

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 Ministry of Education, Child Care & Early Years Act regulations which indicate 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 a person authorized by Cook's at all times (staff, provider/approved alternate). Every volunteer or student at the child care centre or in a private home location is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child.

PROCEDURE

The administration of Cook's School Day Care Inc will:

- Annually review and evaluate this policy in coordination with the board of directors.
- 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.

CLARIFICATIONS

CENTRE-BASED AND HOME CHILD CARE LOCATIONS

- No child is supervised by a person less than 18 years of age.
- Criminal reference checks including VSC and Children's Aid Society screenings are required for all students and volunteers, 18 years of age and older, 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 and the centre's Children's Aid Society screening policy does not apply to students under 18 years of age.

CENTRE-BASED LOCATION

- Only employees of Cook's School Day Care Inc will have direct unsupervised access to children.
- Volunteers and students are not counted in the staffing ratios at the child care centre.
- Volunteers and or students will never be left alone with children.
- Volunteer and or students will supervised at all times by employees of Cook's School Day Care Inc.

- The Supervisor or Designate 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 – signing and dating.
 - Become familiar with relevant Ministry regulations – signing and dating.
- As per the job description, the RECE of the group in which a volunteer or student is placed, is designated as the individual's mentor and will ensure that the student is supervised at all times.
- The mentor is responsible to review the volunteer and student job description, current Student Manual and any pertinent documents pertaining to an individual's responsibilities to outside organizations (i.e., secondary school, post-secondary institution).
- The mentor is responsible to communicate regularly with the Supervisor or Designate to report on the placement experience.
- All staff will participate in supervising students and or volunteers ensuring that students and volunteers are supervised at all times. (i.e. when mentor staff is away, on break or with another child etc.)

HOME CHILD CARE SETTINGS

- Cook's School Day Care Inc is not accepting any student placements at this time.
- 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 (prohibited practices, confidentiality, and medical needs, including anaphylaxis).
 - Has provided an original criminal background checks, including vulnerable sector search and obtained a clear record check from the Children's Aid Society.
- Has up-to-date immunization including tb-test

ADDITIONAL POINTS

- All matters involving professional misconduct, as defined by the Ministry and the College of Early Childhood Educators Code of Ethics and Standards of Practice will be referred to the appropriate agencies and organizations (e.g. Ministry of Education, College of Early Childhood Educators, County of Northumberland, Police Services, Children's Aid Society, and 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 of the Supervision of Volunteers and Students Policy:
 - A posted sign at the entrance - Volunteers and students do not have unsupervised access to children in the child care centres.
 - In the Parent Handbook.
- 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).

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.