MONITORING COMPLIANCE AND CONTRAVENTION OF POLICIES, PROCEDURES & INDIVIDUALIZED PLANS

Manual:	Child Care Centres	POLICY #:	**4.13**
Source:	*O. Reg. 137/15, s.6.1*	Section:	Program Administration
Replaces Policy Dated:	new	Approval/Revision Date:	September 14, 2017

POLICY

Network shall ensure all policies, procedures, and individualized plans required under Ontario Regulation 137/15, s.6.1, are reviewed, implemented, and monitored for compliance for all child care staff, students and volunteers as required by the Child Care and Early Years Act, 2014 (CCEYA), according to policy details below.

POLICY DETAILS

1. Network's Site Supervisor shall ensure that all policies, procedures and individualized plans required under Section 6.1 of the CCEYA are reviewed and implemented in each child care program as follows:
   a. With all child care staff members, before they begin employment with Network, and at least annually thereafter or when changes are made to a policy, procedure, or individualized plan.
   b. With all volunteers and placement students who will interact with the children enrolled in any of Network's child care programs, before they begin participating in the child care program and at least annually thereafter or when changes are made to a policy, procedure, or individualized plan.

2. Network's Program Manager shall ensure that all policies, procedures and individualized plans required under Section 6.1 of the *CCEYA* are reviewed with the Site Supervisor before they begin their employment and at least annually thereafter or when changes are made to a policy, procedure, or individualized plan.

Records of Review

1. The Site Supervisor shall ensure that a record is made of the policy, procedure, and individualized plan review on Network's *Policy Review Record Form (Form 5.61) with* the date of each review, and signed by the person who conducted (i.e. Site Supervisor) or participated (i.e. staff, student, volunteer) in the review.
   a. Network's respective Program Manager shall ensure that a record is made of the policy, procedure and individualized plan review for the Site Supervisor, on Network's *Policy Review Record Form (Form 5.61)* with the date of each review, and signed by the person who conducted the or participated in the review (i.e. Site Supervisor).

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MONITORING PROCESS FOR POLICY, PROCEDURES AND INDIVIDUALIZED PLANS COMPLIANCE AND CONTRAVENTION

Monitoring Child Care Staff

Child care staff members are expected to comply with Network's stated policies, procedures and individualized plans as a condition of their employment with Network. Compliance with policies, procedures and individualized shall be observed and monitored on an ongoing basis by the Site Supervisor. Registered Early Childhood Educators (RECE) shall have joint responsibilities to observe and monitor the staff members in their respective program rooms for policy, procedure and individualized plan compliance on an ongoing basis.

Network's *Monitoring Compliance and Contravention of Policies, Procedures and Individualized Plans (Form 5.62)* shall be completed by the Site Supervisor or RECE who makes an observation of non-compliance, on an ongoing basis throughout the calendar year and by the d of June and December of each year, to record observations of compliance and non-compliance of policies, procedures and individualized plans.

Monitoring and Non-compliance Issues Pertaining to Students and Volunteers

Students and volunteers are expected to comply with Network's stated policies, procedures and individualized plans as a condition of their participation in the child care program. The Site Supervisor shall delegate a Network staff member to monitor each student and volunteer and their compliance to stated policies, procedures or individualized plans.

Network's *Monitoring Compliance and Contravention of Policies, Procedures and Individualized Plans (Form 5.62)* shall be completed by the Site Supervisor or delegated staff every three months, by end of March, June, September, and December of each year, to record the monitoring and compliance of policies, procedures and individualized plans of students and volunteers.

Any student or volunteer who is found to be in non-compliance shall be immediately removed from the child care program, until a thorough investigation is conducted.

Upon completion of a thorough investigation, a corrective action plan shall be developed by the Site Supervisor or depending on the nature of the non-compliance, participation in Network's child care program may be terminated without notice.

CONTRAVENTION AND NON-COMPLIANCE TO POLICY, PRACTICES AND INDIVIDUALIZED PLANS

Staff who are noted as non-compliance to policy, practices and individualized plans will be handled on a case by case basis, depending on the potential risk to the health and safety of the children in care.

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1. Non-compliance to policy, procedures, and individualized plans shall be brought to the immediate attention of the Site Supervisor. The Site Supervisor shall document the non-compliance issues, with dates, specific details, and any input from other staff, children or parents.

2. The Site Supervisor shall inform the respective Program Manager of the non-compliance issues.
   a. Non-compliance issues pertaining to a Site Supervisor shall be thoroughly investigated and documented by the Program Manager, and Network's Executive Director, if necessary.
   b. Any non-compliance pertaining a Program Manager shall be reported to and investigated by Network's Executive Director.
   c. Any non-compliance pertaining to Network's Executive Director shall be thoroughly investigated and documented by the President of Network's Board of Directors.

3. Non-compliance of policy, procedures and individualized plans are addressed on a case by case basis, depending on the issue, the non-compliance details as stated in the respective policy, procedure or individualized plan, and the seriousness of the non-compliance.

4. Network's Progressive Discipline Policy (HR-6-120) shall be followed for all Network staff members for non-compliance issues.

5. Depending on the nature of the non-compliance issue, the Site Supervisor shall collaborate with the Program Manager and staff member to ensure the policy, procedure or individualized plan is understood and a corrective action has been implemented. Corrective action may include, but not limited to additional staff training or professional development, workplace training (i.e. mentoring, job shadowing).

6. Staff members who have contravened a policy and, after a thorough investigation, remain participating in the child care program, may be placed on a probationary period until they can demonstrate consistent policy compliance. The staff member shall be regularly monitored on an ongoing basis by the Site Supervisor, and a senior designated RECE. The Site Supervisor shall maintain a dated record of any observations related to the non-compliance issue including the observations of corrected action, any additional observations of non-compliance, and the need for additional training or professional development.

7. Any additional non-compliance shall be handled according to Network's Progressive Discipline Policy.

8. All documentation of non-compliance shall be retained and secured in the

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employee's confidential personnel file.

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