



## PLP 100B Monitoring Compliance and Contraventions

Park Lawn Preschool Inc. expects all employees, students and volunteers to comply with the policies, procedures and children's individualized plans. In addition, employees, students and volunteers are expected to conduct themselves in a professional manner at all times. Any employee, student and volunteer found engaging in professional misconduct, inappropriate behaviour, or who is in violation of any Park Lawn Preschool Inc. policies, may be subjected to progressive discipline or immediate dismissal where, in the view of Park Lawn Preschool Inc., it is warranted.

Park Lawn Preschool Inc. monitors compliance and contraventions of policies, procedures, and individualized plans on an ongoing basis. Observations and incidents are recorded and addressed with employees, students and volunteers.

### Roles and Responsibilities

#### *Board of Directors shall:*

- Consider recommendations from the management team to terminate employment of an employee.
- Assist in investigations of allegations in employee professional misconduct.
- Assist in investigations of child abuse.

#### *Management shall:*

- Communicate and enforce behavioural and work expectations.
- Conduct Supervisor performance reviews twice a year.
- Record compliant observations of policies and procedures in Performance Evaluations.
- Review any contraventions of policies and procedures immediately
- Contraventions of policies and procedures are documented in the verbal warning or notice of disciplinary action forms.
- Handle disciplinary situations.
- Conduct investigations into any allegations or professional misconduct.
- Administer appropriate corrective disciplinary action.
- Be responsible of ongoing monitoring of compliance and contravention of policies and procedures
- Make necessary recommendations to the Board of Directors.
- Report any violations of professional misconduct to the College of ECE where necessary.

#### *Supervisors shall:*

- Communicate and enforce behavioural and work expectations.
- Conduct performance reviews twice a year.
- Record compliant observations of policies and procedures in Performance Evaluations.
- Review any contraventions of policies and procedures immediately

- Contraventions of policies and procedures are documented in the verbal warning or notice of disciplinary action forms.
- Handle disciplinary situations.
- Conduct investigations into any allegations or professional misconduct.
- Administer appropriate corrective disciplinary action.
- Be responsible of ongoing monitoring of compliance and contravention of policies and procedures
- Review recorded observations with each employee, student or volunteer as incidents arise.
- Report any violations of professional misconduct to the College of ECE where necessary.

*All Employees, students and volunteers shall:*

- Demonstrate professional behaviour when dealing with children, families, visitors, staff and volunteers
- Use Positive Interactions when guiding children.
- Act as a role model for children, families, and other colleagues and avoid conduct which could reasonably be perceived as reflect negatively on the profession of early childhood education (College of ECE: Code of Conduct, 2011).
- Treat all children, families, visitors, staff and volunteers with respect and fairness.
- Treat all children, families, visitors, staff and volunteers equally regardless of age, gender, race, religion, ability and disability.
- Demonstrate professional and appropriate interactions with children.
- Demonstrate responsibility in the safety and well-being of children in Park Lawn Preschool Inc.'s care.
- Report any reasonable suspicion of abuse or neglect of a child to a Children's Aid Society or police and the supervisor.
- Report any reasonable suspicion of sexual misconduct or sexual abuse of a student to a Children's Aid Society or police and the supervisor or PLP manager.
- Follow and comply with all Park Lawn Preschool Inc.'s Policies.

*In the event of non compliance, the following procedures will apply:*

***For Students and Volunteers:***

1. Verbal Warning
2. Termination of Placement

***For Others (including parents):***

1. Verbal Warning
2. A Written Warning
3. Dismissal

***For Employees:***

*Progressive Discipline*

Where appropriate, Park Lawn Preschool Inc. will follow a practice of progressive discipline and permit the employee an opportunity to correct his/her behaviour or performance. Progressive Discipline may include some or all of the following steps before a decision is made to terminate an employee's employment: verbal warning, written warning, agreement to a performance improvement plan (SMART), or suspension with or without pay. Park Lawn Preschool Inc. will consider the circumstances surrounding any performance issue, misconduct, or breach of policy when assessing what type of discipline ought to be applied. Factors that Park Lawn Preschool Inc. will consider may include the nature and severity of the breach/misconduct, whether this is the first offence, and whether the employee has acknowledged the misconduct and demonstrated remorse.

Park Lawn Preschool Inc. reserves the right to terminate an employee without progressive discipline for any serious misconduct.

**All allegations of inappropriate behaviour or conduct and contravention of PLP's policies and procedures will be investigated by the Supervisor, PLP Manager and/or Park Lawn Preschool Inc.'s Board of Directors.**

### **Types of Disciplinary Actions**

#### *Verbal Warning*

Verbal Warnings are documented in the **Verbal Warning Log** (Appendix A). Based on the severity of the incident, the employee may receive a verbal warning.

*SMART Goals (Specific, Measurable, Attainable, Realistic, Timely)*

**SMART Goals** (Appendix B) are used to support staff in progressive discipline. Based on the severity of the incident, the employee and the supervisor will meet together to identify performance goals and an action plan. The goals will be reviewed in a timely manner, to evaluate the success of the employee's action plan. SMART Goals maybe used in conjunction with a verbal warning or written disciplinary action.

#### *Written Disciplinary Action*

Written Disciplinary Actions are documented on the **Notice of Disciplinary Action form** (Appendix C). Based on the severity, frequency and circumstances of the incident, a written disciplinary action may be used and may result in termination. Written disciplinary actions may also be used in the event an incident has not been rectified after an employee has received a verbal warning or was unsuccessful in meeting the SMART Goals identified.

#### *Termination*

Termination of employment may be used as the final stage of progressive discipline depending on the severity of the incident. If the incident in question is of an extremely severe nature, termination may be the immediate consequence.

**All Disciplinary Actions will be documented in the employee's human resource file.**