### Purpose

The Salvation Army London Village Day Nursery values the support of volunteers in our childcare program.

Some of the volunteers in our program are long-term with regularly scheduled hours on an ongoing basis. Some of the volunteers in our program are short-term such as a parent accompanying us on a field trip. Because of this, the type of orientation will be set dependant on the type of work assignments and the length of the volunteer placement. For example, someone working in our kitchen would need an orientation that focuses on cleaning practices, and health and safety while someone assisting in a specific program might require a full orientation.

Both types of volunteers however, would require review of the mission statement, confidentiality, length of lunch and breaks, cell phone usage, appropriate dress code, lines of communication, who to call in regard to absence, to name a few.

### Policy

Volunteers must present their criminal reference check and vulnerable sector check for volunteers in order to begin their placement. The child care program will retain a copy for our records. Additionally the volunteer will need to sign a declaration form indicating there has been no criminal convictions since the date of their criminal reference check/vulnerable sector check.Volunteers must adhere to all policies and procedures in the childcare program.

Volunteers may not be counted in the staffing ratios in the child care centre.

Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of the child care centre.

 No child will be supervised by a person less than 18 years of age.

All staff, students and volunteers will receive training on the Volunteer Placement policy by the Program Director or designate and each will sign off on the training prior to their first shift. Policies will be reviewed annually thereafter by staff, students and volunteers.

### Procedure

1. Volunteers placed at The Salvation Army Village Day Nursery will be involved in an Orientation Process which *may*(\*depending on type of work and length of stay) include:
	* Review of policies and procedures in our centre

Including:

 Accessability

 Anaphylactic Policy

 Cell Phone Usage

 Code of Ethics

 Confidentiality

 Computer Usage

 Criminal Reference Check/Vulnerable Sector Check Policy

 Dress Codes

 Fire Safety/Evacuation Procedures

 Health and Safety Policies

 Inclusion

 Individual child’s allergies/food exclusions in centre

 Mission Statement

 Medication Policy

 Playground Safety Policy

 Program Statement Implementation Policy

 Prohibited Practices

 Process for Monitoring Compliance and Contraventions

 Respect in the Workplace

 Sanitary Practices Policy

 Serious Occurrence Policy

 Sleep Supervision Policy (Rest Policy)

 Smoking

 Supervision of Volunteers and Students Policy

 Staff Training and Development Policy

 Violence in the Workplace

* + Training WHMIS (on line)

Child Abuse Training (on line)

Fire Extinguisher Training (on line)

Use of an Epi-Pen (demonstration)

Accessability Training (on line)

Individual child’s allergies/food exclusions in centre

Individual Family Service Plans

* + Tour of Facility Fire Safety Plans

Fire Extinguishers

Fire Pull Stations

Electrical Panels

First Aid Kits

Health and Safety Bulletin Board

Individual child’s allergies/food exclusions in centre

Janitorial room

Eye wash station

* + Other: Use of cleaning products, review of cleaning routines

Review of the flowchart of the program outlining the communication process and expectations

Time of lunch, breaks

Review of the centres expectations in regards to absenteeism

Review of all forms and written documentation

Review of schedules, routines

Copy of staff phone number list

1. Volunteers of The Salvation Army London Village will be required to obtain and submit a Vulnerable Police Sector Check for volunteers. Any costs involved in obtaining the certificate will be reimbursed. A copy of the certificate should be forwarded to the Program Director. To ensure confidentiality, the certificate will then be placed in the individual’s file.
2. Volunteers are required to document all hours in the Volunteer Log Book.
3. Generally volunteers will be used to complete housekeeping in our centre or tasks that will assist the staff such as vacuuming, putting out cots for naptime, doing dishes, setting up our community room for any meetings. Volunteer involvement with the children applies only in the areas to which they are assigned.
4. If the volunteer services are not complimenting the overall program, or there is non-compliance with any of our policies and procedures the volunteer will be asked to withdraw their services.
5. Supervision of the volunteers will be the responsibility of the Team Leaders, Assistant Program Director or Program Director.