



## **Volunteer and Supervision Requirements**

In accordance with Ontario Regulation 137/15 of the Child Care And Early Years Act (CCEYA), all volunteers working in the Odyssey Tykes program must be supervised by a GNAG employee, and at no time are they permitted to be left alone with any child receiving care at the centre. Volunteers are not counted in staffing ratios at the centre.

Coop students are considered volunteers and therefore follow the same policies.

Prior to the start date, all staff and volunteers will review and sign off on the program statement and implementation policies, the anaphylaxis and emergency procedures, and the prohibitive practices policy. All staff and volunteers will review the policies and procedures on an annual basis. All staff and volunteers are required to present a vulnerable sector check (police check) to GNAG to be kept on file prior to their starting date.

## **Roles and Responsibilities**

### **1. Manager:**

- Ensure that the policy is reviewed with volunteers and coop students before they begin their placement and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and coop students who will be providing care or guidance to children in the program as well as ongoing support and monitoring. This includes setting clear expectations involving reporting absences or concerns regarding the program.
- Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.
- Ensure that students / volunteers are never included in the staff ratio or left alone with children
- Provide feedback on performance

## **Volunteers and coop students:**

- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the centre and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the program.
- Provide the original copy of their current police check for the vulnerable sector.
- Volunteers / students are required to maintain professionalism and confidentiality at all times.
- Review allergy lists and dietary restrictions and ensure they are being implemented.

## **2. Operator:**

- Ensure that the operator's insurance covers volunteers and coop students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance during the program before they begin and at least annually afterwards.
- Ensure Vulnerable Sector Check and annual offence declaration are on file for all students and/or volunteers in accordance with the centre's criminal reference check policy and procedures and Ontario regulation 137/15

## **Orientation Procedures**

An orientation will be provided to help volunteers and coop students understand the operation of the child care program and the expectations for their placement/volunteer experience. It will include the required policy and procedure reviews set out in the *Child Care and Early Years Act* as noted on page one of this policy.

It will include the following;

- A tour and orientation to the centre both indoors as well as the playground area
- A review of the emergency evacuation procedures
- A review of the centres Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centres parent handbook

Updated June 21, 2023 – Jason Irvine, Program Coordinator