

Policy – Supervision of Volunteers and Students Policy

Volunteers play a vital role at Bright Child Montessori, supporting programs, services and administration throughout the organization. Bright Child encourages and welcomes members of the community to volunteer. However, volunteers do not replace employees, and will not be used to eliminate or displace paid positions.

Bright Child adheres to the Canadian Code for Volunteer Involvement which outlines the values, principles and standards for effective volunteer practices.

In accordance with Bright Child policies and the Canadian Code for Volunteer Involvement, volunteers are oriented to their position, supported in their work, adequately supervised and evaluated, and recognized for their contributions to Bright Child.

The Supervisor and Administrator provide effective volunteer management within Bright Child. They direct and assist staff and volunteers in order to ensure strong collaboration, an effective working environment, and quality programs and services.

Clients and former clients may serve as volunteers. They are not to have access to personnel files, and other client files of the organization.

This policy will be reviewed at least annually 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 Bright Child before they begin providing that care or guidance and at least annually afterwards.

DEFINITIONS

A **volunteer** is defined as a person who, without pay, provides skills, time and/or expertise in service delivery or administration.

One-time or occasional volunteers contribute to a specific event or activity at Bright Child, (e.g. concerts and field trips) and assist with the organization and day-of activities as needed. One-time or occasional volunteer involvement is activity-specific and lasts a few hours (typically the length of the event).

CO-OP Students contribute to service or administration by participating in a regular and ongoing way. The ongoing volunteer will serve for a defined period of assignment, usually completing a specific number of hours on a weekly basis, and lasting a specific number of weeks/months.

Volunteers, participating parents, board members, students, supervisors and staff are covered by this policy.

PROCEDURES

Only Employees will have direct unsupervised access to children

In respect of volunteers and co-op students:

- *Behaviour management* policies and procedures are reviewed with volunteers or students who will be providing care or guidance at Bright Child before they begin providing that care or guidance and at least annually afterwards.
- A written *procedure for monitoring the behaviour management* practices of volunteers or students who provide care or guidance at Bright Child is reviewed with volunteers and students by the Supervisor before they begin providing care or guidance and at least annually afterwards.
- Volunteers are *evaluated in the following areas*:
 - Positive interactions with children
 - Setting Verbal Limits rather than physical limits
 - Learning and modeling acknowledgment of feelings and problem solving
- The Individual Plan for a child with *Anaphylaxis and the Emergency Procedures* are reviewed by the Supervisor with volunteers and students who will be providing care or guidance at Bright Child and at least annually afterwards.
- *Criminal Reference Checks/Vulnerable Sector Checks* are required for all volunteers having direct contact with children at Bright Child. The fee for this Reference Check is paid by the volunteer.

Supervision by volunteers and co-op students

- No child is supervised by a person under 18 years of age
- *Volunteers and co-op students may not be counted in the staffing ratios*
- Volunteers and students do not have unsupervised access to children
- Volunteers are encouraged to undertake a variety of roles at Bright Child.
- Family members of Bright Child employees may serve as volunteers at Bright Child. However, an ongoing volunteer may not be supervised by his/her relative.
- Volunteers are not compensated for their work at Bright Child. However, in order to make volunteering more accessible to a wider range of persons, *volunteers may be eligible for reimbursement of reasonable expenses incurred while volunteering for Bright Child*, with the approval of the supervisor. Reimbursed expenses will be paid at the same rate as those detailed for staff reimbursements.
- *Bright Child maintains liability insurance coverage for volunteers and group accident insurance for volunteers, employees and students*

IMPLEMENTATION

Bright Child Montessori as the “Operator”, is responsible for the implementation, review and evaluation of this policy. The Supervisor, Administrator and Program Staff may be assigned to supervise placement students as well as volunteers.

ORIENTATION

Volunteers meet with the Supervisor and/or Administrator and are provided with a review of the following procedures and policies (to be signed by staff and volunteers).

Policies at Bright Child Montessori

(All Policies need to be read and signed off before a volunteer or student teacher begins)

- Administration of Medication
- Accessibility
- Allergy and Anaphylaxis
 - Individual Plans for signing
- Attendance
- Behaviour Management
- Chemical
- Child Care Supervision Policy for Volunteers and Students
- Childrens Health
- Childrens Safety
- Criminal Reference Check
- Fire Drill and Emergency Evacuation Plan
- Health and Safety
- Inclusion Access and Equity
- Nutrition
- Playground Safety
- Sanitary Policies and Procedures
- Serious Occurrence Policy and Procedures
- Statement on Programming and Pedagogy
- Workplace Violence
- Workplace Harassment
- Sleep Supervision Policy