



## **Welcome to Learn to Love to Read's virtual volunteering training**



**While you wait for the session to start,  
please click on chat at the bottom  
of your screen and type:**

- **Your full name**
- **if you are a returning volunteer or a new volunteer**



# Virtual Volunteering & Safeguarding Training 2021



**Safeguarding**

**Introducing  
the  
technology**

**How to run  
a reading  
session**

**Questions**



**What is 'safeguarding'?**

1

enabling all  
children to have  
the best  
outcomes

2

ensuring that  
children have  
safe and  
effective care

3

preventing  
action that is  
harmful to  
children's  
health or  
development

4

protecting  
children from  
maltreatment –  
physical,  
emotional,  
sexual, neglect  
or exploitation



**What does 'safeguarding' mean for reading volunteers?**







**It is always about what is in  
the best interests of the child**



**1**

**Everyone has a  
role to play in  
safeguarding  
children and no  
single person has  
the full picture**

**2**

**Follow our  
guidelines for  
behaviour when  
volunteering**

**3**

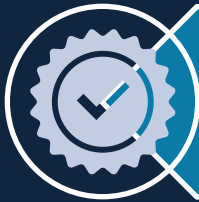
**Share concerns  
promptly and  
accurately**



**All volunteers must  
have a clear, up-to-date  
enhanced DBS check**



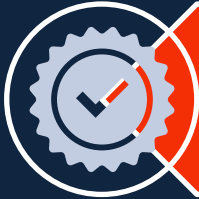
**All volunteers must  
confirm annually that they  
have read and understood  
our official safeguarding  
documents**



**L2L2R safeguarding information**



**L2L2R Volunteer Policy**



**Keeping Children Safe in Education:  
Part 1 *September 2020***



**Definitions and Signs of Abuse,  
NSPCC**

**You will receive email  
copies of these documents  
and a survey link to  
confirm that they have  
been read and understood**



**You cannot volunteer  
until this survey has  
been completed**





# Behaviour of virtual volunteers





## ALWAYS:

- Ensure your **background** is neutral - no personal information or photographs
- Use **L2L2R's Zoom account** and email to set up and run online reading sessions
- Ensure your **location** is quiet and interruption-free
- Communicate via **agreed channels**
- Contact families at the **agreed time**



## NEVER:

- Do not use **personal** emails or Zoom accounts to contact families
- Do not **record** virtual reading sessions
- Do not allow concerns or allegations to go **unreported**



## NOTE:

- A parent or carer must be **visible** at all times during every session
- Children should be in a **suitable space** – a living room not the bedroom
- Children should be in **daytime clothes** not nightwear
- Parents are not allowed to invite volunteers to Zoom meetings – the volunteer always makes the **arrangements**



If one of these situations arises:

- **explain** to the parent / child
- ask them to **resolve** the situation

If the situation is not resolved:

- **explain** L2L2R will contact them
- politely **end** the Zoom call
- **detail** the incident in your notebook
- **email** [Teresa@learn2love2read.org.uk](mailto:Teresa@learn2love2read.org.uk) to explain exactly what has happened



# Reporting a concern





If you see or  
hear anything  
that worries  
you, take action  
**IMMEDIATELY**  
once the session  
has ended

- **Listen** carefully without interrupting
- **Record** the exact detail in your notebook – quote the child if possible
- Do not ask leading questions, or more questions than you have to – just **establish** what the pupil is telling you
- Remain non-judgemental and keep an **open mind**

- Do not promise the child confidentiality
  - be **honest** with the pupil/parent and explain what will happen next
- Do **not discuss** the incident with others
- **Email** Teresa@learn2love2read with a clear outline of what has occurred
- Teresa will inform the **school** at once
  - you may need to speak to a member of staff about it



# Why is reading so important?







In Wandsworth in 2019, 24% of children left primary school not reaching the 'expected level' for reading (27% UK)

*(Department for Education 2019)*

All year groups will feel the impact of school closures throughout their adult working lives, stretching into the 2080s *(Royal Society, 2020)*

Children are three months behind in their studies after lockdown, with boys and poor pupils worst hit

