



Co-operative Nursery and Preschool

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## **SUPERVISION OF STUDENTS AND VOLUNTEERS POLICY**

Lansing Cooperative Nursery School supports field placement to students enrolled in Early Childhood Education programs. The student placements offer opportunities for students to observe, learn and practice skills working with children. The participation of students in placement at Lansing provides the children with new learning experiences and additional positive adult interactions throughout their day.

We are pleased to enable our staff to share their knowledge and experience by mentoring future Early Childhood Educators and volunteers. Student completing a field placement at Lansing are not included in the legislated staff to child ratios. Students are never left alone with the children. They are supported by a member of staff at all times.

Lansing also welcomes volunteer and duty parents to our co-operative environment. Volunteers are not counted in staffing ratios. Duty parents may take the place of an unqualified staff, by policy, when the Ministry Director approval has been given.

All students, volunteers and duty parents are required to provide confirmation of a clear Police Vulnerable Sector Check, have a current completed CPR and First Aid certificate and medical assessment prior to coming to Lansing. Each student, volunteer and duty parent must also read and review and sign the Lansing Policy and Procedure package prior to the start of their placement.

### **Supervision of Volunteers and Students**

All volunteers and students will be trained and monitored regarding the supervision of children. The following procedures describe the procedures implemented with regards to supervision of volunteers:

#### **General**

1. The Director shall review the policy with each staff member annually.
2. No child shall be supervised by less than 18 years of age.
3. A copy of the Child Care and Early Years Act (2014) will be kept in the office.



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### **Duty Day Volunteer**

1. Prior to beginning volunteer duties, each volunteer must have: completed a criminal reference check; obtained a medical certificate; read and signed the Lansing Policies (found in the Duty Day Handbook); and attended a minimum of one Duty Day Orientation session.
2. If a child with anaphylaxis attends Lansing, all volunteers will be trained by the Director on the individual plan for the child with anaphylaxis.
3. The Director is responsible for reviewing the policy and training volunteers at the beginning of each school year during a mandatory duty orientation session, or upon the commencement of their duty. Each volunteer will receive a copy of the Duty Day Handbook for reference.
4. As per Lansing's Day Nursery License, two participating volunteers may take the place of an unqualified staff member but are not to be left with children unsupervised.
5. A Behaviour Management Evaluation shall be conducted for each volunteer at least once a year.

### **Student Field Placement**

1. No field placement students shall be left unsupervised with the children.
2. Placement students shall not be counted in staff ratios.
3. The Director is responsible for reviewing the policy and training volunteers and/or students at the beginning of each school year during a mandatory orientation session upon the commencement of their field placement. Each student will receive a copy of the policies for reference.
4. If a child with anaphylaxis attends Lansing, all field placement students will be trained by the Director on the individual plan for the child with anaphylaxis.
5. Field Placement students shall be monitored continuously throughout their field placement by the Director and host teacher.



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## **Discipline**

All volunteers, duty parents, and placement students who fail to adhere to the policies and procedures of Lansing may face disciplinary action, up to and including dismissal.

Lansing believes in fairness and openness. Volunteers, duty parents, and placement students can expect a commitment to resolve conflict and provide supportive and constructive criticism. If disciplinary action is required, the organization follows the same steps as its staff practices, namely:

- Performance Review
- Verbal Warning
- Written Warning
- Suspension
- Dismissal