



SUPERVISION OF PLACEMENT STUDENTS AND VOLUNTEERS

including Parent Chaperones

Effective Date:	September 6, 2011
Regulation:	Ministry Policy [5.1]
Revised:	October 2015 August 2019 February 2024
	- Updated Mandatory Ministry Policies - Employees in Educational Placement

Attachments: *Policy Review for Parent Chaperones*
Expectations for Parent Chaperones

Introduction

Faith Infant & Early Education Centre 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 are one of Faith's highest priorities.

Purpose

Faith Infant & Early Education Centre welcomes both placement students and volunteers into the various programs offered at the Centre. Placement students and volunteers can be a valuable part of the environment while gaining experience in the field of child care. They also play an important role in supporting Staff in the daily operation of childcare programs.

The purpose of this policy is to outline the roles and responsibilities of all Employees, placement students and volunteers so they are clearly understood and followed.

The policy is further intended to fulfil the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for childcare centres.

Parent chaperones offering to assist on field trips will follow the roles and responsibilities as outlined for parent chaperones so compliance is maintained with the Ministry of Education and Faith Infant & Early Education Centre.

Policy

Faith Infant & Early Education Centre may have placement students, volunteers or parent chaperones spending time within the organization throughout the year. The following parameters pertaining to all placement students, volunteers and parent chaperones must be followed at all times:

- Each must be under the direct supervision of an Employee AT ALL TIMES;
- They are not counted in staff-to-child ratios;
- No child or group of children will be directly supervised by any person less than 18 years of age;
- No child or group of children will be directly supervised by someone who is not an Employee of Faith Infant & Early Education Centre;
- Only Employees of Faith Infant & Early Education Centre will have direct, unsupervised access to a child or group of children;

Supervision: Roles and Responsibilities

Faith Infant and Early Education Centre has obligations under the Ministry of Education when accepting placement students and volunteers at the Centre. To ensure that all parameters are met, the Management Team takes on the responsibility of doing the orientation with all placement students and volunteers.

The Management Team must:

- Ensure that all Staff understand their responsibilities as listed in the Supervision of Placement Students & Volunteers Policies and Procedures
- Provide an *orientation* for all placement students, and volunteers *prior* to them being placed into a program.
- Policies and procedures reviewed included but are not limited to:
 - Centre Expectations,
 - Dress Code,
 - Mandatory Ministry of Education policies,
 - Centre policies and procedures,
 - Individual Support Plans,
 - Centre tour and
 - Delivery to the appropriate placement or program.
- Orientation will also include:
 - The submission of a Vulnerable Sector Check (VSC) and annual Offence Declaration in accordance with the Police Record Check Policy & Vulnerable Sector Check Policies and Procedures, and Ontario Regulation 137/15,
 - The intake of all health assessments and immunization records,
 - Additional paperwork from the College as required,
 - How to report their absence away from the Centre,

- How to address concerns about the program,
- Understanding that they are never included in staff-to-child ratios and
- Informing placement students and volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.
- Each individual will sign off on each policy at the time of orientation, acknowledging that each policy has been reviewed with them.
- Each individual will also sign off on any policy when changes occur and then annually after that if that individual remains with the Centre.

Supervising Program Staff must:

- Ensure that placement students and volunteers are never included in staff-to-child ratios.
- Ensure that they are supervised at all times and are not left alone with a child or group of children.
- *Exception:* The above does not apply to an Employee who is on an educational placement while working at Faith Infant and Early Education Centre.
- Provides them with clear expectations of the program in accordance with the Program Statement and Program Statement Implementation Policy.
- Orient them with the program and discuss the requirements that must be fulfilled daily, weekly, monthly and annual.
- Post their information sheet with photos and descriptions outside the program.
- Introduce them to the parents and guardians as well as other Staff.
- Provide an environment that encourages and supports their style of learning and assists them in meeting their goals and objectives, as well as providing professional development.
- Provide time and attention to the placement student or volunteer to provide feedback and guidance on their performance, including completing any reviews or compliances required by the school.
- Attends meetings with the Field Placement Supervising teacher and works collaboratively with them for the success of the student or volunteer.
- Inform the Supervisor if the placement student or volunteer exhibits behaviours of misconduct or contraventions pertaining to the Centre's policies, procedures, prohibited practices or IPs in accordance with Faith Infant and Early Education Centre's written process for Monitoring Compliance and Contraventions.

Placement Students and Volunteers:

- Review, sign and date all Policies and Procedures reviewed during orientation, as well as ask questions for clarification as required.
- Follow all Policies and Procedures as set out by Faith Infant and Early Education Centre and the Ministry of Education.
- To submit all documentation to the Centre prior to commencing placement or volunteer hours, including a Vulnerable Sector Check, a health assessment, immunizations, etc. and update as required.

- Provide an Offence Declaration to the Administrator as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.
- Maintain professionalism and confidentiality at all times unless otherwise required to implement a policy, procedure or Individualized Plan.
- Review all Food Restriction and Allergy lists to ensure that they are implemented.
- Notify the Supervisor if they have been left alone with the children.
- Speak with their supervising program staff in regard to concerns about the program, the children or any staff members.
- Seek feedback from the supervising Staff in regards to performance, both positive and negative and be an active participant in their evaluations.
- Report any allegations or concerns as per the “Duty to Report” under the *Child and Family Services Act*.
- All accidents, injuries and hazards must be reported immediately to any staff member.
- Any incidents involving violence, theft, threatening behaviour, abuse or any (potentially) unsafe situation are to be immediately reported to a member of the Management Team.