*(National Foundation for Educational Research, 2020)*

**Individual support to improve  
reading fluency**



**Questions and chat to build  
reading comprehension**



**Inspiration and fun to  
increase reading confidence,  
enjoyment and engagement**



**Via Zoom**

**Contacting  
child at home**

**Once a week -  
regular day  
between 4pm  
and 6pm**

**2 children -  
30 mins per  
session**

**Parent/carer  
present  
throughout**

**Using online  
reading books**

**Work with  
each child  
one-to-one**



**The technology!**



**You will be assigned your own L2L2R free Zoom account and will have a login for Rising Stars online**



**L2L2R staff will set up your weekly Zoom sessions with each family**



**If possible use Windows PC/laptop for Zoom for full functionality**



**Before your reading session**



# Before the session

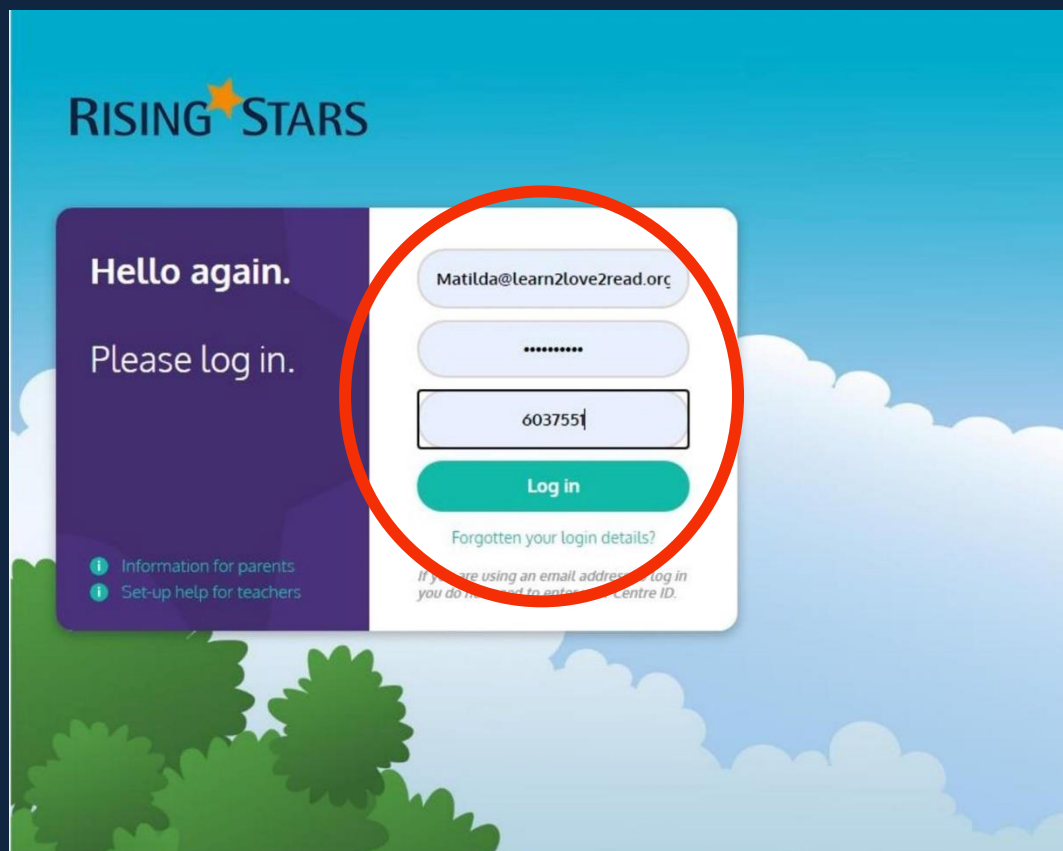


Make sure all  
personal  
documents and  
website tabs are  
closed



Open the online  
reading website  
and select a  
book of the  
correct level

# Setting up your online reading books



RISING STARS

Hello again.  
Please log in.

- Information for parents
- Set-up help for teachers

Matilda@learn2love2read.org

\*\*\*\*\*

6037551

Log in

Forgotten your login details?

