



Supervision Policy for Volunteers and Students

Purpose

Angus Valley Montessori School welcomes both placement students and volunteers into the various programs offered in our childcare program. We believe it is a valuable part in gaining experience in a childcare environment. Volunteers and students also play an important role in supporting staff in the daily operation of childcare programs.

This policy will provide supervising staff, students 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.

Policy

General

- Students and volunteer's will always be supervised by an employee and never permitted to be alone with any child or group of children who receive childcare.
- Students and volunteers will not be counted in staff to child ratios.
- No child is supervised by a person less than 18 years old

Roles and responsibilities of staff and operator:

The licensee/designate must:

- **Students** enrolled in ECE/ Montessori courses only will be **accepted to complete placement** at Angus Valley Montessori.
- **Each student or volunteer will receive a tour and orientation before commencing** placement or volunteer experience at Angus Valley Montessori.
- **Director or Supervisor will carry out this orientation.** At this time students and volunteers will receive a copy of the parent handbook or visit the Supervisor's office where the manual is kept. During the orientation, a full **review of policies and procedures are outlined.**
- AVMS must ensure that every volunteer or student who is on an educational placement or regularly on the premises has a health assessment and immunization as directed by the local medical officer of health.



- Angus Valley Montessori **Behaviour Management policies** and procedures as well as all other policies and procedures are reviewed with all employees, volunteers and students who will provide care or guidance and at least annually afterwards. The **reviewed policies** will be **signed and dated** and will be filed away in their respected files.
- **Students and volunteers** will review the individual **plan for a child with anaphylaxis**. Volunteers and students review the emergency procedures. The plans are reviewed before they begin providing care and at least annually afterwards.
- **The head teacher in the designated classrooms will supervise volunteers and Students.** The **head teacher in charge will have relevant training and experience to orient and mentor the volunteer and students** working at the school
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.
- 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;
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.

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 childcare program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor 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 supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

The Supervising Staff must:

- Ensure that students/volunteers are never included in staff to child ratios.
- 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.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

Glossary

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the childcare centre.

Staff (Employee): Individual employed by the licensee (e.g. program room staff).

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

Volunteer: An individual who participates in the child care program and interacts with children in care but is not paid by the licensee (e.g. parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.)