



Supervision of Volunteers and Placement Students Policy

Revised June 9, 2016, October 7, 2016, October 19, 2016, July 25, 2019

Reference: Child Care and Early Years Act. 2014

Board Approval: June 15, 2016

This policy will help support the safety and wellbeing of children in the care of Orde Day Care, while providing an opportunity for individuals to develop appropriate skills under the direct supervision of our qualified staff.

The adherence to this policy is the responsibility of the volunteer/placement student and the Supervisor or designate, in conjunction with the assigned supervising staff.

Policy Statements:

- Volunteers will never be left alone with a child
- Every volunteer and student is supervised by an employee at all time
- No child is supervised by a person under 18 years of age.
- Volunteers/placement students will not be counted in staffing ratios.
- All volunteer and students must provide Vulnerable sector screening form completed by their regional law enforcement area prior to the start of the volunteering or placement.
- Any Vulnerable sector screening that has been conducted within the last five years will be accepted.
- If a screening is more than six months but less than five years, students and volunteers will be required to sign a Declaration of Offence.
- **Volunteers or placements students with a positive check will meet with the Director to discuss the findings.**
- **Consideration to continue the placement will be based on criteria outlined in the Police Reference Check with Vulnerable Sector Screening.**
- Any person under the age of 18 years requesting to volunteer will be considered and reviewed by the Director and Board of Directors. (i.e. high school 40-hour volunteer, past students, special requests)
- This policy will be reviewed and signed-off on by all employees, volunteers and placement students initially and annually.

Policy Procedures:

Prior to volunteering, or beginning a student placement, each individual will be given an orientation (see checklist attached) by the Site Supervisor or designate and will be assigned a supervising staff.

All volunteers/placement students must read, sign and comply with the following prior to placement:

Orde Day Care's

1. Administration of Medication and Medical Support Policy and Procedure
2. Anaphylactic Policy
3. Confidentiality Agreement
4. Fire and Emergency Management – site specific
5. Individual Support Plans/Medical Plans/Anaphylactic Plans



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

6. Infant Sleep Room Supervision Policy and Procedure
 7. Parent Issues and Concerns Policies and Procedures
 8. Playground Safety Policy
 9. Police Reference Check with Vulnerable Sector Screening Policy
 10. Policy Statement for Orde Day Care Health Policies and Procedures
 - a) Animal Reptile and Amphibian Policy and Procedure
 - b) Dealing with a Human Biting Policy and Procedure
 - c) Diapering and Toileting Policy and Procedure
 - d) Environmental Cleaning and Disinfecting Policy and Procedure
 - e) Exclusion of Sick Children Policy and Procedure
 - f) Expressed Breast Milk Policy and Procedure
 - g) Gardening Policy and Procedure
 - h) Hand Hygiene Policy and Procedure
 - i) Laundry Policy and Procedure
 - j) Management and Reporting of Communicable Diseases Policy and Procedure
 - k) Management of Immunization Information Records
 - l) Management of Outbreaks Policy and Procedures
 - m) Occupational Health and Safety Policy and Procedure
 - n) Pest Control Policy and Procedure
 - o) Respiratory Etiquette Policy and Procedure
 - p) Risk Assessment Policy and Procedure
 - q) Toy Cleaning and Disinfecting Policy and Procedure
 11. Program Statement
 12. Program Statement Monitoring
 13. Promoting Positive Interactions Policy
 14. Serious Occurrence Policy and Procedure
 15. Supervision of Volunteers and Placement Students Policy
 16. Toddler and Preschool Sleep Room Supervision Policy and Procedure
 17. Training and Development Policy
 18. Waiting List Policy
- have an up-to-date immunization record on file (placement students)
 - First Aid Training with Child CPR (placement students)

The role of the volunteer/placement student must:

- never be left alone with children other than his/her own.
- volunteers will not discipline or redirect children other than his/her own, and placement students begin to redirect children and/or set boundaries.
- never use any form of physical discipline or degrading behaviour
- stay with the group at all times if on a field trip.
- not provide outside food to the children.
- to be inclusive of all children
- show interest and involvement when working with the children.



The role of the Supervisor includes providing or ensuring each volunteer/placement student

- provides an original copy of the Police Reference Check with Vulnerable Sector Screening which is presented upon the first day of placement/volunteering and a copy is taken
- provides a valid Standard First Aid Certificate which is presented upon the first day of placement and a copy is taken
- provides up to date immunization record which is presented upon the first day of placement/volunteer and a copy is taken
- informing the student/volunteer that if these documents are not presented on the first day, the centre will ask them to leave and only return to placement/volunteer once they can present all the above stated documents
- If a positive CRC is made known, either through the placement College or upon receiving the CRC from the student, the supervisor will inform the Director immediately.
- Inform the student that their continued placement will be reviewed with the director
- an orientation is provided prior to beginning their shift
- giving the volunteer/placement student a room orientation which includes the implementation of a fire drill, evacuation, lockdown and secure-in-place procedures.
- an introduction to the program staff, kitchen staff, school office staff (if applicable) and caretakers.
- has a supervising staff.

The role of the supervising staff includes:

- never leaving the volunteer/placement student alone with children.
- monitoring and supervising the placement student is covered in their review package from the college; notifying the Supervisor of any concerns.
- monitoring and supervising volunteers on a daily basis; notifying the Supervisor of any concerns.
- signing-off on the volunteer and/or placement students' daily schedule at the end of each shift.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: