

SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS

We are ultimately committed to support the safety and well-being of children in our school.

Policy statements

1. Only employees have direct unsupervised access to children.
2. Every volunteer or student is supervised by an employee of our centre at all times and is not permitted to be alone with any child who receives child care at the child care centre.
3. No child to be supervised by a person under 18 years of age.
4. Volunteers and students are not counted in the staffing ratios.
5. Behaviour management policies and procedures are reviewed with volunteers or students who will be providing care or guidance at our centre before they begin providing that care or guidance and at least annually afterwards.
6. There is a written procedure for monitoring the behaviour management practices of volunteers or students who provide care or guidance at our centre.
7. The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance and at least annually afterwards.
8. Criminal reference checks are required for all volunteers having direct contact with children in our centre. The criminal reference check does not apply to students placed in our centre by an educational institution (as criminal reference checks are routinely required by community colleges and universities prior students beginning a placement in child care).

Orientation procedures

- after the initial interview, the Principal does orientation day for the students and volunteers and give them a time to read School policies and procedures (including the Parent Handbook and the Staff Handbook)
- the Principal will discuss with students and volunteers whether they understand policies completely and will clarify any possible questions

- after signing a School policy, students and volunteers are ready to work in Casa Vera Montessori School

Roles and responsibilities

Operator shall

- review the policy at least annually
- ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards
- ensure that the policy is reviewed with volunteers and students who will be providing care or guidance at the centre before they begin providing that care or guidance and at least annually afterwards
- ensure that staff, providers, volunteers and students sign and date the reviews
- ensure the insurance of the centre is covers volunteers and students
- ensure that there will be a staff member designated to orient and mentor the volunteer or student

Supervising staff:

- the Head Teacher in each classroom supervises and guides students and volunteers all the time they are involved in activities with children
- the Principal does an orientation day for students and volunteers, a couple days before they start working at the centre, for them to feel comfortable in the school environment

Expectations of volunteers and students

- all students and volunteers are expected to follow the all school policies and procedures
- to be helpful to teachers and children
- to be polite and well mannered all the time while present in the school
- to come prepared every day for the school and bring interesting ideas for the children
- to work with teachers on daily basis and to discuss program for the next day with the Head Teacher

- to show enthusiasm for work with children