

Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: September 2016

SUBJECT: Child Care Supervision Policy for Volunteers and Students

APPROVED BY: Barb Hannah, Executive Director



UPDATED: November 29, 2016

Child Care Supervision Policy for Volunteers and Students

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 employee 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 employees. CICC will ensure that:

- No child is supervised by a person under 18 years of age
- Only CICC employees will have direct unsupervised access to children
- Volunteers and students may not be counted in the staffing ratios unless Ministry Director approval has been given.

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. The following CICC policies are to be reviewed annually by the Executive Director and CICC Board. All necessary policies are to be reviewed by all volunteers and students before they begin their work at CICC and annually afterwards. 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.

The following policies are to be reviewed:

- Fire Evacuation Procedures
- Health Policy: Includes: Sanitary Practices Procedures; Emergency Plans; Medication
- Anaphylaxis
- Policy Review which includes: detailed procedures as a process used to monitor Compliance & Contraventions with Policies & Procedures & Individual Program Plans

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- Individual Program Plans
 - Serious Occurrence
 - Program Statement
 - Program Statement Implementation Policy
 - Childcare Supervision Policy for Students and Volunteers
 - Police Check Policy
 - Staff, Volunteer & Student Training and Development
 - Wait List Policy
 - Smoke Free Centre policy
3. 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.
 4. 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.
 5. 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.

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3) Completion of all pertinent policy and procedure training.

6. A current (less than 6 months) 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 student
 - 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.