

Children's Services Policy: Student and Volunteer Supervision

Policy Details	Policy Index Number and Dates
Policy Name: Student and Volunteer Supervision	Index Number: SVS00-01
	Effective Date: 11-03-2008
	Reviewed: 11-03-2008
Approved By: Director, Children's Services	Latest Revision: 12-09-2021
Document Applies to: Regionally Operated Child Care Centres	Authority: <i>Child Care and Early Years Act, 2014.</i> College of Early Childhood Educators Code of Ethics and Standards of Practice for Early Childhood Educators in Ontario, July 2017. <i>Early Childhood Educators Act, 2007.</i> How Does Learning Happen? Ontario's Pedagogy for the Early Years. Niagara Region.

Disclaimer: A printed copy of this document may not reflect the current policy. Refer to the electronic version on the Children's Services VINE.

Purpose

To ensure a meaningful placement for students completing field practicum or volunteer hours and placement for any volunteer.

Policy

No placement shall be permitted until specific criteria of the placement are met. All volunteers and students must have a clear criminal reference check and up to date immunizations to be considered to complete a volunteer or student placement in the program. No student or volunteer will be left alone with children at any time.

In the Child Care programs, the Student and Volunteer Policy and procedures are required to be reviewed with employees before they begin their employment, volunteers and students prior to placement. The date on the reviews indicates that the written Student and Volunteer Policy have been reviewed by all staff/students/volunteers before they began their employment.

In the Home Child Care Program, the Student and Volunteer Policy must be reviewed with home child care providers, volunteers and students, persons who are ordinarily residents of the

premises or regularly at the premises, home child care support workers and employees of the home child care agency, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 of the O. Reg. 137/15. The date on the records of review indicates that the written Student and Volunteer policy have been reviewed by all employees before they begin their employment and by all other individuals before they begin interacting with children. All individuals must review the policy whenever changes are made.

Responsibilities

Registered Early Childhood Educators must also follow the expectations set out in the Code of Ethics and Standards of Practice, July 2017.

Specifically, the following:

- Responsibilities to Children
- Responsibilities to Families
- Responsibilities to Colleagues and to the Profession
- Responsibilities to the Community and the Public
- Standard I: Caring and Responsive Relationships
- Standard IV: Professionalism and Leadership
- Standard V: Professional Boundaries, Dual Relationships and Conflicts of Interest

Staff Responsibilities: Staff will review, understand and agree to comply with this policy.

Definitions

None

Procedures

Centre-Based

Students: Consideration regarding placement will be made based on the needs of the children within the centre, the number of students to be in the centre, the students' semester placement requirements and the workload of staff. The Educational organization must have an active contract/agreement with Niagara Region, and all supporting documents must be current and up to date. The Supervisor consulting with the manager has the right to refuse student placements dependent on the needs of the centre. Students are to be always supervised by an employee and are not permitted to be left alone with any child. Students will never be included in staff ratios.

Students will follow the expectations set out in their evaluation/placement booklets and the policies and procedures of Children's Services Child Care Centres.

Volunteers: Volunteers are to be supervised by an employee at all times is not permitted to be left alone with any child. Volunteers will never be included in staff ratios. Volunteers will participate in the program and follow the direction and guidance of the Registered Early Childhood Educator.

Duties of students/volunteers may include but not limited to: Spending 1:1 time with children, reading with the children, engaged with the children and their provocations, basic cleaning and household duties. Support with all routines (ex. Washroom, transitions, mealtimes).

Registered Early Childhood Educators who are responsible for supervising students, volunteers and/or other staff (collectively referred to as "supervisees) provide guidelines, parameters and direction to supervisees that respect their rights. Registered Early Childhood Educators ensure a level of supervision which is appropriate in light of the supervisee's education, training, experience and the activities being performed. Registered Early Childhood Educators support experienced colleagues, those who are new to the profession and those students aspiring to the profession.

Registered Early Childhood Educators will support students and volunteers by sharing their knowledge and expertise of child development, understanding children, pedagogy and learning in the early years.

Home Child Care

Volunteer placement in Home Child Care will not take place.

Students: Consideration for student placement will be made based on the needs of the program and workload of staff. In addition, a student's ability to travel to various locations throughout the Niagara Region must be considered.

Students will follow the expectations set out in their evaluation/placement booklets and the policies and procedures of Children's Services Home Child Care Program.

Table of Revisions

Revision Number	Date	Description	Updated By
1	04-15-2026	Transferred policy into current Children's Services template.	Sabrina Jancsi
2	04-24-2026	Document formatted for AODA	Kayla Dobrocky