SUPERVISION OF VOLUNTEERS AND STUDENTS POLICY

Gingerbread Nursery School is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. The safety and well-being of children who are being supervised on our premises is one of Gingerbread’s highest priorities.

Reg.262 under the Child Care and Early Years Act (CCEYA) provides that every owner/operator shall ensure every child who is in attendance in a day nursery or in a private home day care location is supervised by an adult at all times.

Gingerbread Nursery School has developed the following policy and programs in order to comply with the direction of the Ministry and Regulation 262.

This policy sets the framework and the program which applies to all agency volunteers and placement students who have been approved or accepted by Gingerbread Nursery School.

Policy:

Gingerbread Nursery School may have volunteers and/or Early Childhood Education students working within the organization along with staff throughout the year. At all times, volunteers and placement students must be under the direction and supervision of Gingerbread Nursery School’s staff.

Co-operative Nursery Schools where Ministry Director Approval has been given; the policy will allow for two (2) participating parent to take place of an unqualified staff for the purposes of staff ratios.

No child or children will be supervised by any person less than 18 years of age.

No child will be supervised by someone who is not an agency approved participating parent of Gingerbread Nursery School.

Procedures

All staff are required to review the organization’s policies, procedures and practices regarding the supervision of volunteers, participating parents, and students at Gingerbread Nursery School.

All staff will review their roles and responsibilities when directly supervising and working with volunteers, participating parents and/or placement students in their classrooms annually.

The Supervisor is responsible for ensuring that volunteers, participating parents, and students are provided an orientation to the organization, appropriately trained, and supervised.

 Volunteers, participating parents, and students have a responsibility to contribute to their orientation by seeking information, asking questions and assistance as required.

All volunteers, participating parents, and placement students must agree to follow all policies and procedures of Gingerbread.

All volunteers, participating parents, and placement students must agree to follow the directions and guidelines provided by staff and management of Gingerbread Nursery School.
In the case of a disagreement over the direction provided by a staff member the volunteer participant parent or placement student may address this issue in writing with the President or Vice President of the Board.

**Criminal Reference Checks:**

All volunteers including participating parents having direct contact with children in the child care must have a satisfactory criminal check.

Students Placements – Students, prior to their placement in the child care must verify they have satisfactory criminal reference check.

**Mandatory Orientation & Training:**

Prior to starting in the classroom at Gingerbread Nursery School all volunteers, participating parents, and placements students will have a detailed orientation which will include:

- Coverage of our Program Statement
- Child Care and Early Years Act requirements
- Information regarding roles and responsibilities within the organization
- Review of Code of Ethical Behavior (College of ECE Code of Ethics and Standards of Practice)

All volunteers, participating parents, and placement students are required to review and sign off on all policies and procedures prior to working with children for the first time and at least annually thereafter.

All volunteers, participating parents, and placement students will have ongoing training through impromptu daily meetings and scheduled monthly staff meetings.

All volunteers, participating parents, and placement students are required to read all applicable memos and organizational updates.

Volunteers, participating parents, and placement students will be made aware of all applicable policies and procedures in the organization including but not limited to:

- The Behavior Management Policy
- Emergency policies and procedures
- Anaphylaxis Policy and Procedures
- Workplace Harassment Policies
- Serious Occurrences Policy
- Confidentiality Policies
- Volunteer or Placement Student Job description
- Code of Conduct.

All accidents, injuries and hazards must be reported immediately to any staff member supervisor, or President of the Board. Incidents include violence, theft, threatening behavior, abuse, or any (potentially) unsafe situation.
Record Retention:

All records documenting that the volunteer, participating parent and/or placement student has reviewed and signed off on all applicable policies and procedures will be kept on file at the centre for two years.

Confidentiality – All volunteers, participating parents and placement students must sign a confidentiality agreement.

All volunteers, participating parent, and placement students are responsible for maintaining the confidentiality of all propriety or privileged information to which they are exposed while at Gingerbread, involving staff, clients, or other volunteers and students.

Discipline:

All volunteers, participating parents, and placement students who fail to adhere to the policies and procedures of Gingerbread Nursery School may face disciplinary action, up to and including dismissal.

Gingerbread Nursery School believes in fairness and openness and where volunteers, participating parents, and placement students can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, the organization follows the same steps as its staff practices:

Performance Review
Verbal Warning
Written Warning
Suspension
Dismissal