

VOLUNTEER & STUDENT SUPERVISION

POLICY

It is the policy of Cook's School Day Care Inc. to help support the safety and well-being of children enrolled in the centre-based program locations and home child care settings monitored by this agency.

Cook's School Day Care Inc abides by O. Reg. 262 under the *Day Nurseries Act* (DNA) which indicates that every operator shall ensure that every child who is in attendance in a day nursery or in a private-home day care location is supervised by an adult at all times.

PROCEDURE

Beginning September 2011, the administration of Cook's School Day Care Inc. will:

- Review and evaluate, in coordination with the Board of Directors, this policy at least annually.
- Ensure that the policy is reviewed with employees, agency providers, with volunteers or students who will be providing care or guidance at the day nursery, and with volunteers, students and persons ordinarily resident at, or usually on the premises of, the location where home child care is provided before they begin providing that care or guidance and at least annually afterwards.
- Ensure that staff, providers, volunteers and students sign and date the review as with other policy reviews.

IN RESPECT OF VOLUNTEERS AND STUDENTS, O. REG. 262 UNDER THE DNA ALSO PROVIDES THAT:

- Behaviour management policies and procedures are reviewed with volunteers or students who will be providing care or guidance at the day nursery before they begin providing that care or guidance and at least annually afterwards;
- As per the Behaviour Management Policy, the behaviour management practices of volunteers or students who provide care or guidance at a day nursery or at a location where home child care is provided is formally monitored on a quarterly basis; an observation is conducted and the checklist and notes are completed on the Behaviour Management Monitoring Record; the individual and the administrative staff conducting the observation will sign and date the form following discussion of the findings.

- As per the Anaphylaxis Policy, the individual response plans for all children with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance at the day nursery or private-home day care location before they begin providing that care or guidance before they begin providing that care or guidance and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in licensed child care programs and for all persons usually on the premises of the private-home day care location.
- The ministry criminal reference check policy does not apply to students under 18 years of age placed in the child care program by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care.
- A clearly defined job description and staff manual are provided to volunteers and students that outline responsibilities and limitations of the positions.

CLARIFICATIONS

CENTRE-BASED AND HOME CHILD CARE LOCATIONS

- No child is supervised by a person less than 18 years of age.

CENTRE-BASED LOCATIONS

- Only employees will have direct unsupervised access to children.
- Volunteers and students are not counted in the staffing ratios in child care centres.
- The supervisory staff is responsible for volunteer and student orientation to help students and volunteers
 - Understand the operation of the child care program
 - Understand the expectations for their placement/volunteer experience (receive job description and staff manual)
 - Become familiar with the organization's policies and procedure
 - Become familiar with the parent handbook.
 - Become familiar with relevant Ministry regulations (DNA Manual)
- As per the job description, the ECE head teacher of the group in which a volunteer or student is placed, is designated as the individual's mentor.
- The mentor is responsible to review the volunteer and student job description and any pertinent documents pertaining to an individual's responsibilities to outside organizations (i.e., secondary school, post-secondary institution).

HOME CHILD CARE SETTINGS

- The agency allows limited unsupervised access, by approved persons other than the agency provider, who are usually present on the premises of the home child care setting (i.e., during an emergency situation).
- The home child care provider is responsible for informing the agency at the earliest convenience when limited unsupervised access, by approved persons other than the agency provider, who are usually present on the premises of the home child care setting (i.e., during an emergency situation) has occurred.
- The agency will ensure that, prior to a child being placed at a home child care setting, the agency provider will identify to the child's parents any approved person who has limited unsupervised access.
- Limited unsupervised access may include:
 - An emergency situation (i.e., one child may require medical attention)
 - When the agency provider walks children to and from school while younger children are sleeping
 - When the agency provider must attend an appointment that cannot be scheduled during non-care hours (the provider may be providing care for extended days and hours)
- An approved person:
 - Is 18 years of age or older
 - Has reviewed and signed off on agency policies (behaviour management, confidentiality, anaphylaxis)
 - Has proof of successfully completing criminal background checks with the police and children's aid society
 - Has up-to-date immunization including tb-test

ADDITIONAL POINTS:

- All matters involving professional misconduct, as defined by the College of Early Childhood Educators Code of Ethics and Standards of Practice and O. Reg. 223/08 under the Early Childhood Educators Act, 2007, will be referred to the appropriate agencies and organizations (e.g. Ministry of Children and Youth Services, College of Early Childhood Educators, County of Northumberland, Police Services, Children's Aid Society, Cook's School Day Care Inc. Board of Directors).
- Cook's School Day Care Inc.'s liability insurance covers volunteers and students.

- Parents are informed in writing that:
 - Volunteers and students do not have unsupervised access to children in the child care centres.
 - Agency providers may have another approved person ordinarily resident on the premises of a home day child care location providing limited unsupervised access to children in specific instances (as noted above).
 - When the Parent Handbooks for 2012 are prepared, the above information will be included under the section Volunteers & Students.

ACCOMPANYING FORMS

Volunteer & Student Supervision Annual Policy Review