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Child Care Supervision Policy for Volunteers and Students 2013

POLICY

Volunteers play a vital role at The Creative Preschool (CPS), supporting programs, services and administration throughout the organization. CPS encourages and welcomes members of the community to volunteer. However, volunteers do not replace employees, and will not be used to eliminate or displace paid positions.

CPS adheres to the Canadian Code for Volunteer Involvement which outlines the values, principles and standards for effective volunteer practices.

In accordance with CPS policies and the Canadian Code for Volunteer Involvement, volunteers are oriented to their position, supported in their work, adequately supervised and evaluated, and recognized for their contributions to CPS.

The CPS Supervisor and Administrative Assistant provide effective volunteer management within CPS. They direct and assist staff and volunteers in order to ensure strong collaboration, an effective working environment, and quality programs and services.

Participating Parents are volunteers as defined in this policy at CPS which is a parent cooperative. The Ministry Director has given approval for two participating parents to be able to take the place of one unqualified staff for the purposes of staff: child ratios. Participating Parents will be oriented to CPS as **volunteers** as set out in in this policy.

Note: CPS Board volunteers are covered by CPS Bi-Laws

Clients and former clients may serve as volunteers. They are not to have access to personnel files, and other client files of the organization.

This policy will be reviewed at least annually with employees before they begin their employment and at least annually afterwards, and with volunteers or students who will be providing care or guidance at CPS before they begin providing that care or guidance and at least annually afterwards.

DEFINITIONS

A **volunteer** is defined as a person who, without pay, provides skills, time and/or expertise in service delivery or administration.

One-time or occasional volunteers contribute to a specific event or activity at CPS, (e.g. corporate volunteers who fill key positions at special events) and assist with the organization and day-of activities as needed. One-time or occasional volunteer involvement is activity-specific and lasts a few hours (typically the length of the event).

Ongoing volunteers contribute to service or administration by participating in a regular and ongoing way. The ongoing volunteer will serve for a defined period of assignment, usually completing a specific number of hours on a weekly basis, and lasting a specific number of weeks/months.

A **relative** is “a person connected with another by blood or affinity” according to the Merriam-Webster Dictionary.

Volunteers, participating parents, board members, students, supervisors and staff are covered by this policy.

PROCEDURES

Only Employees will have direct unsupervised access to children

In respect of volunteers and students:

- *Behaviour management* policies and procedures are reviewed with volunteers or students who will be providing care or guidance at CPS before they begin providing that care or guidance and at least annually afterwards.
- A written *procedure for monitoring the behaviour management* practices of volunteers or students who provide care or guidance at CPS is reviewed with volunteers and students by the Supervisor and/or Administrative Assistant before they begin providing care or guidance and at least annually afterwards.
- Volunteers are *evaluated in the following areas*:
 - Positive interactions with children
 - Setting Verbal Limits rather than physical limits
 - Learning and modeling acknowledgment of feelings and problem solving
- The Individual Plan for a child with *Anaphylaxis and the Emergency Procedures* are reviewed by the Supervisor and/or Administrative Assistant with volunteers and students who will be providing care or guidance at CPS and at least annually afterwards.
- *Criminal Reference Cheques are required* for all volunteers having direct contact with children at CPS. The fee for this Reference Cheque is paid by the volunteer. The application and certified cheque or money order is sent to Toronto Police Services by the Volunteer.
- The Criminal Reference Cheque policy does not apply to students placed at CPS by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care.
- Supervision by volunteers and students
 - No child is supervised by a person under 18 years of age
 - *Volunteers and students may not be counted in the staffing ratios except participating parents; two of which may replace an unqualified staff.*
- Volunteers are encouraged to undertake a variety of roles at CPS such as classroom participation, board work and committee work. Board and Committee roles are part of the CPS By-Laws.
- Employees may serve as volunteers outside their regularly scheduled working hours with the approval of their supervisor as long as there is no conflict of interest posed by the project.
- Family members of CPS employees may serve as volunteers at CPS. However, an ongoing volunteer may not be supervised by his/her relative.
- Volunteers are not compensated for their work at CPS. However, in order to make volunteering more accessible to a wider range of persons, *volunteers may be eligible for reimbursement of reasonable expenses incurred while volunteering for CPS*, with the approval of the supervisor. Reimbursed expenses will be paid at the same rate as those detailed for staff reimbursements.
- *CPS maintains liability insurance coverage for volunteer board members and officers and group accident insurance for volunteers and employees, students and teachers.*
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IMPLEMENTATION

The Creative Preschool as the “Operator”, is responsible for the implementation, review and evaluation of this policy. The Supervisor, Administrative Assistant and Program Staff may be assigned to supervise placement students as well as volunteers.

ORIENTATION

Volunteers meet with the Supervisor and/or Administrative Assistant and are provided with a review of the following procedures and policies (to be signed by staff and volunteers).

(Some of the following policies are posted on our website while others will be made available as needed.)

Policies at The Creative Preschool

- Accessibility Policy
- Adults Participating in the Classroom Guidelines
- Allergy and Anaphylaxis Policy
 - Contract for signing
- Anti-Bullying Policy
- Behaviour Management Policy
 - Contract for signing
- Child Abuse Policy
- Child Care Supervision Policy for Volunteers and Students
 - Contract for signing
- Confidentiality Policy for Board Member
- Conflict of Interest Policy for Board Member
- Creating a Bias Free Environment – Anti-Discrimination Policy
- Criminal Reference Check Policy
- Family Agreement
- Fee Agreement
- Family Handbook
- Fire Safety Procedures
 - Contract for signing
- Health Care Policies
- Occupational Health and Safety Policy
- Playground Safety Policy
 - Contract for signing
- Serious Occurrence Policy
 - Contract for signing
- Workplace Violence and Harassment Policy
 - Contract for signing