If you are using an email address to log in you do not need to enter your Centre ID.



Go to  
<https://my.risingstars-uk.com/>

Log in details will be  
provided

Click on 'Log in'  
to enter the website

MY RISING STARS

Reading Planet Online

The whole of Reading Planet as interactive eBooks with self-marking quizzes and reporting

Reading Planet Online for Reception and KS1

Reading Planet Online for KS2

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Learn to Love to Read (Centre ID: 6037551)



Click on the coloured Rising Stars Reading Planet Online for Reception and KS1



Click on the red menu button on the right hand side of the screen

## Discover Reception & Key Stage 1 resources



### Online Library

Boost your teaching of reading with a great value eBook Library for the whole school.



### Reading Planet: Comet Street Kids

Inspire a love of reading with an action-packed series featuring a team of lovable characters.



### Reading Planet: Galaxy

Enrich your teaching across the curriculum.



### Reading Planet: Lift-off

Start the reading journey with beautiful wordless and first words books.



### Reading Planet: Rocket Phonics

Build firm foundations in reading with fresh and fully decodable phonics.

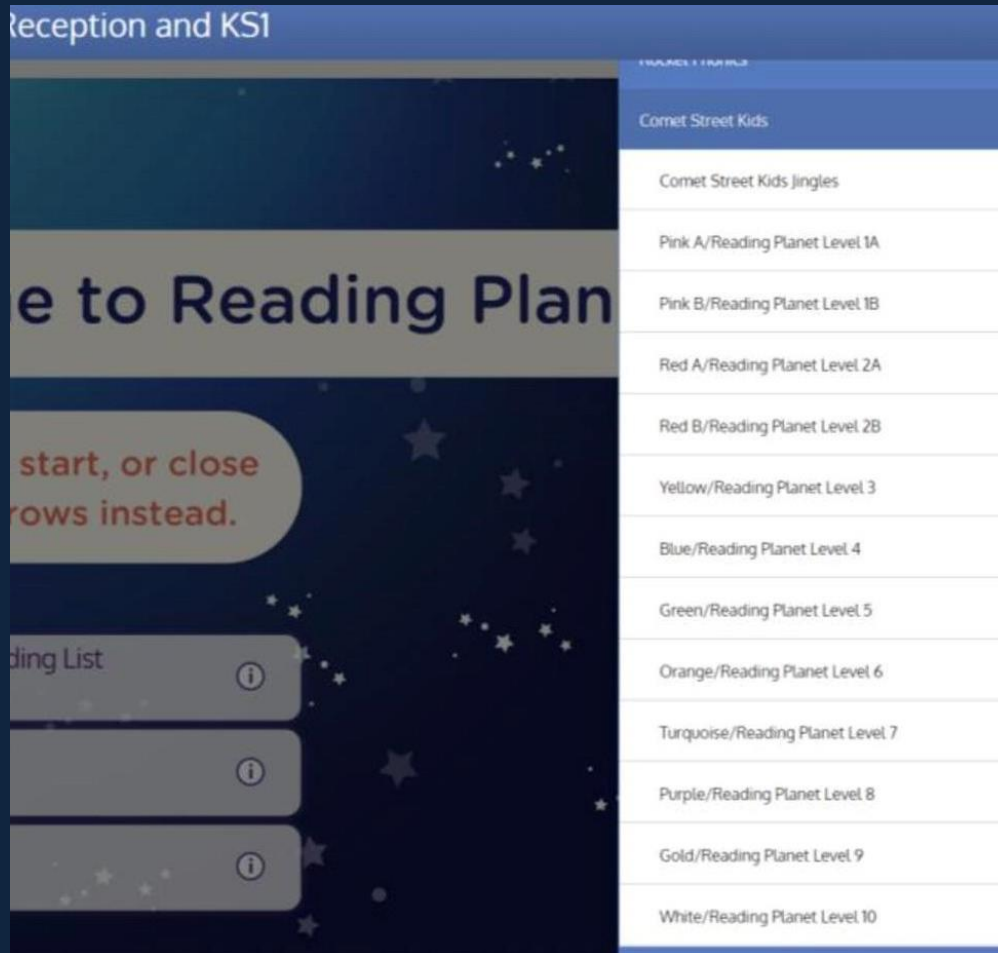


Lift Off – very simple, one word or no words

Rocket Phonics – fully decodable, phonics based

Comet Street Kids – stories about 5 friends, some more difficult words

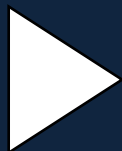
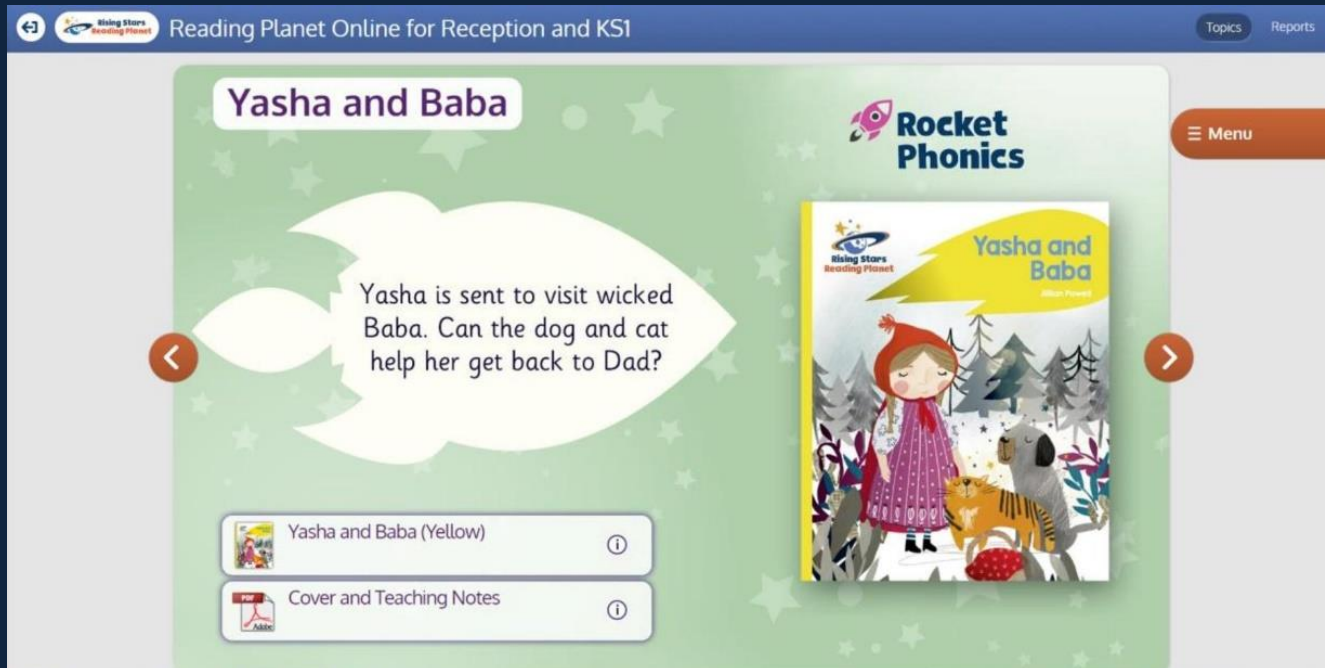
Galaxy – some more difficult words



