



PLP 110 Supervision of Volunteers and Students

Park Lawn Preschool Inc. welcomes placement students and volunteers into the various programs offered in our child care centres. We believe it is a valuable part in gaining experiences in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

The *Child Care and Early Years Act, 2014* regulates child care in Ontario. Placement students and volunteers are expected to adhere to these regulations as well as to the policies and procedures set out by Park Lawn Preschool Inc.

General

- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- Students and volunteers will not be counted in staff to child ratios.
- A volunteer or placement student must always have an appropriate Park Lawn Preschool Inc. employee present when they are with children.

Roles and Responsibilities

1. Centre Supervisor

The centre Supervisor is responsible for ensuring that all placement students and volunteers are properly trained and supervised. Prior to a volunteer or placement student beginning to work with children, the centre Supervisor will:

- Conduct an interview to assess skills, strengths and program requirements.
- Provide an orientation about the operation of the child care program and the expectations for the volunteer/placement experience.
- Review and provide a copy of the student/volunteer manual.
- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
 - **Program Statement**
 - **Behaviour Guidance**
 - **Code of Ethics**
 - **Health and Safety**
 - **Confidentiality & Non-Disclosure**
 - **Child's Individualized Plans**
 - **Emergency Procedures**
 - **Rest Time & Sleep Supervision**
- Review expectations regarding dress code, punctuality and professional demeanour.
- Appoint a RECE to supervise and mentor the volunteer/student.
- Meet with the volunteer/placement student and the supervising staff member to review roles and responsibilities, highlighting that no volunteer or placement student is permitted to be alone at any time with any child in our care.

- Ensure that volunteers and placement students are not counted in the staffing ratios
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to:
 - How to report absence;
 - How to report concerns about the program.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

2. Supervising Staff

The qualified RECE who is supervising/mentoring a volunteer/placement student shall,

- Provide the volunteer/ placement student with direction and guidance.
- Ensure that the volunteer/placement student is not alone with any child at any time.
- Ensure that the volunteer/placement student seeks direction from centre staff before starting a routine or program activity with a child.
- Introduce students and/or volunteers to parents/guardians.
- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide the volunteer/placement student with current information about children and staff with severe allergies, and the procedures to avoid anaphylactic reaction.
- Review and evaluate the expectations for placement students required by a teaching college and by PLP Policies and procedures, and complete any required written college evaluations.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

3. Volunteers and Students

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.
- Review Emergency Procedures

- Adhere to the No Smoking Policy and refrain from using a cell phone while supervising the children.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre’s criminal reference check policy.
- Supervise children and monitor any health and safety hazards.
- Communicate with staff any unsafe situations.
- Encourage children to walk and avoid carrying children except in emergency situations.
- Only provide children with food and beverages provided by the centre.
- Adhere to Park Lawn Preschool Inc’s dress code.
- Respect the direction given by the supervising staff.