



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

Social Socks Charitable Trust

Health and Safety Policy

Rationale:

The Social Socks staff facilitators, volunteers and students will create and maintain a safe physical and emotional working environment for school staff, students and caregivers while delivering the programme. The Social Socks teams are to take all practicable steps to ensure the safety of everyone attending Social Socks.

Purposes:

- To provide and maintain a safe working environment.
- To ensure, so far as reasonably practicable that any hazards are corrected, repaired or removed.
- To ensure appropriate management of children.

Procedures:

1. The Social Socks team will perform a hazard check of the area that the programme is to be delivered, in the school, prior to the start of the programme. See Checklist. Be mindful that it is the classrooms teachers' prime responsibility to manage the children's behaviour.
2. If travelling within the school grounds, the Social Socks vehicle will be travelling at walking pace and will have one of the Team walking in front of the vehicle at all times.
3. Social Socks sessions will be attended by the classroom teacher.
4. Under all reasonable circumstances, no Social Socks team member shall be alone with a child.
5. Children like physical touch but you have to be careful for your own safety. It is advisable to only touch a child on the upper arm and upper back. Schools are clear that it is inappropriate to have a child sit on your lap. If a child leans in wanting a hug, use a side on hug. Avoid touching children on the head as this can be culturally inappropriate.
6. All Social Sock staff will be informed of and understand their responsibility in minimising the potential for harm to people at the school.
7. The Social Socks Team Leader will consult with the classroom teacher prior to starting the Social Socks programme around any specific needs of children e.g. Children unable to manage loud noise, latex allergies etc
8. Any hazard that the Social Socks team becomes aware of during the running of the Social Socks programme will be reported to the Principal and documented on return to the office of Social Socks.

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9. The Social Socks team will abide by the plans and procedures that have been implemented by the school in the event of an emergency. Prior to starting the programme the Social Socks Team Leader will visit the school and record in the Senior Team Leader's Manual the school's emergency plans.
10. On arrival at the school, Social Socks will comply with the school's visitor policy.
11. All Social Socks facilitators, volunteers and students will be police vetted.
12. All equipment that is used in the delivery of the Social Socks programme will be set up in the classroom in a way that minimizes risk. See Health and Safety checklist.

Approved: _____

A handwritten signature in black ink, appearing to be "M. Clark".

Date: _____

20 April 2017

Reviewed: _____

Date: _____