



Phone: 027-4606984
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Web: www.socialsocks.co.nz
PO Box 5638, Terrace End
Palmerston North, 4441
New Zealand

Social Socks Charitable Trust Child Protection Policy

Rationale:

The Social Socks programme will work with children, parents and the community to ensure the safety of children. Children's safety underpins everything that we do.

Purposes:

- The welfare of children is the primary concern of Social Socks.
- That Social Socks staff will be well trained to ensure that the safety of children is paramount while on the school premises.
- Social Socks will work in partnership with children, parents/carers and schools to promote the welfare, health and development of children.

Procedures:

1. Social Socks works within the School's Child Protection Guidelines.
2. Social Socks abides by the Children, Young Persons and their Families Act (1989) and The Care of Children Act (2004).
3. Social Socks provides adequate and appropriate staffing resources and training to staff.
4. Social Socks abides with the Education Review Office requirements in respect of references and police checks for all staff and volunteers working in the schools, to ensure that no disqualified person or unfit person works for Social Socks or has access to the children.
5. Anyone working on behalf of Social Socks, which includes staff members, volunteers or students, will never be left alone with a child.
6. The Social Socks Complaints policy and procedure will be brought into action if a complaint is laid against a staff member or the Social Socks Charitable Trust.
7. Training is completed in-house by all staff annually to ensure that they are able to recognise the signs and symptoms of possible abuse. It is the Social Socks Team Leader's responsibility to make sure that all staff working for Social Socks knows the procedures for reporting and recording their concerns.
8. If while running the Social Socks programme a Social Socks staff member has concerns about abuse or neglect of a child, or a child discloses abuse, the staff member will record the incident in the Social Socks session journal, observations they have made and what the child says, and then immediately notify the Social Socks Team Leader who will then

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inform the teacher and/or senior teacher. It is the school's responsibility to follow their own policies. If it is felt that a notification should be made, then the Social Socks Team Leader will follow the guidelines on *How to Make a Notification to Protective Services*.

9. If while running the Social Socks programme a Social Socks staff member has concerns about the welfare of a child or their emotional/psychological health, then they will discuss it with the Social Socks Team Leader who will then inform the teacher and/or senior teacher. It is the school's responsibility, if necessary, to discuss the issue further with the parent of the child and other services, and to advise the parent of support services for the child and family, such as counselling.
10. If a parent contacts the Social Socks Team Leader or Director directly, by phone or email with concerns about their child, the Team Leader or Director can provide information about services in the community that can help their child. Families can be directed to the Social Socks website which has an up to date list of services in the community. If there are concerns about the child's wellbeing then the Team Leader will give information to the parent about how they can contact Child, Youth and Family if appropriate, and inform the classroom teacher if consent is given by the parent to do so. The Team Leader will record the parent's concerns on the Social Socks Incident Report.
11. The Social Socks Director or Team Leader will ensure all documentation is completed, including incident forms, disclosure forms, and if necessary will work with police, the health visitor and the family and child.

Approved: _____

Date: _____

20 April 2017

Reviewed: _____

Date: _____