

## **VOLUNTEER/STUDENT TEACHER POLICY AND PROCEDURES**

### **Central Eglinton Children's Centre**

**Date Policy and Procedures Established: July 5, 2022**

**Date Policy and Procedures Updated: January 30, 2023, Feb 23, 24**

#### **Purpose**

Central Eglinton Children's Centre is committed to providing a high quality, safe and secure environment for all children enrolled in our programmes.

Under Regulation 262 of the Child Care and Early Years Act, we are obligated to ensure that "Every child who is in attendance (at CECC) is supervised by an adult at all times."

To comply with the regulation CECC has developed policies and procedures which are applicable to: CECC's Board of Directors, employees, volunteers, and university/college student early childhood educators.

#### **Policy**

At all times, student early childhood educators or volunteers will be under the direction of a CECC educator. They will not be counted in staffing ratios.

Only CECC educators have unsupervised access to the children.

#### **Procedure**

##### ***Orientation***

All employees, student early childhood educators and volunteers are required to:

- Undergo a Police Record Check that must have a "Clear" result. The PRC must be given to CECC's Directors. A photocopy will be taken, and the original will be returned to the volunteer/student.
- Have an orientation session, delivered by the directors/designates which includes a comprehensive discussion on CECC's philosophy, roles and responsibilities, policies and procedures and expectations.
- Review CECC's policies and procedures i.e., positive interactions, child abuse etc. – and sign the accompanying policy acknowledgement sheets.
- Review and sign CECC's Non-Disclosure/Confidentiality Agreement – which ensures that they keep the confidence of all proprietary and privileged information which they are exposed to during their time with CECC.
- Complete all human resource forms that apply to volunteer or student placements.

Check the daily logbook, and/or any memo or note that pertains to the day-to-day operation of CECC.

### **Training and Review**

Prior to starting in the classroom, educators, all volunteers and student early childhood educators will be trained in CECC's emergency health and safety procedures i.e., anaphylaxis management, WHMIS etc. They will participate in any further CECC training sessions. This policy will be reviewed by the employees, long term volunteers and student teachers annually.

### **Supervision**

- Under the direction of CECC educators, volunteers and student early childhood educators will supervise the children, but they will not be counted in staffing ratios. They will never be left alone with the children.
- Volunteers or student teachers will allow CECC educators to deal with any behavioural issues and must report any issues directly to educators.
- Student teachers and volunteers will not escort children to the bathroom or anywhere out of the vision of the classroom educators.
- If a student early childhood educator or volunteer disagrees with the direction being provided by a CECC educator, or if they witness a situation in violation of CECC's policies and procedures, they must immediately inform the directors.

### **Supporting Positive Interactions**

- How student teachers support positive interactions will be monitored and recorded in the student evaluation form by their cooperating educators. Volunteers will be monitored by CECC's directors and educators
- CECC's educators will manage any social/emotional conflicts/situations. Volunteers/student early childhood educators must report any issues to the educators immediately.

### **Accident/Injuries**

- All accidents, injuries and hazards must be reported immediately to a CECC employee.

### **Interactions**

- All unsafe interactions must be reported to CECC's educators or directors, these include violence, threatening behaviour, abuse, theft or any potential unsafe situation.

### **Discipline**

- All student early childhood educators and volunteers who fail to adhere to CECC's policies and procedures may face disciplinary action up to and including dismissal.

### **Record Retention**

- All documents that relate to a person's student or volunteer placement will be kept on file for two years. At the end of two years, the information will be shredded.