

## 08 Staff, volunteers and students procedures

### 08.02 Deployment of volunteers and parent/carer helpers

Volunteers and parent/carer helpers are always under the supervision of a permanent member of staff.

- The pre-school manager ensures that volunteers and parent/carer helpers are deployed to assist permanent staff.
- Volunteers and parent/carer 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/carer helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent/carer helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent/carer 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/carer 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/carer helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent/carer helpers focus their attention to children at all times.
- Volunteers and parent/carer helpers do not spend time in social conversation with colleagues while they are with the children.
- Volunteers and parent/carer 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/carer helpers are available to support staff at story times.