

<p>Section: Organizational Policies</p>	<p>Name of Policy Protocol for Resource Teachers/Resource Teacher Students in Licensed Child Care Centres Review, Monitoring and Sign off of Child Care Policies</p>

DATE:

Jan. 26/09

LATEST REVISION

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Authority:

Day Nurseries Act Reg. 262

S. 27 – Fire Safety Plan and Fire Drills

s.45, 46 and 47 – Behaviour Management Policy

Directive – Playground Policy

Directive – Anaphylactic Policy

Child and Family Services Act – Reg. 72

Duty to Report

Failure to Report Reg.

Intent:

The Inclusive Child Care Supports Committee is committed to supporting opportunities for all children to grow and develop into healthy adults through the provision of stimulating environments that promote development and pro-social behaviour. This policy is to ensure Resource Teachers/Resource Teacher Students who are on site in the child care centres, understand and follow the Operational Policies and Procedures of the child care centre they are providing services in through consultation, employment, student learning or volunteering.

Review of certain policies by all adults in the program is required and will support the centre's compliance with the Day Nurseries Act. The policies which must be reviewed include, but are not limited to:

- Fire Drill and Fire Safety Procedures
- Behaviour Management Policy which includes:
 - Techniques to guide children's behaviour
 - Measures to take when a child's behaviour is inappropriate
 - Prohibited actions
 - Contravention of the policy by an adult
 - Review of the policy by the operator and by all adults participating in the program and sign-off of all reviews
 - Monitoring of the Behaviour Management practices of all adults in the program.
- Serious Occurrence Reporting Procedure
- Duty to Report Policy
- Confidentiality Policy
- Playground Policy
- Anaphylactic Policy
- Any other policy as the Supervisor sees appropriate

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Furthermore all participants in centre must show proof of compliance with their agency Criminal Reference Check Policies and the requirements of the local Medical Officer of Health.

Policy: All individuals who are assigned to provide support to a child care centre through a Resource Teacher agency providing support services to children through resource consultation, employment and/or student learning will have to read, understand and follow the approved policies of the centres they work in. This policy is required of all centres licensed under the Day Nurseries Act and applies to any adult working in the program on a regular basis. In this manner RT's will ensure the centres they work in comply with minimum standards of the DNA with regard to policy review and sign off.

Process: When a Resource Teacher/Resource Teacher Student is assigned to support children in a licensed centre s/he is to allow time on his/her first visit to review the centre policies. S/he must review these once a year after that. There must be a written record of the review by way of signature and date of each review. This review may result in consultation on special adaptations to one or more policy in order to meet the needs of a child on the caseload. In the case of any adaptations, the Centre Supervisor must document the adaptations and the Resource Teacher must include it in her case notes.

Example:

1. The fire evacuation plan may need to identify a special method to ensure an adult is assigned to evacuate a child who is non-ambulatory or who has erratic behaviours.
2. In the case of Behaviour Management, the Resource Teacher/Resource Teacher Student must know the accepted techniques of the centre in case she needs to consult on the proper use of other options.

Some of these policies are required in all programs:

1. Monitoring of the behaviour management practices of the Resource Teachers/Resource Teacher Students by the centre supervisor or designate is required at least once a year if s/he is not there on a full time basis. This measure applies to all individuals in a centre and is to protect both the operator and the individual in the event an allegation is made. The supervisor will complete the documentation, meet with the Resource

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Teachers/Resource Teacher Students, and review the documentation. The Centre Supervisor will be responsible to keep the documentation of the monitoring and provide a copy to the Resource Teachers/Resource Teacher Students for their records.

2. The Serious Occurrence Reporting Procedure includes 8 different types of incidents that must be reported to the Ministry of Children and Youth Services by the centre supervisor as part of licensing. If they occur during specialized service directly provided by a Resource Teachers/Resource Teacher Students then the Resource Teacher must report it to her Manager and then to the Niagara Region as part of funding.
3. The Duty to Report extends to any professional working with vulnerable populations such as children, under the Child and Family Services Act.
4. The Confidentiality Policy reminds staff of the need to fully co-operate with any investigation by Children's Aid Society or the police and for discretion when discussing information pertaining to child care centres. (Under FIPPA informed parental consent is needed in order to discuss private information.)

Procedure for Sign-Off of Centre Policies:

The supervisor of the centre will ensure that the policies of the centre are reviewed and signed off on as per their centre policy:

- Resource Teachers/Resource Teacher Students must review and sign off prior to the start of their working in the centre and at least annually thereafter
- A written record of each review is to be kept in the centre and written documentation given to the Resource Teachers/Resource Teacher Students for their records. It must contain the date of the review, the signature of the Resource Teachers/Resource Teacher Students and the person who participated in the review.

Procedure of Behaviour Management Monitoring by Centre SUPERVISOR

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The Child Care Centre Supervisor or designate will monitor in writing the Behaviour Management Practices of all Resource Teachers/Resource Teacher Students and Resource Teacher students. This record is to include samples demonstrating compliance with the Behaviour Management Policy of the centre. Any non-compliance will be written as a contravention (see next section). The Supervisor will ensure that written monitoring of the behaviour management practices of the individual(s) is completed within the first three months of assignment and at least annually thereafter. Documentation of the monitoring will be given to the Resource Teachers/Resource Teacher Students. The record is to be kept for at least 2 years by the child care centre.

Procedure for Handling Allegations of Abuse, Allegations of Behaviour Management Contraventions, and any other complaints related to a Resource Teacher/Consultant or Resource Teacher Student

The Child Care Centre Supervisor will immediately document the allegation and determine if it is abuse and therefore reportable to the Family and Children’s Services, Niagara (FACS, N).

1. If the allegation is reportable then the FACS, N Intake will be called and the staff will fully co-operate with the investigation.

A Serious Occurrence Report will be completed for the Ministry by the centre supervisor. If appropriate the Resource Teachers/Resource Teacher Students will be removed from that centre or all centres for the duration of the investigation.

Once FACS, N is involved and approves, the supervisor can notify the Resource Teacher Manager or Niagara College placement officer and ask that the Resource Teacher or Resource Teacher student be removed from the centre for the duration of the FACS, N investigation.

It is important that either the NFACS or Police conduct the investigation before anyone is alerted so that the investigation is not compromised.

2. If the allegation is not reportable the supervisor will investigate the allegation and will notify the Resource Teacher agency contact or the placement officer of the College.

The investigation will be documented in writing and sent to the agency contact and/ or the placement officer.

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A Serious Occurrence shall be completed and sent to the Ministry of Children and Youth by the centre supervisor. The manager of Children's Services, Niagara Region will be informed by the Resource Teacher agency.

When the allegation is fully reviewed, the Supervisor will meet with representatives of the Resource Teacher agency or educational institution to determine next steps.

Failure to report any type of abuse or suspected abuse is a serious offence and subject to a fine of up to \$1,000. Both centre staff and RT agency staff are bound by this Act.