

# Monitoring Compliance and Contraventions

## Central Eglinton Children's Centre

Date Policy and Procedures Established: July 5, 2022

Date Policy and Procedures Updated: February 1, 2023, Feb 23, 2024

### Policy and Procedures for Monitoring Compliance

CECC's Directors observe employees/students/volunteers in their practice to ensure compliance with this policy. Regular evaluation and review of compliance is undertaken at our one-on-one management meetings, our weekly team meetings and our staff meetings.

### Policy and Procedures for Recording Compliance and Non-Compliance

#### Training

CECC's Directors are responsible to arrange for the preliminary training of employees on all policies, procedures and individualized plans. They will also arrange for the ongoing training of employees through staff meetings, presentations, workshops, e-training and offsite courses.

CECC's Directors ensure that the policies, procedures, and individualized plans are reviewed as follows:

- With employees, before they begin their employment when changes are made, or at least annually.
- With volunteers or students who interact with children, before they begin to volunteer or before they begin their educational placement, when changes are made, or at least annually.

Individualized treatment plans will be reviewed with the parents/guardians of the children when changes are required, and/or annually. Changes will be reviewed with employees, student teachers and volunteers. Individualized support plans will only be shared with those student teachers and volunteers who have direct contact with the child.

#### Monitoring

CECC's Directors monitor compliance, through observation, during management/staff individual and group staff meetings, through completion of evaluations and surveys.

#### Storage and Retention

When policies, procedures and individualized plans are reviewed and/or revised, the acknowledgement forms will be signed and dated by the reviewer(s) as well as the staff, student teachers and volunteers. The records will be kept in the individual's file for a minimum of three years.

### Policy and Procedures for Addressing Compliance and Non-Compliance

Consequences and disciplinary actions that are implemented when an employee, student teacher and/or volunteer is in contravention of one of the policies, procedures, or individualized treatment plans, are listed in CECC's Human Resources Handbooks. A record of any contraventions and actions taken will be added to the employee's file.