



## Policy #09

Revision Date: October 2018  
July 2019

### Whitestone After-School Program

#### Supervision of Volunteers and Students on Placement Policy

##### **Purpose:**

The Whitestone After School Program welcomes both placement students and volunteers. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide the Program Coordinator, students on placement and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

##### **Definitions:**

*Program Coordinator:* for the purposes of this policy "Program Coordinator" is used to refer to the contracted personnel who provide oversight of the program and students at the Whitestone Lake Central School.

*Staff:* for the purposes of this policy, "staff" is used to also refer to staff who are employed by the Municipality of Whitestone.

##### **Policy:**

###### **General**

- Students on placement and volunteers will always be supervised by a Program Coordinator. From time to time, they may be needed to be alone with a child or group of children who receive child care however this will be for a very short duration and only during special circumstances as determined by the Program Coordinator.
- Students on placement and volunteers will not be counted in to child ratios.

- The Licensee must approve all students on placement and volunteers who work at the After School Program
- All students on placement and volunteers must have a vulnerable sector check (VSC) and annual offence declarations on file in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- All students on placement and volunteers must have any training as deemed appropriate by the Licensee

### **Student and Volunteer Supervision Procedures: Roles and Responsibilities**

The Program Coordinator must:

- 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.
- Ensure that all students on placement and/or volunteers have been trained on each child's individualized plan.
- Ensure that expectations are reviewed with students on placement and/or volunteers including, but not limited to
  - how to report their absence;
  - how to report concerns about the after-school program;
  - Inform students on placement and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
  - Inform students on placement and/or volunteers of their duty to report suspected child abuse or neglect under the *Child and Family Services Act*.

### **Students on placement and/or volunteers must:**

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the Program Coordinator or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the Licensee 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 allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*.

- 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.
- Provide an offence declaration to the Licensee as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

#### 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,

- (a) the requirement described in subsection (1);
- (b) the roles and responsibilities of the licensee and supervising employees; and
- (c) the roles and responsibilities of volunteers and students.