

Little Lambs Home Daycare

Supervision of Students and Volunteers Policy & Procedure

Date Policy and Procedures Established: July 7, 2017

Date Policy and Procedures Updated: July 18, 2018

Purpose

Little Lambs Home Daycare welcomes both placement students and volunteers into the various programs offered in our child care program. 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 home child care agency staff and home child care providers in the daily operation of home child care programs.

This policy will provide supervising home child care agency staff, home child care providers, students and volunteers with 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 home child care agencies.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

- Students and volunteers will always be supervised by a home child care provider and/or home child care agency staff and never permitted to be alone with any child or group of children who receive child care at a home child care premises.

Who can be a student or volunteer?

- Students enrolled in a post secondary program related to social work/early years will be considered for placements.
- Students enrolled in secondary school and whom are seeking volunteer hours toward their diploma may be considered for a volunteer position.
- Grandparents/Family members who wish to participate in special events/outings or daily routines will be considered for a volunteer position.

Note: Student Placements (post secondary) can only be located at a home child care premises if the provider is a Registered Early Childhood Educator.

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Student and Volunteer Supervision Procedures: Roles and Responsibilities

The licensee/designate 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 and/or volunteers have been trained on each child's individualized plan.
- 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 their absence;
 - how to report concerns about the program;
 - How to conduct themselves appropriately while at the Child Care Providers home; respecting the providers privacy, organization and belongings.
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint a home child care provider and home visitor to the student and/or volunteer to supervise them, and inform the appointed persons of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising home child care agency staff and/or home child care provider must:

- Ensure that students/volunteers are supervised at all times and never left alone with children.
- 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.

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- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the home child care agency immediately of any student and or volunteer misconduct or contraventions with the agency's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the home child care agency's written process for monitoring compliance and contraventions.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- 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/provider conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the home child care agency 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 any allergy lists and dietary restrictions and ensure they are implemented, where applicable.
- Respond and act on the feedback and recommendations of the home child care provider and/or home visitor, 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 agency's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

Additional Procedures (Roles and Responsibilities)

Students and Volunteers may participate in programming and support the home child care provider in the following ways:

- Daily routines: diapering/toileting, meal prep, nap/rest time

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- Co-learner with the children, volunteers and students are encouraged to play alongside the children. By actively engaging in children's play the individual assists the child in fostering many areas of development.
- Follow the children's lead. Using the concept of emergent curriculum, students and volunteers can assist the home child care provider with developing program activities based on children's interests.
- Daily report: students/volunteers are encouraged to read the providers daily reports for program and client insight.
- Offsite activities: Volunteers and students can assist agency staff/home child care providers with completing perimeter safety checks when visiting public parks/spaces. Volunteers/students are required to consult the staff/home child care provider concerning their role and responsibilities while on outings.
- Volunteers/Students are never to be left alone with children while off premises.

Glossary

Home Child Care Provider: The person in charge of the children in a premises where home child care is provided.

Home Child Care Visitor: An employee of the home child care agency who will provide support and, monitor each premises and will be responsible to the licensee.

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the home child care agency.

Staff (Employee): Individual employed by the licensee (e.g. home child care visitor).

Student: Individual enrolled in an education program/school and is completing a placement.

Volunteer: Any individual who is engaged in the home child care program and interacts with the children in care, but is not paid by the licensee.