Deployment of Volunteers

Volunteers are always under the supervision of a permanent member of staff at Millwood House Day Nursery Ltd. 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 at the end of the day.

- The setting Sharon Avery, Nursery Manager, ensures that volunteers are deployed to assist permanent staff.
- Volunteers 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 give additional support for busy areas or to track or observe children.
- Volunteers inform colleagues where they are going if they leave the room at any time.
- Volunteers 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 are deployed in addition to two members of staff in the garden/outdoor area when in use.
- The setting Sharon Avery, Nursery Manager, can direct volunteers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers always focus their attention to children.
- Volunteers do not spend time in social conversation with colleagues while they are with children.
- Volunteers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient volunteers are available to support staff at story and other circle times.

This policy was reviewed	Signed on behalf of the nursery	Date for review
June 2026		June 2027