



## The Lee Wiggins Childcare Centre VOLUNTEER AND STUDENT SUPERVISION POLICY

It is the policy of the Centre that only employees will have direct unsupervised access to children. Volunteers and students will not be counted in the staffing ratios and are never left alone with the children. No child is supervised by a person under 18 years of age.

The following are relevant provisions of the Early Years Act:

11. Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premises where it oversees the provisions of home child care is supervised by an adult at all times, whether the child is on or off the premises.
39. (2) The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:
  1. By all employees before they begin their employment.
  2. By volunteers and students who will be providing care or supervision of children at the child care centre, before they begin providing that care or supervision.
  5. By each person described in paragraphs 1 to 5, at least annually after the first review and at any other time when substantive changes are made to the policy, plan or procedure.

### Policy Implementation

- Volunteers and students must **never** be left alone with the children.
- The Coordinator or designate is responsible for the recruitment, orientation and training of volunteers and students.
- The Coordinator or designate is responsible for the ongoing supervision of the volunteers. For students, the Coordinator designates an RECE who is responsible for the ongoing supervision of the student.
- All volunteers and students must have a Criminal Reference Check completed prior to their involvement with the children at the Centre. Co-Op students under the age of 18 are exempted.

### Volunteers

- All persons expressing a willingness to become a volunteer must be screened, interviewed and placed within the Centre by the Coordinator or designate
- All volunteers must complete a standard application form in order to establish suitability for placement within the Centre. Every effort will be made to place the volunteer in a setting that best utilizes their interest and experience.
- The length of commitment will be mutually agreed upon by the volunteer and the Coordinator or designate. Prior to volunteering at the Centre, the volunteer must sign an agreement outlining the expectations of the Centre as well as the role of the volunteer.
- The Coordinator or designate, may, at any time, ask the volunteer to leave provided there is written documentation on file indicating the reasons for the request.
- All volunteers will receive a job description outlining their duties and expectations.



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### Orientation & Training

The Centre has a designated binder for volunteers and students that contain all pertinent operating policies and procedures. All policies and procedures must be reviewed and signed prior to commencing placement. It is the responsibility of the Coordinator or Designate to conduct an orientation session for all new volunteers and students. The content of the orientation would include, but not be limited to:

- The Centre's vision and mission statement, confidentiality agreement, diversity, access and equity policy as well as all policies and procedures of the Centre.

The following will be reviewed and signed:

- Allergy and Anaphylaxis Policy
- Child Abuse
- Child Guidance Policy
- Child Supervision Policy
- E-Safety, Photography, and Video Policy
- Fire Drill and Evacuation Procedure (Internal Investigation College of RECE)
- Material Safety Data Sheets (MSDS) (Found on staff computer desktop and hard drive)
- Nutrition Policy
- Parent and Child Code of Conduct
- Playground Policy
- Privacy Statement (Including Confidentiality, non-Disclosure Agreement, Professional Code of Ethics', and Anti-Gossip Policy)
- Program Statement
- Racial, Anti-Discrimination, Anti-Bias Policy
- Safe Drinking Water
- Serious Occurrence Policy and Procedure
- Smoke Free Ontario Act
- Staff Training and Development Policy
- Toronto Public Health
- Volunteer and Student Supervision Policy
- Vulnerable Sector Screening/Criminal Reference Check Policy and Immunization
- Withdraw Policy

It is also the responsibility of the Coordinator or Designate to familiarize the volunteer with all pertinent information related to the daily operations of the Centre.

It is the goal of the orientation session to make volunteers and students comfortable with the practices and the Centre, so that they are easily accommodated into the Centre's activities.



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### Placement Review

**Volunteers**, a meeting will be scheduled after a one-month period for the purpose of:

- Reviewing the suitability of the volunteer for their specific position.
- If appropriate, provide an avenue for re-assignment.
- If appropriate, continue with the volunteer position and conduct a performance review at the three (3) month period.
- Provide ongoing support and supervision.

**Students**, the designated RECE will establish a regular meeting schedule with each student they are supervising. Meetings will comply with Educational Institutes as required. The supervising RECE will also complete all pertinent evaluation required the Educational Institute.

### Responsibilities and Limitations

The responsibilities and limitations of the volunteer or student will be outlined in detail by the Coordinator or designate during the interview process. The responsibilities and limitations will be directly related to the assigned position and therefore will vary.

### All Volunteers and Students Are Expected to:

- Familiarize themselves with all policy and procedures of the Centre.
- Respect all aspects of confidentiality related to the Centre, Staff, Children and their Families.
- Report any suspicions of child abuse to the local Children's Aid Society.
- Make an initial commitment to the Centre for a length of time agreed upon by the Coordinator and the volunteer.
- For students, the length of time will be agreed upon by the Educational Institute and the Centre.
- Fulfil those responsibilities assigned to them by the Coordinator or designate.

### Limitations

- Volunteers and students must never be left alone with a group of children.
- Volunteers are not responsible for the planning or evaluation of staff's program plans; however, their ideas in program planning are welcomed. Students will collaborate with their designated RECE with respect to program assignments from the Educational Institution.
- Volunteers and students are not to communicate child's progress with parents/guardians.
- Co-Op students are not to be in charge of a group on field trips.



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### Dress Code

All volunteers and students are expected to dress comfortably and respectfully.

**NOTE:** The Volunteer and Student Supervision Policy will be reviewed by all employees before commencing employment and annually afterwards. Employees will be required to sign and date that they have reviewed and will adhere to the terms and conditions set out in the policy.

Parents will be informed of policy in the Parent Handbook or by a letter.

### Volunteer/Student Policy for Outings

The Centre would like to take this opportunity to thank you for offering your help to be a volunteer with a group. To ensure the safety of everyone participating, we ask that you read, sign and respect the guidelines below.

- You will be paired with a staff member in a small group-always maintain contact with your group. Staff will make decisions in the best interests of the children and the program. Please follow lead.
- Children must be supervised at all times. No child is to be left unattended.
- A staff member of the centre must be notified should you need to leave your group (ie. Washroom/break/emergency call).
- A staff member of the centre must escort children to and from washroom facilities. Students and volunteers are NEVER to escort children unsupervised by a Staff member.
- Areas such as playgrounds or open fields should be monitored for hazards.
- Please encourage children to walk (avoid carrying children except in emergency situations).
- Smoking is not permitted while supervising the children.
- Please review the Centres Behaviour Management Guidelines and Child Abuse Policies. Volunteers are expected to follow these policies while supervising children.
- Staff are legally responsible for the children at all times. However, we rely on your co-operation by helping us supervise the children and informing the staff of any unsafe situations. If you feel something is not safe, report it to the staff you are with immediately.

Name of Volunteer/Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**The Lee Wiggins Childcare Centre**  
**VOLUNTEER AND STUDENT SUPERVISION POLICY**  
**VOLUNTEER/STUDENT INFORMATION**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Date of Placement: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Medical Information**

Doctor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**General Health (Give Details – Restrictions of Any Health Problems, Allergies, Food Restrictions, Etc.)**

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**Emergency Contacts**

1. First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

2. First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_