

Protocol for Working with Children and Child Care Providers

Having an opportunity to work with children and child care providers offers you a unique learning experience, but it also requires you to be responsible to a specific protocol.

It is expected that you familiarize yourself and discuss with your teacher the protocol outlined for each area. It is also expected that you follow these protocols while working with children, families, and child care providers.

Confidentiality

You will have access to private and privileged information regarding children and their families, as well as child care providers.

It is your responsibility to do the following:

- Share this information only with your teacher and appropriate child care providers.
- Refrain from spreading rumours about the children, families, or child care providers.
- Bring concerns, if you have any, to the attention of your teacher.
- Ask the child care provider's permission prior to observing the provider when such observation is part of a learning activity.
- Ensure that permission has been obtained from a child's parent or guardian **prior to** observing the child as part of a learning activity.
- Conceal the specific names of children, family members, and child care workers in learning activities.
 - When referring to a child, use the child's first initial (e.g., Tara Fox = T).
 - When referring to a child's family member, use the child's initial and the family member's relationship with the child (e.g., T's mom).
 - When referring to a child care provider, use "child care provider."

Punctuality and Attendance

You are expected to be on time to the child care program. If you need to be late or are unable to attend, it is your responsibility to inform the appropriate people.

Appearance and Hygiene

The following are your responsibilities:

- Familiarize yourself with and follow the child care program's dress code. For example, you will need to know whether you need indoor and outdoor shoes, are allowed to wear

jeans, are allowed to wear a T-shirt with a slogan, and so on.

- Know if any children, family members, or child care providers have allergies to specific foods, perfumes, and odours.

Professionalism

It is your responsibility to become familiar with and to follow the policies, regulations, and procedures of the child care program.

You should first take responsibility to deal with any problems that may arise. If you need assistance dealing with a problem, contact your teacher.

Discuss all plans and/or ideas you have with the appropriate staff in the child care program prior to following through on your plan or idea. This includes meeting the requirements of your learning activities.

You may experience different philosophies and practices in the child care program than those taught in the Early Learning and Child Care courses. It is your responsibility to raise concerns you have with your teacher.

This document has been adapted with permission from Protocol for Childhood Studies Students, Childhood Studies Department, Keyano College.