

REAPANZ

**REAPs Monitoring and
Reporting Framework**

REAPANZ – REAPs Monitoring and Reporting Framework

The Governance role of REAPANZ and changing legislation means that REAPANZ can no longer take a hands-off role in some of its relationships with REAPs. However REAPs are still sovereign bodies and still have the prime obligation under legislation, but as sub-contractors to REAPANZ, REAPANZ also has legal obligations which it must exercise.

REAPANZ intends to carry out this monitoring process using a high trust model, but will require REAPs to provide annual Statutory Declarations and copies of some documents.

REAPs Obligations



Notes:

- 1) REAPANZ will be monitoring for patterns at a REAP and/or across all REAPs. These will be used to assist all REAPs in our collective endeavours to keep staff and clients safe at all times, and enabling risk taking activities to properly flourish!
- 2) REAPs will report to the REAPANZ Board any instances where risks to child safety identified in the course of REAP activities have been of sufficient concern to require engagement with Police or child Protection agencies.
- 3) Statement of Service Performance must be audited and cover REAPANZ (MoE ECE, MoE Schools and TEC ACE delivery).
- 4) This report is an adaption of the NZQA ACE Quality Assurance template and covers ECE, School and ACE Delivery. REAPs may use their own template, or use the one provided by REAPANZ
- 5) The template for this plan will be provided to REAPs not later than 31 July in any year.

Monitoring and Reporting Tasks by Date

January	January 31	Report on previous year activities provided to REAPANZ not later than end of January annually, covering EC, Schools, ACE and SKIP
February		
March	March 31	Copy of current Health and Safety policy, and Child Protection policy provided to REAPANZ
	March 31	Copy of ACE NZQA Attestation supplied to both NZQA and REAPANZ
April	April 30	Full copy of Annual Report, including Audited Financial Statements and full audited Statement of Service Performance to REAPANZ
May		
June		
July	July 21	Reports on progress to end of June covering EC, Schools, ACE and SKIP delivery
August		
September	September 30	Annual Investment plan or its equivalent provided to REAPANZ
October		
November	November 30	Statutory Declaration that the REAP has carried out both its Health and Safety and Child Protection Obligations
	November 30	Statutory Declaration that the REAP has met appropriate quality standards to run all of its activities Self Review forwarded to REAPANZ
December		
ALSO	All Year	(A) Significant incidents or near misses reported to REAPANZ as they occur (B) Risks to child safety identified in the course of REAP activities reported to REAPANZ if they occur
	Peer Review	Copy of full Peer Review to REAPANZ at the completion of each Peer Review, comments on the REAP's response to the Peer Review within 6 months of the review
	All Year	If you have concerns about delivery in any area or about reaching targets, it is the responsibility of REAPs to contact the REAPANZ Director for further support