

# Ministry of Education Redress Process: Sensitive Claims Lodgement Form

If you would like to lodge a Sensitive Claim with the Ministry of Education, please fill in this form and return it to the Sensitive Claims team

The purpose of this form is to make sure we have enough information to lodge your claim and an understanding of your needs. You will be able to provide more detailed information about your claim later in the process.

If you have a lawyer or support person, they can fill in this form for you.

## Next Steps

When we have received your completed form, we will contact you to explain the process and let you know the next steps with your claim.

If you have a lawyer, all correspondence about your claim will be directed to them.

## Contact us

If you need help with this form or if you have any queries, you are welcome to contact the Sensitive Claims team by:

- calling **0800 663 252**
- emailing [Sensitive.Claims@education.govt.nz](mailto:Sensitive.Claims@education.govt.nz)
- writing to us at:

Sensitive Claims  
Sector Enablement and Support  
Ministry of Education  
PO Box 1666  
Wellington 6140

## Maintaining your privacy

Personal information is being collected by the Ministry for the purpose of assessing your claim. We are committed to keeping your information safe. Any information you provide, including your name, contact details, and information about your claim, will be securely filed. Information you provide will only be used for the purpose it was collected for and will not be disclosed by the Ministry except in accordance with the Privacy Act 2020 and any relevant Court orders.

## Your Details

First and middle names

Family name

Other names you have been known by

Date of birth

\_\_\_ / \_\_\_ / \_\_\_\_\_ (day/month/year)

What is your ethnicity?

*Tick all groups that you most identify with*

New Zealand European

Māori

Please list iwi below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Samoan

Cook Island Māori

Tongan

Tokelauan

Niuean

Chinese

Indian

Other (*please specify in space provided*)

Do not want to answer

Do you have a lawyer supporting you with this claim?

Yes – Please provide name and contact details of lawyer

*If yes, we will communicate with you through your lawyer.*

\_\_\_\_\_

\_\_\_\_\_

No – Please provide your contact details below

## Contact Details

Home phone

Work phone

Mobile phone

Address

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Email address

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PRN for claimants currently in prison

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What is the best way to get in touch with you?

- Home phone       Work phone       Mobile phone  
 Letter to my address       Email       Text

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We will need a copy of your photo ID to confirm your identity (e.g. Driver's License, Passport). You can take a photo of it and email it to us if that is easiest.  
If you have a lawyer, this is not required.

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### Details about your claim

What school/s are you lodging a claim about?

Please also list the years/time period you attended this school/s.

*This can be an estimate*

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Please set out a brief description of your concerns about this school/s.

You do not need to go into lots of detail now and you will be able to provide more detailed information about your claim later in the process.

## Access to your personal information

The Ministry can provide you with a copy of any records it holds about you, under the Privacy Act 2020.

Would you like a copy of any records the Ministry holds about you?

Yes  
 No

When your records are ready, someone from the Sensitive Claims team will be in touch to arrange the best way to get them to you.

## Working with you

When we are working with you on your claim, we will be respectful of your culture and values. We will also accommodate any special needs or requests you have throughout the process, where appropriate.

Let us know the best way to work with you.

Do you have a disability or any special needs that the Ministry needs to be aware of when working with you?

Yes – Please provide details  
 No

*May include:*

- Deaf
- Hearing impaired
- Deafblind
- Speech impaired
- Literacy issues
- Other (*please specify in space provided*)

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Would you like to engage with us in a language other than English?

*If so, please note which language.*

If you identify as Māori, would you like us to use a kaupapa Māori approach in our engagement (kōrero) with you?

*If so, we will kōrero with you about what this means to you as your claim moves through the process.*

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How can the Ministry best support you through the Sensitive Claims process?

For example:

- arrange for you to have the support of your preferred interpreter.
  - any cultural or spiritual practices you would like reflected in the process when we are working with you.
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