

## Home Child Care Policies and Procedures

Section: Staffing

Policy No: 435680

Policy Title: Supervision and Orientation of Students and Volunteers

Revision Date: Oct 2016

Authority:

- Child Care and Early Years Act 2014

Policy Statement:

- All Students and Volunteers will be governed under the HR Policy Sec V/8 – Volunteer/Unpaid Placements.

Policy Intent:

- To ensure the health, safety and well-being of all students and volunteers. To ensure that any volunteers/ students are adequately trained and supervised at all times during all activities.

Definitions:

- “Volunteer” includes any person who voluntarily provides assistance to Regional programs without receiving or expecting to receive any pay, payment, salary, wage, or employee benefit.
- “Student” includes any person who is enrolled in a full time education program.

Procedures:

- Students/ Volunteers are placed with one consultant who is responsible for their orientation and supervision for the duration of the placement.
- Supervision and Orientation of Students/Volunteers Policy is reviewed annually with Home Child Care Consultants. The policy is reviewed with the caregiver before a student/volunteer visits the home.
- Students/Volunteers may assist or provide activities while being supervised by the Home Child Care Consultant or Caregiver.
- All Students and Volunteers will sign the Volunteer Worker Agreement/Release and Waiver Form and Promise of Confidentiality. If volunteer is under the age of 18 parents must also sign.
- Where the volunteer or student is in a placement with Home Child Care the following Orientation will be followed:  
Student Training Plan, DOCS# 2110277. Included in this is the online Mandatory Training DOCS#1928354
- Prohibited practices are reviewed with Volunteers/Students before they begin.
- The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by Volunteer/Student who are placed in the Contracted Home.
- Criminal reference checks are required for all Volunteers having direct contact with children in the contracted home location.

- Where the volunteer or student is coming in for one day or less they are placed with one staff who will supervise their work for the period of time they are at the Region.
- Schedule #2 “Caregivers are solely responsible for each child in their care. The only time that is permissible to leave a child in the care of another adult is in an emergency”
- Placements in excess of one day will have a Consultant/ Supervisor assigned to directly supervise that Student/Volunteer.
- No child is supervised by a Student/Volunteer under 18 years of age.
- In case of Absences/Illnesses the Student/Volunteer will contact the staff member they report to.
- The policy is reviewed prior to a student /volunteer being placed
- The policy is reviewed prior to children being placed in the home, when a caregiver signs their first contract with the Region of Waterloo, and then annually with contract renewal.
- Serious Occurrence – Follow process in DOCS# 460666 if student is involved in Serious Occurrence. Consultant and Supervisor meet with student and then discuss concerns with student’s education faculty.
- Contraventions – Student and consultant discuss contravention. Meet with Supervisor. Supervisor and Consultant develop a plan to ensure the contravention does not reoccur.
- Student signs Student/ Volunteer training document acknowledging they have read and understood all policies.
- Student/ Volunteer will read Program Statement before placement begins