



Staff Screening Policy and Procedures

Each candidate for employment and/or existing permanent educator of Waterloo Co-operative Preschool will be screened. Screening questions are asked prior to an interview to determine suitability and if they have the qualifications needed for an interview. Staff members employed by the Preschool will also be responsible for submitting the required material and personal and professional references. A Vulnerable Sector Check will not be solely relied on for a successful application. Candidates will be required to fill in our Staff Application form, interview questions, and provide several references, both personal and professional.

R.E.C.E.

Each candidate for an educator, supply or support position will be a Registered Early Childhood Educator whenever possible, and is required to have an up-to-date First Aid certification with CPR, and up-to-date immunizations.

Interview

Each candidate for employment will be interviewed by members of the Hiring Committee of the Board of Directors and/or Supervisor, as required. All potential candidates will complete the orientation video and orientation questionnaire as part of the screening process to determine understanding of the policies and procedures and expectations. An in-class portion of the interview during regular class time is evaluated for suitability for employment. A history of each staff person's past addresses will be collected in their application and kept on file on their staff application form and. Questions around respectful boundaries/conflicts of interests are monitored during the interview process.

References

Each candidate for employment will submit a resume, 2 professional references and 1 personal reference to the Hiring Committee or Supervisor. References will be contacted directly by the supervisor or member of the Hiring Committee, and an Offer of Employment will be contingent on positive reports from these references and a copy of the responses kept in the staff file.

Probationary Period

Each candidate for employment will successfully meet the requirements of a probationary period. At the end of that three-month period, a probationary performance evaluation will be completed and approved by the President and/or Supervisor. The probation period may be extended for another 3 months based on performance reviews. Upon completion of an acceptable probationary performance evaluation, permanent status will be offered. These evaluations will be kept as part of the personnel

file.

TB Test

Each staff person employed by the Preschool will submit the negative results of a Tuberculosis (TB) skin once before working for the first time and any time after being exposed to TB going forward, or, if told to test by Public Health based on the questions in the Staff Health History form provided by Waterloo Public Health.

Immunization Record

Each staff person will submit an up-to-date immunization record. These medical forms will become a part of the personnel file and be maintained in their staff file in the locked filing cabinet. Staff are responsible for keeping their immunizations up to date and updating their file as needed.

Vulnerable Sector Check

Each staff person employed by the Preschool will initially have a Vulnerable Sector Check (VSC) completed prior to employment. Staff will send the receipt of application to the Supervisor within 24 hours of receiving. Once the completed VSC has been received, staff will send this to the Supervisor within 24 hours. Staff cannot be left alone with a child until the full screening process has been completed. Once received, the record will be checked as being acceptable or not acceptable. Although a clear VSC is a good indicator, it is not solely used for determining screening of candidates.

If a VSC report is deemed not acceptable or an offense is committed between annual declarations, it will be grounds for immediate dismissal of the staff person.

A Vulnerable Sector Check will be completed subsequently every five years for both permanent and supply staff. Any cost involved with obtaining this check will be the responsibility of supply staff but is paid for permanent staff by the Preschool. An annual declaration is signed by each staff person's anniversary date indicating no new offenses have taken place.

Offer

Staff are often offered supply work initially to see how they fit within the structure of the Preschool. Future employment may be offered. Support roles may also be assigned. An Offer of Employment will be provided in writing contingent on providing all required information, references come back positive, an acceptable Vulnerable Sector Check is presented, and the staff is found to be complementary to the needs of the Preschool.

Performance Evaluation

Each staff person employed by the Preschool will participate in a performance evaluation at least once per school year. Evaluations will be signed by both the staff person and the President, and the original will become a part of the personnel file and kept in the staff file on site in the locked filing cabinet. The Child Guidance and Program Statement Review form will be completed periodically throughout the year by the Supervisor, and goals set based on both performance evaluations. Touch

base meetings will be done periodically involving staff and the Supervisor and Assistant Supervisor. The College of ECE website, College of Social Workers and social service workers website, and the Ontario College of Teachers will be checked annually to confirm that the ECE or other professional is in good standing by the Supervisor. Contracts are renewed annually if mutually agreeable. Support contracts are renewed based on the program qualifying for funding from the Region. All support and supply staff are supervised and evaluated by the Supervisor.

References: Staff Development Policy, Orientation video and questionnaire, Staff application form, staff intake form, interview questions, professional reference checks, Vulnerable Sector Check requirements, first aid, immunization.

Revised: February 29, 2024 by Britney Stewart (Administrator)

Approved By: Meghan Burns Dolson (Operations Officer) on March 8, 2024

Seconded By: Taylor Marskell (Communications Officer) on March 8, 2024