

## **2.23 Childcare Supervision for volunteers and students**

Name of Child Care Centre: **Growing Together Family Resource Centre**

Date Policy and Procedures Established: **June 2011**

Date Policy and Procedures Updated: **Oct. 2015 / July 30, 2018**

### **Purpose**

Growing Together Family Resource Centre welcomes both placement students and volunteers into the various programs offered in our child care program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

*Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.*

### **Policy**

#### **General**

Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.

Students and volunteers will not be counted in staff to child ratios.

### **Student and Volunteer Supervision Procedures: Roles and Responsibilities**

#### **The licensee/designate must:**

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their

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educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.

- Ensure that all students and/or volunteers have been trained on each child's individualized plan.
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to how to; report their absence, report concerns about the program.
- Review the Dress code
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.
- Inform and Review their job description
- Ensure that a confidentiality form is sign off and dated
- Inform, review and sign off with students / volunteers GTFRC's Occupational Health and Safety policies.
- Inform students and/or volunteers about their obligations under Compliance and Contraventions, Rules of Conduct and Prohibited practices.

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### **The supervising staff must:**

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

### **Students and/or volunteers must:**

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.

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- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

### **Table of contents for Student Orientations:**

- 1) Program Statement
- 2) Mission Statement & Core Values
- 3) Philosophy
- 4) Rules of Conduct
- 5) Confidentiality Form
- 6) Contact Information Form
- 7) Collection of Personal Information Form
- 8) Shoe Release Form
- 9) Growing Together Brochure

### **Policies to Include**

## **Growing Together Policy & Procedure – Section 2 Personnel – 2.23 Childcare Supervision for Volunteers and Students**

- 2.23 (a) Childcare Supervision for Volunteer/Students with Position Description
- 2.23 (b) Orientation Checklist for Volunteer and Students
- 2.16 Rules of Conduct: Written process for monitoring compliance and contraventions
- 2.18 Dress Code Policy
- 2.21 (2) First Aid Policy

### **Glossary**

*Licensee*: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Staff (Employee)*: Individual employed by the licensee (e.g. program room staff).

*Student*: Individual who is enrolled in an education program/school and is completing a placement.

*Volunteer*: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g. parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.)

### **Regulatory Requirements: Ontario Regulation 137/15**

#### **Supervision of volunteers and students**

11.1 (1) Every licensee shall ensure that every volunteer or student at a child care centre it operates or at a premises where it oversees the provision of home child care is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child who receives child care at the child care centre or home child care premises.

(2) Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,

(a) the requirement described in subsection (1);

(b) the roles and responsibilities of the licensee and supervising employees; and

(c) the roles and responsibilities of volunteers and students.

**EARLY CHILDHOOD VOLUNTEER/ STUDENT**

Position Description

Reports to: Classroom RECE, Supervisor

Position purpose:

- To assist the RECE in the general supervision and management of a group of children.
- To gain knowledge about a licensed child care setting.

**Duties and Responsibilities:**

- Assisting in implementing the daily program under the direction of the classroom ECE.
- Assisting in preparing the learning environment, setting up interest centers and preparing needed materials and supplies
- Helping with general housekeeping tasks
- Treating all children with dignity and respect and seeking guidance from program ECE in handling of difficult situations e.g. behaviour guidance
- Maintaining professional attitudes and behaviour at all times
- Maintain neat and clean appearance in accordance with GTFRC's established dress code
- No personal technological devices may be used while working in the program.
- Work with all other staff members in a co-operative manner
- Accept the guidance and feedback from the supervising RECE.

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- Approach the supervising RECE to resolve any personal conflict. If the conflict is with the supervising RECE, report the concern to GTFRC supervisor and placement supervisor. *\*see the 2.23 Child care supervision for volunteers and students policy.*