



Phone: 027-4606984  
Email: [info@socialsocks.co.nz](mailto:info@socialsocks.co.nz)  
Web: [www.socialsocks.co.nz](http://www.socialsocks.co.nz)  
PO Box 5638, Terrace End  
Palmerston North, 4441  
New Zealand

# Social Socks Charitable Trust

## Personnel Policy and Procedure

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### **Rationale:**

To provide a fair and consistent way of employing staff, volunteers and students.

### **Purposes:**

To provide clear directions on the process by which staff are employed/engaged, expectations of employment/engagement and steps required to terminate employment/engagement.

### **Staff Appointment Procedure:**

Social Socks Charitable Trust offers equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief or ethnic origin.

The Treaty is New Zealand's founding document and Social Socks is committed to the rights and obligations articulated in the Treaty.

Social Socks places particular emphasis on promoting Māori presence and participation in all aspects of our services and activities.

A Job description will be given to interested applicants and once the applicant has expressed interest the Director of Social Socks will start the process, which may include contacting the Applicants referees. The process is the same for paid and volunteer staff, except they don't have a formal employment agreement. The interview panel will consist of the Director and a Social Socks Trustee or Social Socks Team Leader. All applicants will be notified whether or not they have been successful. If both parties are then in agreement, arrangements will be made for the applicant to attend a pre-session programme run through.

For the suitable applicant, the position will be offered subject to a successful police clearance. All checks are in accordance with regulations from the Children, Young Persons and Their Families Act 1989 [www.legislation.govt.nz](http://www.legislation.govt.nz) and the police check will determine the suitability of the person/s to work with children in Social Socks programme.

If a suitable applicant is found, s/he is offered the position, and given an employment agreement, with a job description, which sets out their roles and responsibilities.



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When the new staff member starts work s/he is closely supported by the Social Socks Team Leader and given induction training as appropriate.

### **Induction:**

Social Socks Charitable Trust offers equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

Before employment begins prospective employees are required to attend a pre-session run through of the Social Socks programme and will be expected to attend a Social Socks session in the classroom and are given the opportunity to discuss the position and ask questions afterwards.

Social Socks Charitable Trust will provide staff induction training in the first week of employment, including the Health and Safety Policy, Child Protection Policy, Reporting Child Abuse and Dealing with Disclosure, Incident Report and a welcome pack will be provided. Other policies and procedures will be introduced within an induction plan. The new staff member will receive a copy of all of the Social Socks policies, and a confidentially agreement form to sign. In signing this form the new staff member is agreeing to abide by and support these policies within the Social Socks programme. This is for both paid staff and volunteers.

Initially, the first three or four weeks are spent working with another member of staff in the delivery of the Social Socks programme. It is expected that the new member of staff will attend all pre-sessions trainings. As the new member of staff becomes more familiar with the Social Socks programme, procedures and practices, s/he is able to work more independently within the Social Sock programme, with support from the Social Socks Team Leader.

There will be regular support provided through meeting with the Social Socks Team Leader and staff training.

### **Performance Appraisal Procedure:**

Social Socks staff meetings will be held as appropriate approximately once per term. This time will not be paid. Social Socks Charitable Trust supports the work of our staff and seeks to develop them.

- At the end of each session, there is a chance for a verbal debrief that provides for immediate positive feedback and support. At the end of each programme there is a team meeting to debrief and reflect on the success of Social Socks and any areas that can be improved on. The Team Leader will also feed back to the facilitators and volunteers, providing positive feedback





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where appropriate and any areas that might need strengthening. The Team Leader should also seek feedback on his or her performance from all the team.

- If there are concerns with the performance of a Social Socks facilitator, volunteer or student the Team Leader will address this at a separate time with them, face to face, highlighting the concerns. If this resolves the issue there is no need for further action.
- If there is no satisfactory resolution after the discussion then the Team Leader will seek support from another senior member of staff, put the concerns in writing and have another meeting with the facilitator, volunteer or student, a senior member of staff and any support person the person concerned requires.
- If this still does not resolve the issues to the satisfaction of the Team Leader, then consideration will be given to employing an additional facilitator or volunteer until the completion of the programme. If the staff member has broken the terms of their independent employment agreement, then they may be dismissed. Refer to Independent Employment Agreement.
- Note that ERO has published *Managing Staff Performance (1995)*. It is available at [www.ero.govt.nz](http://www.ero.govt.nz). Although it is designed for schools, it includes information that will also be of use to ECE services.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

20 April 2017

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_