

Essential Schoolreaders information for schools

Thank you for being a Schoolreaders partner school. If you require any support or information at any time, call us on 01234 924111 or email us at admin@schoolreaders.org

DBS and start date

The school must run an enhanced DBS check on each new volunteer *prior* to them starting in school. If the volunteer is on the DBS update service, the school needs to check their enhanced certificate (and any barred list checks if appropriate) and confirm the enhanced DBS clearance with us. Please let us know when the enhanced DBS has been successfully completed prior to them starting in school. Please keep the volunteer informed in terms of timescale where possible.

Introductory checklist

Please follow the checklist below with each volunteer in order to prepare them for their time in the school. We have found that the most successful partnerships are those where the volunteer feels welcome, involved and part of the school community.

School Information	
Introduce school - History, background and school tour (classrooms, staffroom, toilets etc)	
Establish key personnel - introduce them to the Schoolreaders contact, teacher and TAs whose class/children they will be supporting, office staff, DSL/DSL's, and senior leadership team where available.	
Agree day(s), hours and times.	
Arrange a start date (subject to enhanced DBS check and barred list check if appropriate).	
Term dates, scheduled inset days, relevant school trips / PGL scheduled.	
Safeguarding and DBS	
Organise an enhanced DBS check for the volunteer and barred list checks if appropriate, prior to them starting in school (if they are on the DBS update service, this needs confirming there).	
Carry out or arrange a time to communicate: <ul style="list-style-type: none"> - Your safeguarding policy/induction/training. - Give them the name of the designated safeguarding lead and information about what to do if a safeguarding incident occurs. - If appropriate, invite the volunteer/s to attend the school safeguarding session. - Health and safety provision and evacuation procedures. <p style="text-align: center;"><i>Safeguarding is everyone's responsibility</i></p>	
Reading Information for the volunteer	
<ul style="list-style-type: none"> - Discuss how the school would like reading sessions to be organised. Where the sessions will take place. - The proposed length of time with each child. - Advice on supporting the child, praise, questioning, checking understanding and recording feedback. 	

<ul style="list-style-type: none"> - What guidance/training/support materials (e.g. feedback sheets) you can provide in order to help the volunteer. If there are any websites that you recommend, please give this information to your volunteer. - Advise how best to communicate with the teacher (e.g. end of lesson or by email where time pressures exist). - Advise the volunteer where they should go, and who to ask for on their first day. 	
--	--

Other things to consider	
<ul style="list-style-type: none"> - If the volunteer will be supporting any children who have SEND, please let them know what those children’s specific needs are and how best to engage with them. - Once the day and timings are confirmed ensure the staff, children and reading area involved are ready and available for the volunteer to start promptly once they arrive. - If the children are going to be away from school/unavailable on a certain date, please ensure the volunteer is informed so they don’t have a wasted trip or alternatively arrange for them to read with some different children that week. - We ask that our volunteers are treated with consideration and given access to appropriate facilities in a comfortable environment. In particular, please ensure that they have somewhere comfortable to sit, on an adult-sized chair. - If your requirement for reading volunteers changes or you are no longer the main contact for Schoolreaders please let us know and we will amend our system accordingly. 	

Each volunteer agrees to the Schoolreaders [Volunteers' Code of Conduct](#) when they apply. Each school agrees to our [Guidance for Host Schools](#).

We look forward to working with you,

The Schoolreaders Operations Team