Policy for the Supervision of Volunteers and Students in School Age Child Care Programs

Principle
The YMCA is an association of volunteers and professionals whose purpose is to offer people opportunities for personal growth and service to others.

Roles and Responsibilities of School Age Child Care Team
Volunteers and students will begin their placements after participating in a successful interview and providing all necessary paperwork/documents. The Coach will ensure that volunteers complete an application form, and that all paperwork including references are provided and that they participate in orientation training prior to commencing their volunteer/student obligations. It will be the responsibility of the Coach to ensure a Educator is assigned to supervise and mentor the volunteer/student placement. Placement in the School Age or preschool child care program is dependent on the candidate's ability and suitability to the program as well as certification and/or qualifications.

Supervisors shall ensure that:

- Volunteers under the age of 16 will be placed only if they have completed or are registered in a YMCA leadership training program (Babysitters Course, LIT, Aquatic Advanced Training) and must have permission from parent/guardian;
- Volunteers and students are orientated to the YMCA and their placement position before the placement begins;
- Non-member volunteers will be allowed access to the facility on the day(s) they volunteer;
- All volunteers are subject to a probation period of six months. They are to receive regular evaluations and feedback over this period and annually thereafter;
- YMCA volunteers give freely of their time and are not rewarded through monetary or membership incentives. In return for a volunteer's valuable time, the YMCA will provide ongoing training in their specialty area, annual recognition and support;
- At no time will a student and/or volunteer be left alone with a child;
- Students and volunteers are not counted in the Educator ratios;
- No child shall be supervised by a person under 18 years of age;
- Only YMCA employees will have direct, unsupervised access to children;
- Volunteers and students are required to follow the policies and practices established by the association;
- Individual plans for children with anaphylaxis and all emergency procedures will be reviewed by volunteers and students before they begin their placement and at least annually afterwards;
- Behaviour Management policies and procedures are reviewed with volunteers and students before beginning their placement and at least annually afterwards;
- All volunteers/students will be introduced to the YMCA Child Guidance and Child Protection policy and are required to prove their understanding and agreement to follow it to the best of their ability;
- This policy is reviewed with volunteers and students before they begin providing any care or guidance and at least annually afterwards;
- This policy is reviewed with new employees before they begin their employment and at least annually afterwards.
Orientation Procedure for Volunteers and Students

Orientation procedures for volunteers and students will include the following:

- Will have a tour of the facility and meet the Educator.
- Will read and sign off on all policies and procedures and program philosophy.
- Will review anaphylaxis and emergency procedures and/or needs of individual children.
- Will be trained in all Health & Safety procedures.

Expectations of Volunteers and Students

Field placements and volunteering give an opportunity to learn through experience. It allows volunteers and students to apply basic principles and techniques for guiding and nurturing young children. While on a placement, volunteers and students will be required to be on time each day, dressed appropriately and will be expected to follow the guidelines of the Ministry of Education and the YMCA School Age Policies and those of the Association, which will be read and signed prior to beginning a placement. If unable to attend a placement on any given day, or if a volunteer will be late, it is expected that the individual notify the centre Coach, prior to the start of the shift. A termination of placement can result if absent for more than 3 days without a doctor’s note or if a volunteer is frequently late, un-prepared to perform your daily tasks and responsibilities or if policies are not followed.

The following is a list of items that need to be provided before the first day of all placements:

- Criminal Record Check (does not apply to high school students under 16 years of age)
- Proof of immunization and 2 step TB test
- The name and phone number of at least one emergency contact
- A letter of introduction with a current picture to post at the centre
- Any certifications or letters of reference
- All forms required to be signed and reviewed with the Coach from your program

Confidentiality Policy for Volunteers and Students

- YMCA volunteers and students will keep the written personal records of the children confidential.
- YMCA volunteers and students will not disclose publicly, whether in writing or orally any information about a child or family in our program.
- YMCA volunteers and students can only discuss a child’s activities/progress with the child’s parents, not other parents.
- All volunteers and students shall read and sign the YMCA Confidentiality Form before commencing employment or placement.
YMCA Volunteer/Student Checklist
The following information must be included in the volunteer/student package prior to placement. All information must be returned to Human Resources.