Select a type of book and choose the required colour band

Click on the first book in that colour band list

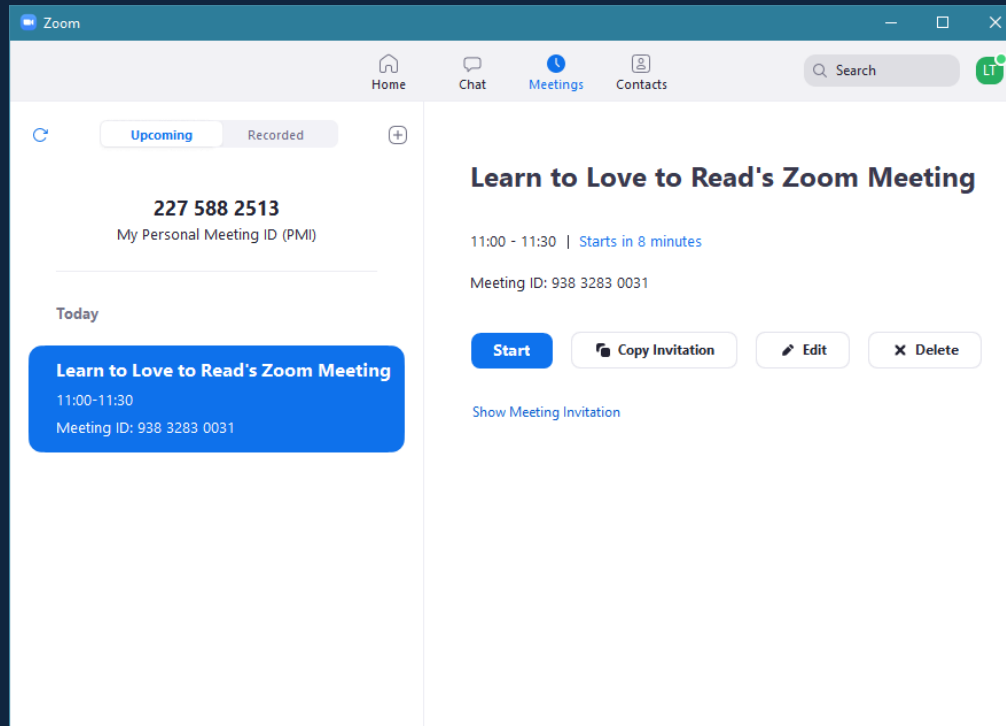




Your screen will look like this  
- use the orange arrows to move  
through the book selection



**Starting your reading session**



Log in to your L2L2R Zoom account  
Your meetings will already be set up for you  
Find the meeting for that day  
CLICK ON START

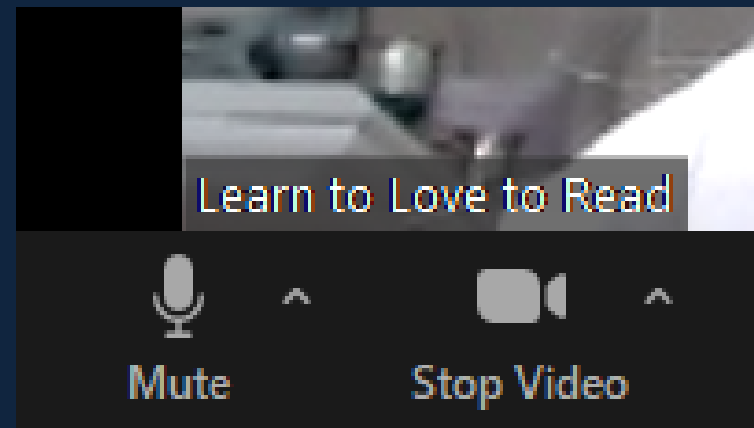




Video switched on (bottom left-hand corner of the screen)

