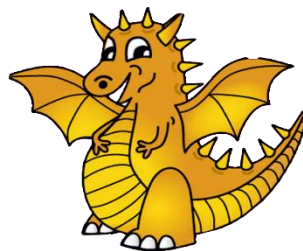




Wessex
Learning Trust
We Learn Together!

Early Years: Deployment of Volunteers and Parent/Carer Helpers



Date approved by Trust Board: September 2024
Review Date: September 2027

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Wessex Learning Trust

Deployment of Volunteers and Parent/Carer Helpers

This policy will be reviewed by the Board of Trustees every three years.

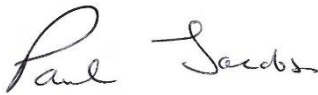
A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, looped initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2024

A handwritten signature in black ink that reads "Paul Jacobs". The signature is written in a cursive style with a large, looped initial 'P'.

Signature:

Name: Mr Paul Jacobs

Position: Chair of the Board

Date: 01/09/2024

1. Introduction

1.1 This policy gives details of how volunteers and parent helpers will be deployed to support our learners in our pre-school settings.

1.2 This policy should be read in conjunction with the following safeguarding policies and guidance:

- Wessex Learning Trust Safeguarding and Child Protection Policy
- Wessex Learning Trust Safer Recruitment Policy
- Wessex Learning Trust Dealing with Allegations Against Staff Policy
- Wessex Learning Trust Volunteer Policy
- Wessex Learning Trust Safeguarding Statement
- Keeping Children Safe in Education (Department of Education publication)

2. Deployment of Volunteers and Parent/Carer Helpers

2.1 Any volunteer or parent helper will undergo the relevant safeguarding checks before commencing their volunteering sessions (see Wessex Learning Trust Volunteer Policy).

2.2 Volunteers or parent helpers will also undergo safeguarding training prior to helping in the setting. Volunteers or parent helpers will be given guidance in the terms of expectations whilst at the setting. This may be completed by the head or Manager.

2.3 Volunteers and parent helpers are always under the supervision of a permanent member of staff. They are not included in staff ratios, or as the two members of staff needed on the premises before children are admitted in the morning or leave at the end of the day. The Pre-School/Nursery Manager ensures that volunteers and parent helpers are deployed to assist permanent staff.

2.4 Volunteers and parent helpers assist staff in ensuring that the equipment in their designated area is used appropriately and that it is left tidy and clean at the end of the session.

2.5 Volunteers and parent helpers give additional support for busy areas or may track or observe children.

2.6 If a volunteer or parent helper wishes to leave the room at any time, they must inform the member of staff in charge, giving the reason why they need to leave the room.

2.7 Volunteers and parent 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 of the premises.

2.8 Volunteers and parent helpers are deployed in addition to two members of staff in the garden/outdoor area when in use.

2.9 The setting manager can direct volunteers and parent helpers to join those outside if the numbers of children warrant additional numbers of staff available.

2.10 Volunteers and parent helpers focus their attention to children at all times.

2.11 Volunteers and parent helpers do not spend time in social conversation with colleagues while they are with children.

2.12 Volunteers and parent helpers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.