



PLP 110 Supervision of Volunteers and Students

Park Lawn Preschool Inc. strives to ensure that the children in our care are in a safe environment in which to grow and learn. These requirements for the supervision of volunteers and students will

- Help support the safety and well-being of the children at Park Lawn Preschool Inc.
- Provide direction to all staff, volunteers and program students in the child care setting.
- Provide requirements for the supervision of volunteers and program students.
- Ensure that all requirements for placement are followed.

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 set out by Park Lawn Preschool Inc.

Procedures

The centre Supervisor is responsible for ensuring that all placement students and volunteers are properly trained and supervised. A volunteer or placement student must always have an appropriate Park Lawn Preschool Inc. employee present when they are with children.

1. Centre Supervisor

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 where applicable.
- 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.
- Review all Park lawn Preschool Inc. policies and procedures and have them signed, including

- a. **Behaviour Guidance**
- b. **Code of Behaviour** to ensure positive and respectful interactions with children
- c. **Health and Safety**
- d. **Confidentiality and Non-Disclosure**
- e.

Review expectations regarding dress code, punctuality and professional demeanour.

Appoint a staff member with RECE qualifications 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 of any Park Lawn Preschool Inc. program or class at any time.

2. Staff supervisor/mentor

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.
- Provide the volunteer/placement student with current information about children and staff with severe allergies, and the procedures to avoid anaphylactic reaction.
- Monitor the behaviour management practices of the volunteer/ placement student as outlined in the **Behaviour Guidance** policy.
- 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.
- Meet at least monthly with the centre Supervisor and/or the placement college instructor with documentation on the volunteer/placement student's progress.

3. All Employees

All Employees will ensure that

No volunteer or program placement student is alone at any time with any child.

The centre Supervisor is informed of any action of a volunteer/placement student that could pose a risk to a child in our care.