



**GENERAL MANUAL POLICY**

APPROVED BY:

  
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Executive Director

CATEGORY:

TOPIC: Student and Volunteer Supervision

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**POLICY**

This policy will be reviewed with employees before they begin their employment and annually afterwards; and with volunteers and students who will be providing care and guidance before they begin placement and annually there afterwards. This review will be signed and dated.

Additional policies including behaviour management and anaphylactic policies and procedures will be reviewed with volunteers and students providing care and guidance before they begin placement and annually there afterwards. Reviews will be signed and dated.

The Griffis Children's Centre's criminal reference check policy applies to all employees, students and volunteers with the exception of students who are under the age of 18 and placed by an educational institution, example high school co-op students. The supervisor is responsible for the implementation, review and evaluation of this policy.

**PROCEDURE**

Direct unsupervised access (ie. when the adult is alone with a child) is not permitted for persons who are not employees of this Centre. No child is directly supervised by a person less than 18 years of age. Volunteers and students are not counted in the staffing ratios. Volunteers and students are assigned a supervising mentor/staff member throughout their placement.

**ROLES AND RESPONSIBILITIES**

The supervisor/designate will be responsible for:

- Conducting the orientation process, using the orientation checklist;



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- Developing the expectations, roles and responsibilities of the students and volunteers;
- Assigning a mentor/staff member to supervise students and volunteers;
- Update the parent handbook statement to include information on students and volunteers;
- Inform parents/guardians of volunteers and students in placement at the Centre;
- Training for mentors/ staff members on their roles and responsibilities when supervising students and volunteers; and
- Monitoring the behaviour guidance practices of students and volunteers.

The supervising mentors/ staff members will be responsible for:

- Reviewing the expectations, roles, and responsibilities with the students and volunteers;
- Supervising the students and volunteers;
- Fulfilling the administration requirements of such placements; and
- Communication with other staff members and the operator.

The students and volunteers will be responsible for:

- Reviewing and signing off on all policies and procedures relevant to this placement;
- Adhere to the policies and procedures of the Centre;
- Fulfilling the objectives and responsibilities of their role; and
- Fulfilling administrative requirements of such placements.