

Supervision Policy for Volunteers, Participating Parents, and Placement Students

Introduction

Rippleton Roadsters Childcare and Satellite Program 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 is one of Rippleton Roadsters' highest priorities.

Policy

Rippleton Roadsters may have volunteers and/or Early Childhood Education students working within the organization along with staff throughout the year. At all times, volunteers and placement students must be under the direction and supervision of Rippleton Roadsters staff.

No child or children will be supervised by any person less than 18 years of age

No child or children will be supervised by someone who is not an employee of Rippleton Roadsters Child Care and Satellite Program.

Procedure

All staff are required to review the center's policies, procedures and practices regarding the supervision of volunteers, participating parents, and students at Rippleton Roadsters Child Care and Satellite Program,

All staff will review their roles and responsibilities when directly supervising and working with volunteers, participating parents and/or placement students in their classrooms annually

The Executive Director or Designate of the childcare is responsible for ensuring that volunteers, participating parents, and students are provided an orientation to the organization, appropriately trained, and supervised

Volunteers, participating parents, and students have a responsibility to contribute to their orientation by seeking information, asking questions and assistance as required

All volunteers, participating parents, and placement students must agree to follow all policies and procedures of Rippleton Roadsters Child Care and Satellite Program.

All volunteers, participating parents, and placement students must agree to follow the directions and guidelines provided by staff and management of Rippleton Roadsters Child Care and Satellite Program.

In the case of a disagreement over the direction provided by a staff member the volunteer participating parent or placement student may address this issue with the Supervisor.

Criminal Reference Checks

All volunteers including participating parents having direct contact with children in the childcare must have a satisfactory Vulnerable Sector Check

Student Placements – Students, prior to their placement in the childcare must verify they have a satisfactory criminal reference check

Mandatory Orientation & Training

Prior to starting in the classroom at Rippleton Roadsters Child Care and Satellite Program all volunteers, participating parents, and placement students will have an orientation which will include a discussion regarding Rippleton Roadsters Child Care and Satellite Program philosophy and the Child Care and Early Years Act (CCEYA) requirements.

All volunteers, participating parents, and placement students will be provided with a detailed orientation regarding their roles and responsibilities within the organization. This will include a thorough review of Rippleton Roadsters Child Care and Satellite Program's policies and procedures prior to working with children in the classroom

All volunteers, participating parents, and placement students are required to review and sign off on all policies and procedures prior to working with children for the first time and at annually thereafter or as needed.

All volunteers, participating parents, and placement students will have ongoing training through impromptu daily meetings and as required.

All volunteers, participating parents, and placement students are required to read all applicable memos and organizational updates.

Volunteers, participating parents, and placement students will be made aware of all applicable policies and procedures in the organization including but not limited to:

- The Behaviour Management Policy
- Child Abuse Policy
- Emergency policies and procedures
- Anaphylaxis Policy and procedure
- Workplace Violence and Harassment Policies
- Serious Occurrences Policy
- Confidentiality Policy

All accidents, injuries and hazards must be reported immediately to any staff member Executive Director, or Designate.

Record Retention

All records documenting that the volunteer, participating parent, and/or placement student has reviewed and signed off on all applicable policies and procedures will be kept on file at the centre for two years.

All volunteers, participating parent, and placement students are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while a Rippleton Roadsters Child Care and Satellite Program, involving staff, clients, or other volunteers and students.

Confidentiality –All volunteers, participating parents, and placement students must sign a confidentiality Agreement

Discipline

All volunteers, participating parents, and placement students who fail to adhere to the policies and procedures of Rippleton Roadsters Child Care and Satellite Program may face disciplinary action, up to and including dismissal.

Rippleton Roadsters Child Care and Satellite Program believes in fairness and openness and where volunteers, participating parents, and placement students 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:

- Performance review
- Verbal warning
- Written warning
- Suspension
- Dismissal