

New Zealand Culture Ltd (NZCC) Policy

The New Zealand Culture Company Ltd (NZCC) is committed to a **Culture of Health & Safety** when working together in the library with the **1,2,3 Repeat Read Aloud Programme for Adults**. NZCC gives the greatest importance to the Health & safety of all the participants of the Repeat Read Aloud Programme including observers and visitors. We publish this culture of safety and an accident/hazard plan on our web page; we also always include this information in our pre-term training.

However you should be aware that, as adults, you are also responsible for your own safety.

For **Health & other Emergencies – Phone 111**

Hazard & Disaster Plan

Know how / where to get out when there is **Fire!!!! Disaster!!!**



Courtesy standards

- ★ Please be considerate of the public space we occupy in the library by not overcrowding and keeping within the numbers of the programme set at the team building.
- ★ Please understand that even though this is a free programme people come together in cooperation, they rely on you to turn up. If you cannot turn up if possible let someone know as soon as possible.
- ★ Be willing to be flexible in accordance with the direction of the library staff who manage many things other than our programme.
- ★ Allow for individual abilities such as hearing loss, mobility restrictions etc.. Give the Programme Deliverer your contact details for organizational purposes.

NZCC's Culture of Safety



1. There is safety in numbers. **Work together in a public place** where everyone can see you. The library is a great public space to meet as a group.
2. **Be wise with your personal details.** Do not say: "~~My name is May Smith. I live in a rich apartment at 3333333 Queen St. My phone number is 333 3333. Come to my place anytime.~~"
3. Promote safety. **Use your own library card.**
4. Keep thieving out of business. **Protect your belongings.**
5. **Register accidents and hazards** with the Programme Deliverer who will file it with their log-in on the accident register calendar.

Code of Practice for Readers

As a Language Learning Reader I agree to

Work within the philosophies and practices of the NZCC.

- See myself as a valued team member with the right to contribute to decisions which affect my work.
- Value and support other team members
- Cooperate as far as possible with our evaluation and appraisal processes. Sign a release/non-release form for any photos or videos taken.

Observe a session or read the NZCC Library Manual (on-line) www.repeatreadaloud.co.nz. I will also join a Team Building exercise to enroll with the team for a term.

As the Language Learning Reader I will bring a library card and get out books I want to repeat read with the Reading Volunteer.

Notify one of the team promptly of any absences or leave required.

Make at least one contribution to the Kete-Community Journal, published on-line, during the term.

Cooperate with the programme responsibly and ethically: Speak out about any concerns that might affect my work relationships.

Read and abide by safety and risk management requirements (above) while participating in the programme.

Code of Practice for Volunteers

As a Volunteer Reader I agree to

Work within the philosophies and practices of the NZCC

- See myself as a valued team member with the right to contribute to decisions which affect my work.
- Value and support other team members
- Accept our evaluations, appraisal processes and consent forms, and participate in such meetings, on-going training or reviews as are required to ensure that effective services are being provided:

Attend one introduction or observe a session or read the Volunteer Manual (on-line) www.repeatreadaloud.co.nz. Every term I will also join a Team Building exercise to register which tasks I will volunteer for the team for that term.

Notify one of the team promptly of any absences or leave required.

Make at least one contribution to the Kete-Community Journal, published on-line, during the term.

Carry out all work I agree to do responsibly and ethically. Speak out about any concerns that might affect my work relationships or quality of service.

Read and abide by the safety and risk management requirements (above) while participating in the programme.