



Record of Policy Compliance and Contraventions Monitoring – revised November 2020

Policy Compliance & Contraventions will be observed throughout the year. Observations will be discussed with staff member annually. Contraventions of the policies will be discussed immediately with the staff member involved. Depending on the seriousness of the contravention a corrective plan will be agreed upon; for more serious contraventions, appropriate action will be taken which may include disciplinary action. **All records of Policy Compliance and Contravention Monitoring will be kept in the staff files for a period of three years from the creation date.**

Staff Name: _____

Policy	Observation of Compliance	Observation of Contravention
Administration of Medication and Medical Supports Policy and Procedure		
Anaphylactic Policy and Procedure		
Fire and Emergency Management Policy and Procedure (Site specific)		
Individual Medical Plan		
Individual Support Plan		
Individual Anaphylactic Plan		



ORDE DAY CARE'S STAFF – POLICY AND PROCEDURE BINDER

Parent Issues and Concern Policies and Procedure		
Playground Safety Policy and Procedure		
Police Reference Check with Vulnerable Sector Screening		
Program Statement		
Program Statement Monitoring		
Promoting Positive Interactions Policy		
Orde Day Care Health Policies and Procedures – all 17 policies		
Serious Occurrence Policy and Procedure		
Supervision of Volunteers and Placement Students Policy		
Infant, Toddler and Preschool Sleep Room Supervision Policy and Procedure		



ORDE DAY CARE'S STAFF – POLICY AND PROCEDURE BINDER

Date of Non-Compliance: Name of Policy which was contravened: Observation of Non-compliance:	Meeting Date: Action Plan:
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Observations Completed by:		
Observation Period		
Annual Review Date:		
Staff Name:	Signature:	Date:

ORDE DAY CARE'S STAFF – POLICY AND PROCEDURE BINDER



Record of Compliance/Contravention Binder

Orde Satellite Staff and Volunteers