

CHAPTER TWO: RATIOS AND GROUP SIZES

Ratios and Group Sizes	Supervision of Volunteers and Students
Approved Date: Draft November 26, 2011 Revision Date: July 4, 2016 Reviewed: September 2017, October 2020	Policy Number: 2.10 (Replaces Policy # 1.58)

Requirements Under The Child Care and Early Years Act

O. Reg. 137/15 under the *Child Care and Early Years Act* (CCEYA) provides that every child who receives child care at a child care is supervised by an approved adult at all times, whether the child is on or off the premises.

Policy

- No child will be supervised by a person under 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the centre.
- Placement students are not counted in the staffing ratio of the centre.
- Volunteers are not counted in staffing ratios of the centre.

Procedures under the CCEYA Applicable to Volunteers and Students

Volunteers and students will meet the following *Child Care and Early Years Act* requirements;

- Program Statement policies and procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The individual plan(s) for a child with anaphylaxis and the emergency procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;

- The licensee will obtain a PVSC from every volunteer or student who is on an educational placement with the licensee, before the person begins interacting with children at the child care centre.

Roles and Responsibilities

1. Supervisor:

- 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 at the centre before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.
- 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.

2. Volunteers and 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 centre.

3. Operator:

- Ensure that the operator's insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy 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 at the centre before they begin and at least annually afterwards.

Orientation Procedures

An orientation will be provided to help volunteers and 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 should also include at least 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 Policies and procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centres parent handbook
- An orientation to the location and use of the Ontario Child Care Licensing Manual

The Coordinator shall ensure that this policy and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or a procedure.