

Chard NNI & Schools Out

Internal procedures – Deployment of volunteers



Volunteers and parent helpers are always under the supervision of a permanent member of staff. They are not included in staff ratios. All Volunteers will complete a full induction prior to starting; this includes a DBS.

- The manager ensures that volunteers and parent helpers are deployed to assist permanent staff and are directed to their work area by senior members of staff through the staff deployment rota.
- Volunteers and parent helpers assist designated members of 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 helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent helpers do not have unsupervised access to children – they do not take them into a separate room for an activity and do not take them off premises
- Volunteers and parent helpers are deployed in addition to two members of staff in the garden when in use.
- The senior practitioner can direct volunteers and parent helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent helpers focus their attention to children at all times.
- Volunteers and parent helpers do not spend time in social conversation with colleagues while they are working with children
- Volunteers and parent 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 helpers are available to support staff at story times.