- Completed YMCA Application Form signed by the applicant
- Documented references and responses
- Credentials, certifications
- Proof of Immunization
- Volunteer Offer of Placement letter (for volunteers only)

Policy Sign Off:

The following documents are to be reviewed with and provided to each volunteer:

- Child Guidance and Child Protection Policies – sign off sheet to be submitted with package
- Behaviour Management Policies – sign off sheet to be submitted with package
- Individual Plans for Children with Anaphylaxis and all Emergency Procedures – submit sign off sheet
- Playground Policy - sign off sheet to be submitted with package
- Educator Policy Manual – sign off sheet
- Confidentiality Form
- Human Resource Policy Manual – ensure copy of manual is provided
- Volunteer Orientation Guide – ensure copy of manual is provided

Legislated Requirements:

- Bill 168 Sign off Sheet
- Child Abuse Protocol Sign off Sheet
- WHMIS – ensure Educator/volunteer completes the self-directed WHMIS training and a hard copy of test results is attached
- Vulnerable Sector Screening (CRC) Issue date must be within 6 months of start date

If the volunteer/student is waiting for a report to be processed by their local police authority, the volunteer/student is not eligible to commence placement unless a Waiver Form confirming the process has been initiated and a photocopy of the official receipt issued by the local police service is provided.
VOLUNTEER WITH SCHOOL AGE CHILD CARE, KINDERCARE, VIRTUAL YMCA, & DAY CAMP!

Thank you for considering a YMCA Volunteer Opportunity. The YMCA believes that people enrich their own lives when they enrich the lives of others. All YMCA endeavors involve a partnership of volunteer and Educator teams dedicated to creating healthy communities where individuals and families have opportunities to reach their potential.

PLEASE PRINT:
First Name: ____________________________ Last Name: ____________________________
Date of Birth: ____________________________ Email: ____________________________
Address: ____________________________ Home Phone: ____________________________
City and Province: ____________________________ Work Phone: ____________________________
Postal Code: ____________________________ Cell Phone: ____________________________
Best Time To Contact You: ____________________________ Preferred Method of Contact: ____________________________

Are you legally eligible to work in Canada?  □ YES  □ NO
Are you over 18 years of age?  □ YES  □ NO

Please check how you learned about volunteering at the YMCA SACC Program?
□ Member  □ YMCA  □ YMCA Educator/Volunteer  □ Other: ____________________________

Please check the time(s) you are available to volunteer:
□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ PA DAYS
□ MORNING □ MORNING □ MORNING □ MORNING □ MORNING □ MORNING □ MORNING □ MORNING
□ AFTERNOON □ AFTERNOON □ AFTERNOON □ AFTERNOON □ AFTERNOON □ AFTERNOON □ AFTERNOON □ AFTERNOON

Mornings 7:15 – 9:00am / Afternoons Bell Time – 6:00pm / PA Days/March Break/December Break 8:30am – 5:00pm

Please check which description(s) fits your current status:
□ Employed Full Time  □ Student Full Time  □ Retired  □ Stay at home Parent
□ Employed Part Time □ Student Part Time  □ Other: ____________________________

Please check what areas/programs are of interest to you (you may check more than one box)
□ Advisory – Volunteers who program leadership in advising the YMCA regarding important issues and overall direction; people meeting a goal, providing advice or feedback, usually in a group setting (ex. SACC Parent Advisory Committee)
□ Program – Volunteers working in program delivery or working to support program delivery (ex. Virtual Y, School Age Child Care, Kindercare, Day Camp)
□ Philanthropy – Volunteers who raise funds on behalf of the YMCA through individual campaigning/storytelling and members of various campaign cabinets and committees (ex. Storytellers, Strong Kids, Capital Campaign)
□ Policy – Members of the Board of Directors and/or Board Committees

Please refer to www.ymcahbb.ca for specific job descriptions

Please note: Due to the specialized nature of some YMCA Volunteer Positions, specific eligibility criteria will be applicable.
Current or Past Volunteer Experience / Training, Certification and/or Education (related or other):

___________________________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________________________

Please share some of your personal reasons for becoming a YMCA Volunteer and what you hope to gain from the experience.