Parent Chaperones:

Parent chaperones are considered to be volunteers at the Centre and must follow the applicable roles and responsibilities. They are the responsibility of the program staff for the group they are travelling with that day and are expected to participate fully in the field trip. Those to choose not to actively participate while on the field trip will not be permitted to attend field trips in the future.

Parent chaperones must be directly supervised at all times *except* where the parent is alone with their own child(ren). They are not permitted to be alone with any other child or group of children.

Parent chaperones will participate in the orientation process to discuss, sign and date the appropriate policies and procedures; however, due to their role and limited time spent in the program, the following will be applicable:

- A clear Vulnerable Sector Check
- Review of Mandatory Ministry of Education policies,
- Review of Individual Support Plans,
- Review of Expectations for Parent Chaperones,
- Review of Field Trip Protocols and
- Review of the Social Media Policy.

Placement students, volunteers and parent chaperones have a responsibility to contribute to their orientation by seeking information, asking questions and providing assistance as required. They must agree to follow all policies and procedures of the Faith Infant & Early Education Centre and agree to follow the directions and guidelines provided by the Staff and Management Team. If it is felt that they are unable to meet the requirements of the policies, they will not be accepted into any position.

In the case of a disagreement over the direction provided by a staff member, the placement student, volunteer or parent chaperone may address this issue in writing with the Management Team.

Police Vulnerable Sector Checks

Placement students, volunteers and parent chaperones, before placement in the facility, must verify they have a satisfactory Police Vulnerable Sector Check or are in the process of obtaining a VSC. The Management Team will request to view the original Police Vulnerable Sector Check to ensure that it meets the parameters outlined in the Police Record Check and Vulnerable Sector Policies and Procedures. A copy will be taken, signed and dated, then placed in their file.

Exceptions:

Faith Infant and Early Education Centre will accept the following exceptions for placement students, volunteer and parent chaperones:

1. VSCs are performed more than six months before the day they are provided to the Centre as long as the VSC is less than 5 years old from the date it was submitted.
2. In the case above, an Offense Declaration addressing the period since the VSC was performed will be required.
3. A photocopy is also acceptable under the same circumstances above, provided that more than 6 months but less than 5 years have passed from the day it was performed.

Delay in Obtaining:

Should a placement student, volunteer, or parent chaperone find that there is a delay in obtaining a VSC, Faith Infant and Early Education Centre may permit them to be placed in a program provided that:

- The candidate will apply to obtain a Vulnerable Sector Check within 48 hours after the start of their placement,
- A payment receipt supports proof of applying for a VSC,
- The person has applied to obtain a Vulnerable Sector Check as soon as reasonably possible;
- The length of time required to obtain a Vulnerable Sector Check justifies it, and
- Additional measures are followed to protect the children who will be interacting with the person until the Vulnerable Sector Check is obtained.
- *Refer to Police Record Check and Vulnerable Sector Policies and Procedures*

It is against the policy of Faith Infant & Early Education Centre to allow parents to volunteer within the Centre or become placement students. Parent chaperones are involved on an as-needed basis for field trips, outings or if requested due to their child's behavioural or exceptional needs.

Mandatory Training

Before starting a program at Faith Infant & Early Education Centre, placement students and volunteers will be expected to complete the following mandatory training:

- Accessibilities of Ontarians with Disabilities Act (AODA).
- Workplace Hazardous Materials Information System (IWHMIS).
- Personal Protective Equipment (PPE).

Ongoing Training

All placement students and volunteers will have ongoing training through impromptu daily meetings with their program teachers and scheduled monthly meetings as required. They are also free to attend any workshops that they see will be of benefit to their placement and profession. Certificates received may be copied for their file at Faith Infant and Early Education Centre. Placement students and volunteers are also to read all applicable memos and organizational updates as they pertain to the program.

As placement students need to complete a series of activities and evaluations, it is a requirement that they actively participate in completing activities on time and in a manner suitable to the program. All evaluations must be submitted to the supervising Staff in accordance with their expectations so they have time to complete their part prior to meeting with the placement student.

Record Retention

All records and documents that the volunteers, placement students and parent chaperones have reviewed and signed off on will be kept on file at the Centre for three years.

Confidentiality

All placement students, volunteers and parent chaperones must sign a Confidentiality Agreement. The Confidentiality Agreement is included in the Code of Conduct that is signed by all placement students, volunteers and parent chaperones.

All placement students, volunteers and parent chaperones are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while at Faith Infant & Early Education Centre, involving Staff, clients, children or other placement students, volunteers or parent chaperones.

Discipline

All placement students, volunteers and parent chaperones who fail to adhere to the policies and procedures of Faith Infant & Early Education Centre may face disciplinary action, up to and including dismissal from placement or termination of childcare.

Faith Infant & Early Education Centre believes in fairness and openness, where placement students, volunteers and parent chaperones 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 policies: Verbal warning, Written warning, Suspension, and dismissal. However, if a volunteer, placement student or parent chaperone shows a blatant disregard for the policies of the Centre, immediate dismissal of duties may be necessary.

Subsection 2.10 - Supervision of Volunteers and Students

Ontario Regulation 137/15

- 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.