# Operational Policy: Use of BLENNZ Residential Accommodation (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) will take all practicable steps to ensure the efficient and safe use of the residential accommodation available on BLENNZ Homai Campus. The safety of ākonga is paramount.

Anyone using BLENNZ accommodation must abide with Government or Secretary of Education mandates. This includes mandates relating to vaccination status and wearing of masks.

## Policy Requirements:

1. Priority is given to the use of residential facilities to fulfil the regular activities of ākonga and BLENNZ services.

2. Accommodation is not normally available at weekends or during Public Holidays for anyone other than ākonga or families attending BLENNZ programmes. Any exceptions to this must be approved by the Principal.

3. Accommodation available for use by BLENNZ in the provision of its services includes:

### Whare Nikau

####  Long-Term:

Residential services are available to BLENNZ ākonga as per the admission indicators outlined in the annual Resourcing Notice with the Ministry of Education.

####  Short-Term:

Ākonga and their whānau/caregiver and the RTV or support person attending the National Assessment Service who live out of Auckland.

Ākonga and their whānau/caregiver attending the National Assessment Service who live in the outer boundaries of Auckland and for whom daily travel would be problematic.

 Ākonga, whānau and BLENNZ staff attending an Immersion or professional development course. First priority for BLENNZ staff is for those based outside of Auckland.

 Whānau/caregivers from out of Auckland attending ākonga IP meetings or a medical emergency/hospitalisation of ākonga residing on campus.

 Whānau/caregivers visiting the campus as part of the ākonga application process for residential placement.

 Whānau/caregivers and ākonga who live outside of Auckland attending a specialist Ophthalmic Clinic appointment that is not part of a full educational assessment. This would be in exceptional circumstances and must have the approval of the Senior Manager.

 BLENNZ staff who reside out of Auckland who are participating in a BLENNZ work related activity occurring in Auckland.

BLENNZ Board of Trustees attending Board meetings or who are participating in the role of Trustee at a BLENNZ event.

Other adults who are not employed by BLENNZ but who are associated with BLENNZ, when it is agreed by the appropriate Senior Manager(s). Examples would be Blind & Low Vision NZ staff supporting Immersion courses, Whanau of Vision Impaired accessing BLENNZ buildings for National Executive Committee meetings etc.

###  Whare Titoki

 Ākonga attending long-term residential programmes.

 Ākonga and parents attending short-term Immersion courses when the building is not in use for long-term placements. Access to the building will only be available outside of day programme hours.

 BLENNZ staff from out of Auckland when the building is not being used for either long-term or short-term ākonga residential placements (night use and after hours access only).

###  The Bach:

 BLENNZ staff who are participating in a BLENNZ work related activity.

Other adults who are not employed by BLENNZ but who are associated with BLENNZ, when it is agreed by the appropriate Senior Manager(s). Examples would be Blind Foundation staff supporting Immersion courses, whānau of Vision Impaired accessing BLENNZ buildings for National Executive Committee meetings etc.

The Bach is not for the use of ākonga unless approved on an exceptional one off basis by the Principal.

4. When no accommodation is available on site, bookings may need to be made off site. Approval for the use of off site accommodation must be through the appropriate Co-ordinator and/or Senior Manager. The choice of accommodation must take into account the safety of those staying off site, as well as fiscal responsibility.

5. All accommodation is available for use by BLENNZ services over the summer break. Requests must be made through the appropriate Senior Manager.

## Supporting Documents:

Health & Safety: Visitors Policy

Food Safety and Food Allergies Policies

Annual Ministry of Education Resourcing Notice

Approved: 

Date: 16/2/2022

Next Review: 2024