



ORIENTATION AND SUPERVISION OF VOLUNTEERS AND STUDENTS' POLICY

WEST NIPISSING CHILD CARE CORPORATION

POLICY

Purpose

- The West Nipissing Child Care Corporation's primary mandate is to ensure the protection, safety and well-being of every child they serve. This policy is a framework and a guideline for all volunteers and students that are directly involved with children under the umbrella of our organization.

Administration Guidelines

- **The West Nipissing Child Care Corporation has the obligation to:**
 - provide new volunteers/students with a formal orientation before starting their work/placement;
 - keep a copy of all documents/signed contracts, policies and procedures including confidentiality, anaphylactic, health and safety, behaviour management, dress code and all others;
 - advise parents of placements and post a picture of the volunteer/student profile;
 - ensure that a criminal check is provided before accessibility and involvement with children;
 - ensure that an updated record of immunization is provided and kept on file;
 - ensure that all volunteers and students are 16 years of age and up;
 - ensure that volunteers and students are never left alone, unsupervised with children;
 - ensure that volunteers/students are not counted in the ratios and that no children are supervised by a person under the age of 18;
 - ensure that all volunteers/students have read and signed all anaphylaxis emergency procedures and have full awareness of all children with severe allergies;
 - provide guidance and supervision with performance evaluation to students and that a copy be kept on file in a different colored folder.
- **The volunteer/students have the obligation to:**
 - read and sign all organization policies and procedures;
 - provide the organization with all pertinent documents requested prior to starting work, including immunization and criminal check records;



- abide and respect the organization's established policies and procedures at all times with no exceptions;
- provide the organization with a photo identification with a brief summary of the profile;
- report any concerns, or questions directly to the program supervisor or provider under which they are assigned;
- report to the supervisor or provider if they are not available for work.

Reporting protocol and accountability

- Since our organization does not have a human resources department, the volunteers/students will work directly under the supervision of the program supervisor and/or provider under the assigned home child care they work for.
- The volunteers/students are to report directly to their assigned program supervisor and/or provider who will report to the administration (Executive Director) as needed.

Please direct any questions regarding this policy to the Executive Director.

I _____, (employee, provider, student, volunteer) understand and support the West Nipissing Child Care Corporation's *Orientation and Supervision of Volunteers and Students Policy*.

Signature: _____ Date: _____