# Home Child Care Agency Supervision of Students and Volunteers Policy

Name of Home Child Care Agency: Click here to enter text.

Date Policy and Procedures Established: Click here to enter text.

Date Policy and Procedures Updated: Click here to enter text.

## Policy

### General

* Students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive child care.

### Roles and Responsibilities of the Licensee and Supervising Employees

* [insert roles and responsibilities of the licensee and supervising employees]

### Roles and Responsibilities of Volunteers and Students

* [insert roles and responsibilities of volunteers and students]

### Regulatory Requirements: Ontario Regulation 137/15

#### Supervision of volunteers and students

11.1 (1) Every licensee shall ensure that every volunteer or student at a child care centre it operates or at a premises where it oversees the provision of home child care is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child who receives child care at the child care centre or home child care premises.

(2)  Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,

1. the requirement described in subsection (1);
2. the roles and responsibilities of the licensee and supervising employees; and
3. the roles and responsibilities of volunteers and students.

**Disclaimer:** This document is a sample template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each home child care agency it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.