

08 Staff, volunteers and students procedures

08.02 Deployment of volunteers and parent/carers helpers

Volunteers and parent/carers helpers are always under the supervision of a permanent member of staff at Little Doves Christian pre-school. They are not included in staff ratios or as the members of staff needed on the premises before children are admitted in the morning or at the end of the day.

- The pre-school manager ensures that volunteers and parent/carers helpers are deployed to assist permanent staff.
- Volunteers and parent/carers helpers assist staff in ensuring that the equipment in their designated area is used appropriately and that it is left tidy at the end of the session.
- Volunteers and parent/carers helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent/carers helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent/carers helpers do not have unsupervised access to children; they do not take them into a separate room for an activity or toileting and do not take them off premises.
- Volunteers and parent/carers helpers are deployed in addition to two members of staff in the garden/outdoor area when in use.
- The pre-school manager can direct volunteers and parent/carers helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent/carers helpers focus their attention to children at all times.
- Volunteers and parent/carers helpers do not spend time in social conversation with colleagues while they are with the children.
- Volunteers and parent/carers helpers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient volunteers and parent/carers helpers are available to support staff at story times.