

# FAMILY VIOLENCE PROVIDER UPDATE | October 2023

This update is essential reading for all approved MoJ programme facilitators and agency managers.

Please share with your team.

## Ngā mihi nui ki a koutou katoa

### It's been a busy year.

We would like to say thank you to everyone for another busy year involving lots of change. It was great to hear from so many of you about how the flexi funding has been applied and how the current contracts and programmes are working for our providers and the communities you support. We really appreciate all the ideas shared and received a lot of valuable feedback for us to consider for future contracts.

### Safety Concerns

**Notices of safety concerns must be sent to the court without delay and no later than 24 hours after the event.**

Filing a Notice of safety concerns is a legal obligation under the Family Violence Act and ensures both the court and the protected person/s are notified of the concern.

A notice of safety concerns must be completed and sent to the court without delay if the facilitator has serious concerns about the safety of a protected person/victim. The provider must also notify the Police of their concern at [FV.PNHQ@police.govt.nz](mailto:FV.PNHQ@police.govt.nz) as well as through their local police family violence co-ordinator. Oranga Tamariki must also be notified if there is perceived risk to a protected child.

Concerns must be about new or escalating behaviour or information not contained in the original Protection Order or court referral documents. Victims should be encouraged to report all breaches to the Police, who may then decide to charge the respondent. Charges will be dealt with in the Criminal Court. This is a separate process under a different Jurisdiction.

Reporting a safety concern may include new information from the victim/protected person, another provider, or direct observation or information from the client. It is important to include as much detail as possible, such as:

- Times
- Dates
- Details on the additional concerns (who; what are the concerns /actions / info; when did it occur; why do you hold an imminent concern?)
- Are children involved in the case?

Even if the risk is not directly to the children OT should be notified if they are in the home with the at-risk participant. Note: Please ensure the contact boxes are ticked on the form.

When a safety concern is filed for a safety programme client, A facilitators name and agency need to be on the form (no details are provided to the Respondent).

If a safety concern is filed, it is recommended that providers monitor their emails for any queries or questions from the DVProgrammes team. A delay in response means that the safety concern cannot be referred to a Judge immediately or if it is referred, the Judge doesn't have all the relevant information to make an informed decision.

If you are unsure or want to seek guidance on the threshold of a safety concern, please contact the DVProgrammes team on **09 351 2820** and ask to speak with a Family Court Coordinator.

---

## Waitlists

We are aware that resources can become stretched particularly at this time of year and would like to remind providers of the options available when capacity is at a premium.

## Safety Programmes

We require contact to be attempted within one working day of receiving a referral, however we are aware that appointment availability for the full assessment can be limited.

If you are unable to commit to starting the assessment within 4-6 weeks of receiving a referral, we expect that regular check ins take place to ensure immediate safety needs are being met. Please also consider offering the client a referral to another provider who could support earlier engagement or meet their specific needs.

## Non-Violence Programmes

Non-Violence Programmes are more challenging to change but if you believe that a client would benefit from engaging with another provider then please email DVProgrammes as soon as possible so that they can consider the option to re-refer. Please include as much detail as possible including the clients email address if available as DVProgrammes will need to formally serve the client with new programme details.

If you have ongoing capacity challenges, please contact your contract manager.

---

## Forms

There has been some confusion from providers about the use of some forms;

FVPP16:

- Re-engagement must occur within 3 months but if it is only just out of time DVProgrammes may use their discretion to accept.
- Two re-engagements on a referral may be accepted.
- If you advise DVProgrammes that a person has made contact, but you will not be re-engaging please detail why.

FVPP01: When to send or what to include.

- Please see the section above on filing a notice of safety concerns

FVPP02A: Signature required

- Reminder to please sign the 02A when completing the assessment.

Please use the FVPP forms directly from the [Ministry of Justice website](#) to ensure that you are using the most up to date version.

---

## Progress Reports

The courts may ask for a provider to supply a progress report describing a client's level of engagement in a non-violence programme and the progress they have made. The request may only have a couple of days from receipt to when they are needed in a court hearing so need to be actioned quite quickly. There is a [Progress Report template](#) available on the [Ministry of Justice website](#).

Providers may be able to complete a progress report without meeting with the client, however if a face-to-face meeting is required to get an updated understanding of the client's engagement, the provider should claim this as an individual session.

For Corrections, the Probation Officer may request updates on progress at any time. These can be provided via email or phone, and the Provider must record progress updates in the client's case notes.

---

## Confidential Addresses

Confidential addresses for safety programmes do not need to be disclosed to DVProgrammes.

When completing an FV3A for a safety programme request, you do not need to provide an address if the client has asked for their details to remain confidential. Please complete the form with 'confidential address' and provide a general area/district.

---

## Interpreter Approvals

From time to time, you are required to work with clients referred by the Courts where there are language and/or hearing barriers and an interpreter is required. Approval should be sought from your Contract Manager before interpreter services are engaged. (If DVProgrammes advises in the referral that an interpreter is required you do not need to request a further approval from your contract manager).

The interpreter approval request is sent direct to [DVReporting@justice.govt.nz](mailto:DVReporting@justice.govt.nz). This is also the address for submitting the invoice to be paid. Please note that you must consult your contract manager if the Interpreter fee is likely to be over \$65 per hour.

---

## Quarterly Bulk-Funding Invoices

With the current funding model being locked in for the 2023-2024 financial year, you are now able to submit the Quarter 2 bulk-funding and flexi fund invoices. Invoices can be submitted from the month prior to each new quarter, i.e., from September 1<sup>st</sup> for the quarter two period (October-December).

---

## Communities of Practice

We look forward to seeing you at our fortnightly Communities of Practice online hui for the opportunity to meet the team, participate in the learning opportunities and a chance to provide your thoughts and suggestions.

Until then, mā te wā

**Mauri ora, the Safety Services team.**