___________________________________________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________________________________________

References: (minimum of 2)

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<tr>
<th>Name</th>
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Consent to Collection and Disclosure:
I understand that the YMCA will be collecting, creating, using and disclosing my personal information for the purpose of establishing and managing a volunteer relationship.
I consent to the YMCA doing so, and I also consent to the collection and use of my personal information in order to ensure the safety of YMCA participants, for statistical purposes, and to inform me about YMCA programs and services.
I consent to the release of my name and address to the YMCA’s Financial Development Department to further the YMCA’s philanthropic activities. I also consent to the use of any photographs which may be taken to be used by the YMCA in any local or national print or promotional production material.
All volunteers must complete a medical form and policy review prior to starting.

IF YOU ARE OVER 16, A current criminal reference check issued within six months of the start of a volunteer placement is a condition of volunteering with the YMCA. As per YMCA policy, the YMCA also reserves the right to request future subsequent reports. Subsequent report requests will be paid for by the YMCA.

Applicant’s Signature __________________________ Date __________
Parent/Guardian’s Signature (required if under 18 years) __________________________ Date __________

Brantford Family YMCA SACC
143 Wellington St
Brantford, ON N3S 3Y8
519-752-6568 ex. 114

Hamilton Downtown Family YMCA SACC
79 James St S
Hamilton, ON L8P 1C2
905-317-4916

Ron Edwards Family YMCA SACC
500 Drury Lane
Burlington, ON L7R 2X2
905-632-5000 ex. 6236

Or email your application along with your preferred volunteer location in the subject line to saccjobs@ymca.ca

OFFICE USE ONLY

Date received: __________________________ Date Contacted: __________________________
Notes: __________________________
Educator Forwarded to: __________________________ Date Contacted: __________________________

Building healthy communities
The Policies and Procedures listed below are the most current and will be reviewed prior to employment and at least annually thereafter.

☐ Request for Time Off  ☐ Confidentiality (Privacy Act)
☐ Communication (including Exchange of Information Form)  ☐ Serious Occurrence
☐ Enhanced Serious Occurrence  ☐ Accident / Incident Reporting
☐ Record of Accidents / Incidents  ☐ Impaired Parents
☐ Supervision of Children  ☐ Missing Child
☐ Parental Access to Children in our Program  ☐ Emergency Evacuation Procedure
☐ Record of Visitors  ☐ Second Person on Site
☐ The Safe Schools Act  ☐ Contagious Diseases
☐ Administration of Drugs  ☐ West Nile
☐ Sun Safety, Sunscreen and Insect Repellent  ☐ Smoking
☐ Allergies  ☐ Anaphylaxis and Epi Pen
☐ Sanitary Practices / Universal Precautions  ☐ Water Flushing Policy
☐ Behaviour Guidance Policy  ☐ Contravention
☐ Playground Safety  ☐ Volunteers and Student Placements
☐ Nutrition and Snacks  ☐ Diet, Rest and Exercise
☐ Electronics  ☐ Programming
☐ Attendance  ☐ Sign In / Sign Out
☐ Inclement Weather  ☐ Fire Drills
☐ Late Fee  ☐ Daily Logs
☐ PA Days / Christmas Break / March Break  ☐ Bagged Lunches
☐ Petty Cash / Corporate Accounts  ☐ Timesheets
☐ Change of Status

Mandatory Human Resources Policies
☐ Bill 168 – Workplace Violence and Harassment  ☐ Child Protection Policy
☐ AODA  ☐ Slips, Trips and Falls

I have read and understand the following Policies and Procedures:

Print Name _______________________________ Signature _______________________________ Date _______________________________

Reviewer’s Signature _______________________________ Date _______________________________