

Prohibited Practices/Behavioural Guidance

August 2022

Purpose

The Elora Cooperative Preschool welcomes volunteers and students into the various programs offered in our child care program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

Policy

General

- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
 - Students and volunteers will not be counted in staff to child ratios.
- * As per the License, children will not be permitted to use the kitchen as a pass through

Student and Volunteer Supervision Procedures: Roles and Responsibilities

The licensee/designate must:

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
- Ensure that all students and/or volunteers have been trained on each child's individualized plan.
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
 - Ensure that expectations are reviewed with students and/or volunteers including, but not limited to
 - how to report their absence;
 - how to report concerns about the program
 - Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.

- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising staff must:

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.
 - Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the "Duty to Report" under the Child and Family Services Act

- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence

Prohibited Practices

- Corporal punishment
- Physical restraint of the child, such as confining to a high chair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision
- Locking the exits of a child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding or inflicting any bodily harm on children including making the children eat or drink against their will.

BEHAVIOUR MANAGEMENT POLICY

These policies must be understood and agreed to before you actively participate as a sharing parent. The Elora Co-operative Pre-school believes that discipline should be:

- . related to the nature of the troublesome behaviour
- . appropriate to the developmental level of the child
- . used in a positive and consistent manner
- . designed to assist the child to learn appropriate behaviours
- . implemented as soon as possible after troublesome behaviour
- . discussed with a parent if a difficult situation arises

The Elora Co-operative Pre-school does not permit corporal punishment of any child; deliberate, harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self respect; or deprivation of a child of basic needs including food, shelter, clothing or bedding. No child shall ever be confined in a locked space. No child shall

be forced to consume liquids or food against their will.

BEHAVIOUR GUIDANCE

The staff at Elora Co-operative Pre-school uses a 1,2,3 method of behavior guidance:

1. The child is reminded of the acceptable behavior in a situation
2. The child is advised that there will be a consequence if the behavior persists - the type of consequence is discussed
3. The consequence is acted upon

If there is a persistent problem staff will discuss strategies. Parents will be called in to discuss these new strategies, give input, and be involved in the guiding of their child.

If the child is, or becomes a serious threat to the safety or well being of the other children the child may be asked to leave the program.