

## **Compliance and Contraventions of the policies, procedures and individualized plans.**

How will ongoing monitoring be conducted and by whom?

It is the responsibility of every staff member, volunteer and parent, on a daily basis to always observe and be aware that the actions of the staff and any volunteers are in compliance with our policies, procedures and individual plans. It is our hope that each family will participate, when asked, in staff performances prepared by the board of directors. The Supervisor will also conduct set semi-annual observation times and complete the Monitoring of Compliance Chart.

The following Policies must be read before employment or volunteer time and reviewed annually or whenever there are changes made to them. Each staff must understand the policies and sign off on them after they have been reviewed. Each staff, student and volunteer must understand that if they in any way are not in compliance with these policies then they will 1 st be given a verbal warning, 2 nd time be given a written warning and 3 rd time possible termination or employment or ability to volunteer.

- Playground Safety Policy
- Anaphylactic Policy
- Sanitary Practices Policy,
- Serious Occurrence Policy
- Medication Policy
- Supervision of Volunteers and Students Policy
- Program Statement Implementation Policy
- Staff Training and Development Policy
- Criminal Reference Check/Vulnerable Sector Check Policy,
- Fire Safety/Evacuation Procedures · Waiting List Policy.
- Individual Support Plans and Individual Plans for Children with Special Medical Needs

### **What template will be used to record compliances or contraventions?**

The "Monitoring of Compliance" form will be used to record any compliance or contraventions. The person in contravention of the policies must also sign the Monitoring of Compliance Chart to record whether it is the 1 st 2 nd or 3 rd contravention in the appropriate place if that applies.

### **The procedures set out with respect to dealing with contraventions:**

If any non-compliance is observed or stated in the evaluation, then it must be reported to the supervisor or any of the Board of Directors. If a non-compliance is observed staff will meet with the Supervisor and receive a verbal concern. Possible options to help support that staff to succeed and better understand the expectations of the Preschool will be addressed. If the non-compliance continues, the above-mentioned staff, student, or volunteer will receive a written notice and then the next step if necessary will be dismissal of employment or placement. These notices will also be recorded on the Monitoring Compliance Chart and will be kept for three years.

### **How often will recorded observations be reviewed?**

The supervisor will conduct two formally planned observations annually or if necessary at any other time. Also it is the responsibility of every staff member, volunteer and parent, on a daily basis to always observe and be aware that the actions of the staff and any volunteers are in compliance with our policies, procedures and individual plans

**Will all policies, procedures and individualized plans have the same monitoring process?**

This process to determine compliance and contraventions will be used for the following policies: Playground Safety Policy, Anaphylactic Policy, Sanitary Practices Policy, Serious Occurrence Policy, Medication Policy, Supervision of Volunteers and Students Policy, Program Statement, Implementation Policy, Staff Training and Development Policy, Criminal Reference Check/Vulnerable Sector Check Policy, Fire safety/Evacuation Procedures, Waiting List Policy, Individual Support Plans and Individual plans for Children with Special Medical Needs. When appropriate, records and documents may also be used to ensure that necessary documentation, reports and forms have been correctly completed.

**Therefore, Compliance will be determined through:**

1. Observation information collected during physical observation of staff/volunteers while interacting with the children.
2. Documentation information collected by reviewing written documentation.
3. Discussion with the Supervisor and other staff members during staff meetings and conversations together.

Monitoring Compliance Chart Elora Co-operative Preschool

Date of Observation:

Name of person being observed:

Name of Person Observing:

Observations Seen:

Compliances:

Non-Compliance

If non-compliance was observed:

**Verbal warning given** – Date: \_\_\_\_\_

I understand that I have been given a verbal warning and the next warning will be in writing.

Staff Signature \_\_\_\_\_

**Written warning given** – Date \_\_\_\_\_

I understand that this is my 2nd warning and the next incident will possibly result in my dismissal.

Staff Signature \_\_\_\_\_

**Dismissal** – Date: \_\_\_\_\_

I understand that I have been given opportunity to correct things that I have been doing that are in direct conflict to RCCP's program statement and their beliefs, thus resulting in my dismissal.

Staff Signature \_\_\_\_\_

Signature of person Observing \_\_\_\_\_