

Volunteer and Student Placement Supervision Policy

Lilliput Land Cooperative Nursery School
Reviewed April 24th, 2017

Purpose of the Policy

Lilliput Land Cooperative Nursery School (“Lilliput Land”) is committed to the vision that students and volunteers participating at the centre will always be effectively supervised, in accordance with the Child Care and Early Years Act (2014).

Occasionally Lilliput Land Nursery school will welcome volunteers and student teachers to help enhance our program. All volunteers must be 18 years of age and all students must be 16 years of age. Volunteers and students will provide the Supervisor with a current vulnerable sector check and updated immunization records prior to commencement.

Under no circumstances will direct unsupervised access be granted to anyone who is under the age of 18, and/or who is not an employee of Lilliput Land.

1. Only employees of Lilliput Land will have direct unsupervised access to children, except as per the cooperative nature of this school where, by policy, two participating parents may take the place of one staff member. There must be one qualified staff member (Registered Early Childhood Educator) present.
 - a. Should a staff member or Supervisor be too ill to attend school, he/she will contact the Job Coordinator or other appointed parent position and request that a substitute teacher be assigned for the day.
 - b. A substitute teacher may be a supply teacher employed by the school or two pre-approved volunteers.
2. Volunteers and students will not have unsupervised access to children. The exception being, when a full-time staff is away and 2 parent volunteers are needed for the program to operate. There will never be 1 parent volunteer alone with the children at any time.
3. Lilliput Land is responsible for orientation procedures to help participating parents, students and volunteers understand the operation of the program and its expectations.
4. Every volunteer will review the Policy and Procedures binder before interacting with the children. This review includes the behavior management policy, individual anaphylaxis plans and all policies that pertain to the program statement. Volunteers will sign off on the policies to indicate their comprehension. They will also be asked to sign a confidentiality agreement.

Failure to Comply Procedures

Should a program volunteer, student and/or duty parent fail to comply with the policies of Lilliput Land; the following steps will be taken by the Board:

- A verbal warning
- A written warning
- Formal notice that he/she will not be welcome as a duty parent or volunteer in school events where children are present.