



**Umbrella Family and
Child Centres of Hamilton**

3.6 SUPERVISION OF STUDENTS AND VOLUNTEERS POLICY

MANUAL	Staff Related Policy Manual
SECTION	3- Ministry of Education Policies
POLICY	3.6 Supervision of Students and Volunteers Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC strives to deliver programs that are safe and secure for all participants. UFCC will support the goals of volunteers and students by offering support, guidance and feedback regarding their performance. At no time will a volunteer or student have direct unsupervised access of any child or group of children, nor will they be included in staffing ratios.

RESPONSIBILITY

All staff.

PROCEDURE

All volunteers and placement students (high school, college or university) will be provided with a detailed orientation by the Centre Supervisor or designate, prior to commencing their participation in UFCC program work. This orientation will include:

1. A tour of the centre and all emergency exits, fire extinguishers, staff room, staff washroom, first aid kits, schedules.
2. A review of the centre's health and safety bulletin board.
3. An opportunity to receive and review policies pertaining to behaviour guidance, fire drills, playground supervision, child maltreatment, individual anaphylaxis plans, and any other relevant information. These policies will be signed by the student or volunteer and by the Supervisor prior to commencing their participation in a UFCC program.
4. Students and volunteers will be required to provide an up to date (within 6 months) criminal reference check.
5. Students and volunteers will be required to provide up to date medical documentation of all required immunization and a clear TB skin test, and fitness to work.
6. Students and volunteers will be assigned a schedule and routine tasks and will be supervised in their duties by classroom staff members.
7. Students and volunteers will be monitored by the classroom staff as well as the supervisor to ensure compliance with UFCC policies and procedures.

Policy Attachments: N/A