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## Social Socks Charitable Trust Health and Safety Policy

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### **Rationale:**

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

### **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 Session Coordinator 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 Teacher's 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 Social Socks members 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 about 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 team members will be informed of and understand their responsibility in minimising the potential for harm to people at the school.

7. The Social Socks Session Coordinator and Programme Manager 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 Classroom Teacher and the school office. Upon notification to the Session Coordinator or Programme Manager this will also be documented in the risk register on return to the office of Social Socks.
9. The Social Socks team will abide by the policies and procedures that have been implemented by the school in the event of an emergency.
10. Prior to starting the programme the Social Socks Session Coordinator and Programme Manager will visit the school and record in the Social Socks Programme Manual the school's emergency plans.
11. On arrival at the school, Social Socks will comply with the school's visitor policy.
12. All Social Socks personnel must be Police Vetted.
13. All equipment that is used in the delivery of the Social Socks programme will be set up in the classroom in a way that minimises risk. See Health and Safety checklist.

Approved:  Date: 5/3/18

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