**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 at the centre.

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 is supervised by a person authorized by Cook’s at all times (staff). Any volunteer or student at the child care centre will also be supervised by an employee 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, with volunteers or students who will be providing care or guidance at the centre, and with volunteers, students before they begin providing that care or guidance and at least annually afterwards.
* Ensure that staff, volunteers and students sign and date the review as with other policy reviews.

**clarifications**

* 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.
* 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.
* 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 be 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 polices and procedures – 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.)

**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 Parent Handbook.

## 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.