

Instructions and Tips for Creating Compliant Policies and Procedures: Supervision of Volunteers and Students Policy and Procedures (O. Reg. 137/15, ss. 11.1(2))



Mandatory Information

The following information **must be included** in your child care centre's supervision of volunteers and students policies and procedures to demonstrate compliance with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15:

- The requirement that every volunteer or student at a child care centre is supervised by an employee at all times and is not permitted to be alone with any child who receives child care at the child care centre.
- The roles and responsibilities of the licensee and supervising employees
- The roles and responsibilities of volunteers and students

Other Considerations

The following are some tips and other considerations for developing your supervision of volunteers and students policies and procedures. These are not mandatory, but they will support the development of more comprehensive and high-quality policies and procedures:

General

- Develop a policy and procedures for the supervision of volunteers and students where your child care centre invites and/or involves volunteers and/or students in its program.
- Provide definitions for ambiguous terms used throughout your document.
- Include a space to put the date that the policy was last developed and/or updated.
- Break down your procedures into a step-by-step process that is easy to understand and follow and that includes clear roles and responsibilities.
- Link this policy to other policies and procedures that have been established and implemented (e.g., anaphylactic policy, criminal reference check policy, serious occurrences policy, drug and medication administration policy, sanitary practices policy, written process for monitoring compliance and contraventions, etc.).
- Be clear about the intent of your policy and what you are trying to achieve through its implementation.
- Describe how your policy links to the four foundations of the *How Does Learning Happen* framework.

Consultation and Resources

- Consult resources about all the best practices that could support your program in creating policies and procedures for the supervision of volunteers and students (e.g. the Child Care Centre Licensing Manual, etc.).

Processes and Expectations to Include

- Reflect other regulatory requirements in your policy and procedures (e.g., volunteers and students not being counted in staff to child ratios at any time, policy, program and individualized plan implementation, etc.)

When developing the roles and responsibilities of the licensee and supervising employees:

- Outline who is required to ensure that volunteers and/or students are trained on policies, procedures and individualized plans.
- Set out that the licensee and/or supervising employees must orient volunteers and students on expectations such as attendance, behaviour, and program statement implementation.
- Describe how employees who are responsible for supervising students may work with a student's practicum supervising teacher to support the student's learning and provide feedback.

When developing the roles and responsibilities of volunteers and students:

- Set out requirements that vulnerable sector checks and offence declarations must be provided in accordance with the child care centre's criminal reference check policy, including a statement that a vulnerable sector check is not required for any volunteer or student who is less than 18 years of age.
- Describe requirements for volunteers and students to report suspected abuse or neglect to the Children's Aid Society.
- Outline behaviours that volunteers and students are required to exhibit and expectations they are required to meet at the child care centre.