

## Volunteer Policy

This policy states clearly and simply how Learn to Love to Read (L2L2R) operates its services. The principles on which they are based will act as a guide for future decision making. The policy has been approved by the Board of Trustees and is updated annually by the Head of Programmes.

### Becoming a Reading Volunteer

All potential volunteers are required to complete an online Volunteer Application Form and to provide the details of two referees. This form will also ask for permission to use and store their data in line with new data protection rules.

Before being accepted, all volunteers must attend a training session run by L2L2R and be DBS checked by L2L2R. That training will include safeguarding training and certain safeguarding documents must be read and understood before volunteers can start their work in a school.

School volunteers will be sent a copy of the Volunteer Policy, explaining what is expected of a volunteer as well as what support a volunteer can expect from L2L2R.

### Behaviour Policy

L2L2R expects all volunteers to adhere to the charity's behaviour policy while on partner organisation premises or when attending other L2L2R events.

All volunteers and staff must:

- Follow the necessary signing in procedures for the venue.
- Dress appropriately and in a manner that is similar to members of staff within the partner organisation or venue. Jeans and trainers are allowed, but ripped or revealing clothes should be avoided.
- Be aware of the demands and pressures on staff in partner organisations and other venues and ensure that communication with them takes account of this. All communication must show friendliness and respect and represent the charity well.
- Not take any photos during their volunteering time unless specific permission has been given.
- Adhere to the safeguarding and health and safety procedures of L2L2R and the school where they volunteer.

### **Mobile Phone / Camera Use**

Learn to Love to Read asks that volunteers do not use mobile phones during their volunteering time. At no point should a mobile phone be left on display in front of children.

Photographs are not to be taken while on partner organisation premises. Official photographs can only be taken by L2L2R when permission has been given by the staff and by the child's parent or guardian. This permission will make it clear where the photographs might be used - printed material, websites and social media.

L2L2R understands that, in an emergency, volunteers may need to be contacted during volunteering time. Volunteers will be advised of appropriate places in school premises where they may receive or make a call if necessary.

### **Confidentiality**

All volunteers are required to preserve the confidentiality of any information regarding L2L2R and its partner organisations, including but not limited to information about individual staff members, volunteers, parents and children. This obligation shall continue indefinitely.

Information can be shared only if it is in the interests of the child in a safeguarding situation.

A breach of this requirement will be regarded as gross misconduct and the volunteer will be required to cease volunteering.