

CATEGORY: Staff Recruitment, Orientation and Training

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SUBJECT: Child Care Supervision Policy for Volunteers & Students

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### **Policy:**

Centennial Infant and Child Centre (CICC) is committed to providing a safe and nurturing environment for all children. It is the responsibility of the agency to ensure that every child is supervised by a CICC staff member at all times. CICC will ensure that all non-staff members such as volunteers and students adhere to the policies, screening and supervision that is expected of CICC staff. CICC will ensure that:

- No volunteer or student will be left alone unsupervised with a child in the Centre.
- Volunteers and students may not be counted in the staffing ratios unless Ministry Director approval has been given.
- No volunteer or student will be under 18 years of age.

### **Roles and Responsibilities of the Centre:**

#### **Preschool Manager:**

- Oversee the implementation of all policy and procedure, supervision and training as provided by the coordinator.

#### **Volunteer & Student Placement Coordinator:**

- Recruit, screen, and orient prospective volunteers and placement students
- Ensure that all volunteers and placement students have all necessary training and meet all criteria as set by the Ministry of Education before being placed in a classroom.
- Ensure volunteers and placement students are aware of and comply with all health and safety screening and requirements, the requirements of AQI, and CICC policies.
- Ensure maintenance of all volunteer & student files and records to meet standards, policies, and procedures of the organization and of municipal and provincial regulations.
- Ensure procedures are in place to maintain confidentiality of Student & Volunteer records.
- Organize the daily classroom support roster, based on attendance and call-offs, and ensure that classrooms and children have the support they need.
- Supervise and give feedback to volunteers as needed, provide coaching and training on an ongoing basis.
- Plan annual volunteer appreciation week.

- Design and circulate volunteer postings and newsletters.
- Support teachers in supervising students on placement.
- Develop and implement volunteer and student training.

Volunteer training will be provided to all new volunteers beginning with an Orientation session as well as an opportunity to shadow an experienced student or volunteer. **Ongoing training for all volunteers will consist of mentoring and support from school staff and the volunteer coordinator, informal training sessions, and online resources.** Staff will also be available to answer volunteers' questions. Staff will be directly responsible for providing feedback and written evaluations of placement students.

**CICC staff:**

Ongoing training for all volunteers will consist of mentoring and support from program staff.

Staff will also be available to answer volunteers' questions. Staff will be directly responsible for providing feedback and written evaluations of placement students.

**Roles and Responsibilities of the of the Student or Volunteer:**

The Ontario Ministry of Education requires all volunteers working with children to complete the following:

- A completed medical form showing up-to-date immunizations and physician confirmation of ability to volunteer.
- A current Vulnerable Sector Police Reference Clearance valid within 6 months of volunteer start date.
- Annual Offence Declaration form sign off.
- Completion of AODA training and required policy and procedure training.

**Placement students are also required to provide a current standard first aid and CPR C certificate.**

Volunteers and placement students will be required to read and sign off on CICC policies and procedures relevant to their role as volunteer. These policies and procedures are available on our website [www.cicc.ca](http://www.cicc.ca) on the Volunteers page, where you will also have access to our online volunteer handbook. Training will be provided to all volunteers on the implementation of certain policies as required. A policy sign-off sheet must be dated and completed by all volunteers and students each time policies are reviewed. Sign off sheets will be kept on site in their personnel file.

Volunteers at CICC play an important role in supporting staff as they work directly with the children in the pre-school program. Volunteers are generally, but not always, assigned to work with one child.

Volunteers must arrive at CICC by 9:00 a.m. for the morning shift (9:00-11 :45am) or by 1 :00 p.m. for the afternoon shift (1 :00-3:45pm).

Volunteers and placement students are required to read, sign and implement the Individual Program Plans developed for each child by the classroom teachers. At all times, volunteers will work under the supervision and guidance of CICC staff, including the classroom teachers, pre-school manager, volunteer coordinator and staff therapists.

When there is one or more children at the centre who have anaphylaxis allergy all volunteers and students will be provided with information about each child's allergy. Volunteers and placement students must sign each emergency plan and anaphylaxis plan to attest that they have read and are aware of each situation. **Implementation of emergency plans and administering of epi pen/medication is the sole responsibility of CICC staff.**

#### **Procedures:**

1. All volunteers and students will receive an orientation at CICC before starting work. At this time they will be made aware of who is responsible for the implementation of policies and supervision of volunteers and students. Volunteers are supervised by the volunteer coordinators, classroom teachers and centre manager. Students in the Preschool Programs are supervised by assigned classroom teachers and the Centre Manager. Students in the Early Intervention program or Child Care Consultation program are supervised by EI staff and Special Needs Resource Consultants.

2. All volunteers and students are to be monitored on a daily basis to ensure that they are adhering to CICC's Program Statement. An annual evaluation will be completed by the Centre Manager. This evaluation form will be reviewed and signed by the volunteer or student, then filed on site in their personnel file.

3. The CICC anaphylaxis policy is to be reviewed by all volunteers and preschool students annually. When there is one or more children at the centre who have an anaphylaxis allergy all volunteers and students will be provide information about each child's allergy. Implementation of emergency plans and administering of epi pen/medication is the sole responsibility of CICC staff.

4. Each volunteer and student is required to review and sign either a CICC volunteer or student agreement. The following information is included in the agreement:

- Time commitment and responsibilities while at CICC.
- A Volunteer or Student Manual has been provided.
- Details about training that will be provided to the volunteer or student.
- Ministry Of Education requirements :

**1. A medical form showing up-to-date immunizations**

- 2. A satisfactory Vulnerable Sector Police Reference Check submitted to the organization. Annual Offence Declaration as outlined in CICC's Police Reference Check policy.**
- 3. Completion of all pertinent policy and procedure training.**
5. A current (obtained less than 6 months before the start of placement) Vulnerable Sector Police reference checks are required by all volunteers and students.
7. Volunteers and students are responsible to adhere to centre policies as well as to provide 1-1 support for the children attending the CICC preschool program to ensure full inclusion as well as to assist with implementing each child's Individual Program Plan. Responsibilities are outlined in the volunteer manual provided. All students are responsible to adhere to centre policies as well to fulfill the requirements outlined by the educational institution that placed them at the centre.
8. CICC's liability insurance adequately covers volunteers and students.
9. Volunteers and Students are encouraged to review the CICC Parent Handbook. The parent handbook is available on the CICC website. If the volunteer or student does not have access to the internet a hard copy of the manual will be provided.
10. Orientation for both Volunteer and students will include:
  - Completion of forms (including police check and immunization information) and policy review. Responsibility of Volunteer Coordinator and Centre Manager
  - An opportunity to observe in the classroom and shadow a more experienced volunteer or students.
  - Orientation workshop that will describe roles and responsibilities of the student and volunteer.
  - The Volunteer coordinator and preschool staff will be available to support volunteers before, during and after their volunteer shift. Volunteers are supervised by a CICC staff at all times while at the centre.
  - Each student is assigned a "CICC mentoring teacher" to support them to achieve their placement competencies and supervise their performance while at the centre.