initial assessment

#### **SECTION 2.**

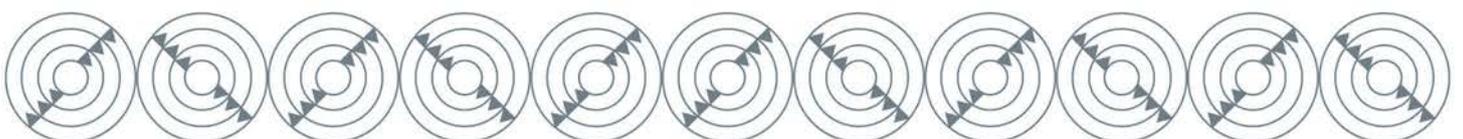
The Strengths and Needs Assessment

#### **SECTION 3.**

Developing and implementing the plan; reviewing and assessing plan progress

#### **SECTION 4.**

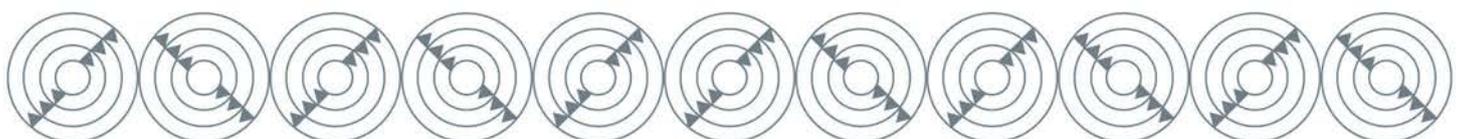
Case closure



## LEGISLATION, POLICY AND GUIDELINES

This table shows the policy, legislation, and guidelines you may need to refer to during this stage of the process

DOCUMENT	PURPOSE
SWiS Service Specifications	To regulate the way the service operates.
Provider contract	To regulate the terms and conditions under which social workers operate.
Schools'/kura policies	To regulate school's/kura services and environment.
Ministry of Education National Administration Guidelines	To provide information on protocols and procedures; provided to schools/kura by the Ministry of Education, in addition to guidelines and policies developed by individual schools/kura.
An Interagency Guide Working Together Me Mutu Tā Tātou Tūkinu Tamariki	To provide guidance on when a notification to Oranga Tamariki, Ministry for Children is necessary.
Employer's child protection policy	Policy developed by each provider to provide information on protocols and procedures.
Social Worker Registration Board (SWRB) Core competencies	To provide guidelines for safe and best practice.
Social Worker Registration Board (SWRB) Code of Conduct	To provide guidelines for safe and best practice.
Aotearoa New Zealand Association of Social Workers (ANZASW) Social Workers' Code of Ethics	To provide guidelines for safe and best practice.
The Privacy Act 1993 The Crimes Act 1961 Oranga Tamariki Act 1989, Children's and Young People's Well-being Act 1989 Vulnerable Children Act 2014	Legislation that applies to the service.
SWiS toolkit	To provide guidance and act as a backup to the service specifications.
Education Act 1989	To regulate school/kura services and environment.
Employer's cultural (kaupapa) policy	Developed by each provider to set out expectations regarding cultural practices.
Employer's privacy and confidentiality policy	To ensure the school's/kura's and provider's process in dealing with SWiS maintains client confidentiality.



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Employer’s client rights and responsibilities policy

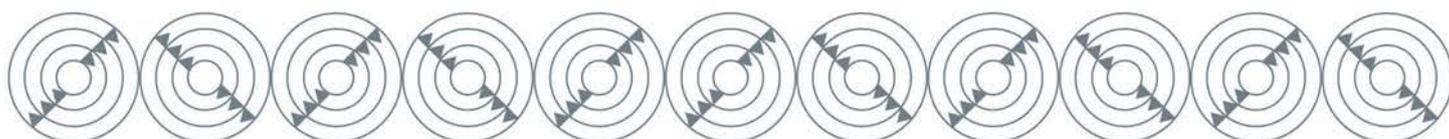
To cement the partnership between the social worker and the parent/guardian and family/whānau to ensure the roles, boundaries, and professional guidelines for safe social work practice are adhered to.

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United Nations Convention on the Rights of Children (UNCROC)

UNCROC provides the most commonly used definition of children’s rights. These can be broadly categorised as provision, protection and participation rights. Essentially, this provides for the respect of children’s human rights and details how states can guarantee children the things they need for a positive and productive childhood. Ratified by the United Nations General Assembly in 1989 and by New Zealand in 1993.

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# our process

- Note**
- Record all relevant information at each stage of the process
  - Interaction/engagement with child and whānau across entire process

