



STUDENT POLICIES AND PROCEDURES (B)



June 2019

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STUDENTS POLICIES AND PROCEDURES

CATEGORY: RECRUITMENT

POLICY # B1.01 – STUDENT RECRUITMENT

PAGE: 1 of 1

ATTACHMENTS:

APPROVAL DATE: 01.24.2019

REVISION DATE:

PROCEDURE APPROVAL DATE: 01.24.2019

REVISION DATE:

AUTHORIZATION: Executive Director

POLICY:

The Association will recruit Students to provide additional support and possible connections for the people it supports and to assist in special events or circumstances.

PROCEDURES:

1. Students will be recruited from within the community and surrounding area through educational institutions.

STUDENTS POLICIES AND PROCEDURES

CATEGORY: RECRUITMENT

POLICY # B1.02 – AGE**PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure Students are over the age of 18 years. In the event there is a student under the age of eighteen years' special consideration may be given.

PROCEDURES:

1. All students must be over the age of eighteen.
2. The Executive Director must approve students under the age of eighteen.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: RECRUITMENT****POLICY # B1.03 – SCREENING STUDENTS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All students will be required to complete the interview process; this will include meeting all regulatory expectations.

PROCEDURES:

1. Students will be screened and approved by the Community Service Manager.
2. Students will be screened after they have been interviewed, signed an Agreement of Confidentiality form and supplied three references.
3. A Vulnerable Sector Criminal Reference Check will be completed, before commencement of student placement.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: RECRUITMENT****POLICY # B1.04 – VULNERABLE SECTOR CHECK****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

Students must have a Vulnerable Sector Check completed prior to commencement of any student placement.

PROCEDURES:

1. All students applying to the Association will complete a Vulnerable Sector Criminal Reference Check, before any orientation begins.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: ORIENTATION AND TRAINING****POLICY # B2.01 – ORIENTATION****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All students will participate in the Association's orientation training and will complete all legislative training requirements prior to commencement of volunteering.

PROCEDURES:

1. The Association will provide, to all students and volunteers, an orientation to the Association and to the Service of interest. An orientation checklist will be reviewed and signed off. The checklist must include the Risk and Cautions binder.
2. Mandatory and relevant training will be provided, including abuse training.
3. All pertinent Policies and Procedures and Guidelines will be reviewed and signed off.
4. The student will be assigned a Facilitator 1 to oversee and provide guidance and review of expectations in the service.
5. The Service Manager will review with the student and the staff involved the expectation of duties, responsibilities and supervision.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: ORIENTATION AND TRAINING****POLICY # B2.02– CONFIDENTIALITY****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure all students understand the importance of their role in confidentiality and have signed a Confidentiality form.

PROCEDURES:

1. All students are required to sign an Agreement of Confidentiality pursuant to their active involvement with the Association.
2. Students may have access to Individual's files, on a need to know basis only and with the written permission of the person supported. The files will only be reviewed under the direct supervision of the Facilitator 1 assigned to the student or Community Services Manager.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: ORIENTATION AND TRAINING****POLICY # B2.03 - ACCOUNTABILITY****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

All students will have a schedule of when they will be in the Service.

PROCEDURES:

1. The Facilitator 1 assigned to the student and or Community Service Manager will meet regularly with the student to review activities, provide support and offer guidance.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: ORIENTATION AND TRAINING****POLICY # B2.04 – ACCEPTANCE OF FAVOURS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association does not approve of any gifts or favours given to students from the people supported.

PROCEDURES:

1. A student shall not demand money, gifts or favours, from people supported.
2. In the event that a student is receiving gifts or favours from people supported the student's placement may be terminated.

STUDENTS POLICIES AND PROCEDURES

CATEGORY: TRANSPORTATION**POLICY # B3.01 – USE OF ASSOCIATION VEHICLES****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

In the event the student is involved with a service that has a vehicle available for use, the student must be over the age of 25 and with a full G licence, may be permitted use of the vehicle when accompanied by a staff person or a person supported.

PROCEDURES:

1. Students, over the age of 25, are permitted to drive the Association vehicles.
2. The student must complete the Driver and Insurance Record form.
3. The student must provide proof of a current valid G driver's license.
4. A copy of a current driver's license will be kept on file.

STUDENTS POLICIES AND PROCEDURES

CATEGORY: TRANSPORTATION

POLICY # B3.02 – USE OF PERSONAL VEHICLE**PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure all students have appropriate insurance coverage on personal vehicles before transporting any person supported in their vehicle.

PROCEDURES:

1. The student must be 18 years of age with a valid G driver's licence.
2. Before driving the student must complete the Driver and Insurance form.
3. Mileage may be paid as per the Associations current pay rate for kilometers expense. All kilometer expense forms must be pre-authorization, in writing, from the Community Services Manager.
4. Students must review insurance coverage with their insurance agent, notifying them that individuals with a developmental disability may be transported in their vehicles.

STUDENTS POLICIES AND PROCEDURES

CATEGORY: REMUNERATION**POLICY # B4.01 – REIMBURSEMENT OF EXPENSES****PAGE: 1 of 1****ATTACHMENTS:****APPROVAL DATE: 01.24.2019****REVISION DATE:****PROCEDURE APPROVAL DATE: 01.24.2019****REVISION DATE:****AUTHORIZATION: Executive Director**

POLICY:

The Association will provide remuneration only with prior approval of the expense. Students will be encouraged to assist people supported to be involved in activities that are free or of minimal cost.

PROCEDURES:

1. Students will receive an orientation on geared income of the people supported by the Association; this will assist with an understanding of why it is important to be involved in no cost events and activities.
2. Reimbursement shall be made for expenses, which have been previously approved by the Community Service Manager.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: SAFETY AND SECURITY****POLICY # B5.01 – ACCESS TO ASSOCIATION’S BUILDINGS****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will not provide students with keys or codes to association buildings, unless for a time targeted event or time.

PROCEDURES:

1. Students will not be issued keys or codes to any association buildings.
2. In the event that a student is issued keys and/or a code, a written agreement with time lines will be developed explaining the reason for the issuing of keys.

STUDENTS POLICIES AND PROCEDURES**CATEGORY: SAFETY AND SECURITY****POLICY # B5.02 – INSURANCE COVERAGE****PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The educational institution shall cover the insurance for all facilitated placements.

PROCEDURES:

Managers are to ensure that the educational institution is aware that they must provide insurance coverage for their student while on placement.

STUDENTS POLICIES AND PROCEDURES

CATEGORY: SAFETY AND SECURITY

POLICY # B5.03 – HEALTH AND SAFETY**PAGE:** 1 of 1**ATTACHMENTS:****APPROVAL DATE:** 01.24.2019**REVISION DATE:****PROCEDURE APPROVAL DATE:** 01.24.2019**REVISION DATE:****AUTHORIZATION:** Executive Director

POLICY:

The Association will ensure students are trained in the environment they are placed on safe practices and are aware of all potential risks to themselves and the people supported.

PROCEDURES:

1. Student involvement with Individuals on a 1:1 basis will be determined by the risk assessment of the persons they will support.
2. Students will receive orientation on the location of First Aid kits and safety practices within Association services.
3. Students will be provided appropriate assignments that do not require supporting Individuals one to one with medical/behavioural restrictions.
4. Students will ensure safe practices are followed and adhered to at all times.
5. Students will participate in all training recommended regarding safety.
6. Students will review and sign off all Health and Safety Policies.
7. Students will review and sign off the Associations Abuse Policy.
8. No student or volunteer will be considered as part of the ratio for activities that involve an element of risk (i.e. lunch monitoring, outings).