

	POLICY TITLE	CATEGORY
	Supervision of Children – Students & Volunteers	Programs
	APPROVING BODY OR POSITION	APPROVAL DATE
	Assistant Director, Programs	July 2017
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	
Child Care and Early Years Act, 2014		

POLICY

Placement students (hereafter known as students) and volunteers bring talents, skills, life experiences and resources to Family Day Care Services (FDCCS). The agency is committed to student and volunteer participation in our programs.

FDCCS supports the education of future professionals in the early learning and care sector and family education through the provision of field placements in our programs. Volunteers provide additional support and value to our programs.

Students and volunteers function under the direction of staff. They should never be left alone with a child and should never replace a staff member or caregiver.

Definitions

Placement student - An individual in a college or university program focused on early learning and care or family education or in a high school cooperative education program, who does a supervised field placement as part of their curriculum in a FDCCS program under the supervision of a staff member / home child care coordinator. Learning expectations for a placement student are set by their respective educational facilities and monitored by the supervising staff member/ home child care coordinator.

Volunteer - An individual who offers their services in an unpaid capacity to provide program support, under the supervision of staff/ home child care coordinators.

Expectations of Students and Volunteers

- No child is supervised by a person under 18 years of age.
- Students and volunteers are never left alone with a child in a child care centre or licensed private home.
- Students and volunteers
 - are required to wear identification badges when they are in a program.
 - are never included when calculating staffing ratios in a licensed centre.
 - are required to obtain a Police Vulnerable Sector Check (PVSC) as outlined in Police Vulnerable Sector Check Policy – College/University Students on Placement and Police Vulnerable Sector Check Policy-Volunteers
 - review and sign all relevant policies and procedures with the Centre Supervisor/ Coordinator or Mentoring Teacher at the commencement of their placement.
- When there is a child in a program with anaphylaxis, each student and volunteer will review and sign Anaphylaxis Policy with the Centre Supervisor/Coordinator on their first day before they enter the program and thereafter annually.
- In a licensed private home location, in unique circumstances, limited unsupervised access by an adult who lives in the home other than the contracted caregiver, will be determined on a case by case basis by the coordinator/caregiver. Please refer to the *Program Statement Implementation Policy - Home Child Care* for more information.
- FDCCS will ensure that, prior to a child being placed at a licensed private home location the agency will identify to the child's parents the person who has limited unsupervised access.

The program supervisor/coordinator will review the Program Statement Implementation —Child Care Centres / Home Child Care Policy with each student and volunteer prior to starting their assignment. Both will sign the policy.

The program supervisor/coordinator and the mentoring/supervising staff member / caregiver are both responsible for monitoring the behaviour guidance practices of students and volunteers on an ongoing basis and completing the Program Statement Implementation Policy Monitoring Form every six months or at the end of a field placement.

Supervision

The program supervisor/coordinator is responsible for the supervision of students and volunteers. They will assign day-to-day supervision responsibilities to a staff member / Caregiver / Mentoring/Supervising teacher.

Orientation Procedures

- College and university placement students will attend a Family Day Orientation Training at the start of the placement, where agency policies and procedures are reviewed.
- Volunteers and high school cooperative education placement students will receive an orientation to FDCS by the program supervisor/coordinator that includes the review of policies and procedures prior to the start of volunteering.

Policy Review

- The Supervision of Children—Students and Volunteers Policy will be reviewed annually by the agency.
- All employees will review and sign off on this policy at the start of their employment with the agency and annually thereafter.
- All caregivers and other adults regularly on the premises will review and sign off on this policy at the start of the caregiver’s contract and annually thereafter.

Signature

I have read and reviewed the **Supervision of Children-Students and Volunteers Policy**.

Signature:
Staff / Caregiver / other adults
regularly on the premises (HCC)

Signature:
Centre Supervisor
or Coordinator

Date

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