Microphone not muted

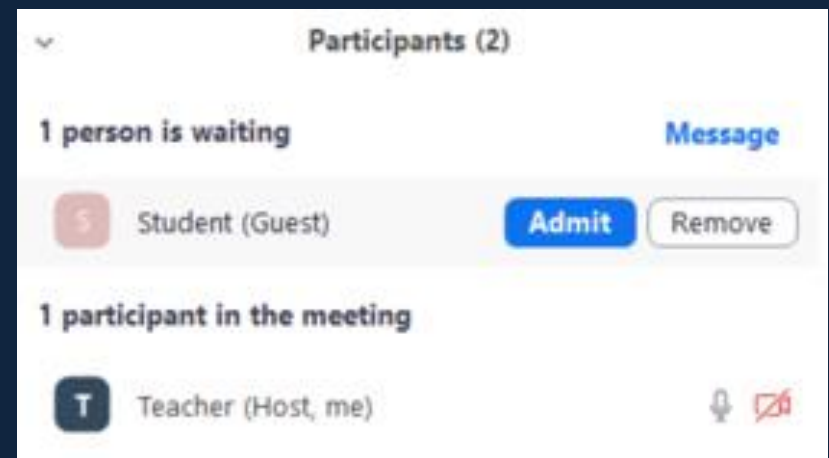
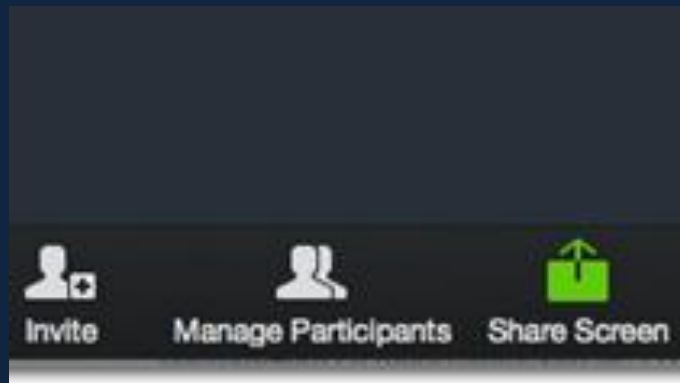
Now the child can see and hear you when they join the session



You are the 'host' of the session

Click on 'Manage Participants' at the bottom of the screen

When you see the child arrive, admit them





# When you are all on screen:



Introduce yourself to the parent and child – show your lanyard



Explain what is going to happen in the session



Remind the parent they need to stay visible throughout – ideally sitting with their child if possible



**Content of a reading session**

# Running the session



The child will read a reading book



Talk about the book to check for understanding



Look back over anything tricky / do the quiz

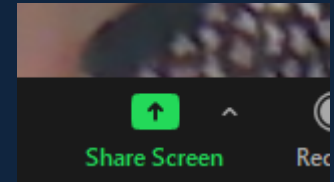


Suggest how the child and parent can work together during the week

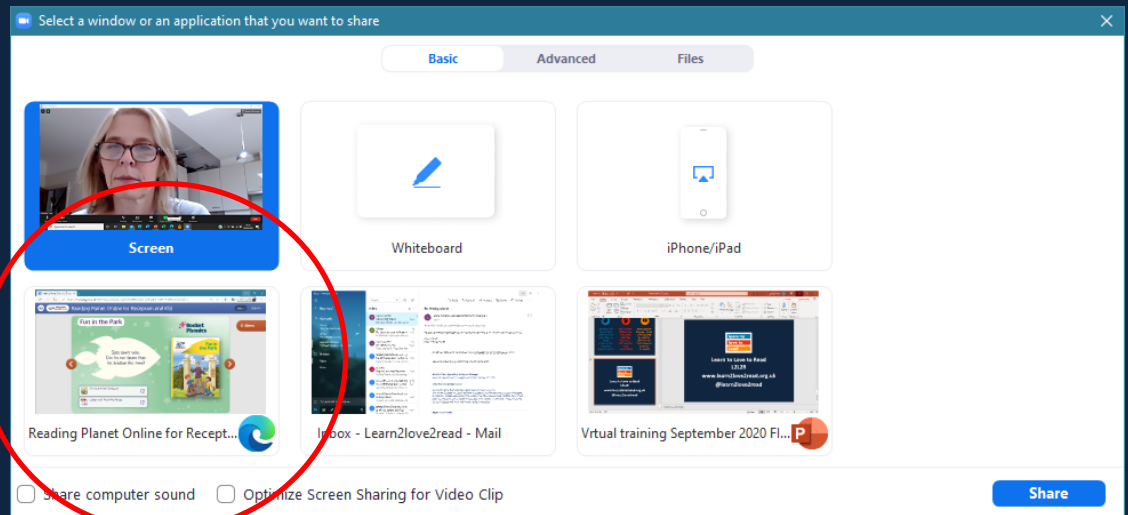


# Reading the book

'Share screen' option (in green at the bottom of the screen)



Select the online reading scheme screen you have already opened



# Reading the book



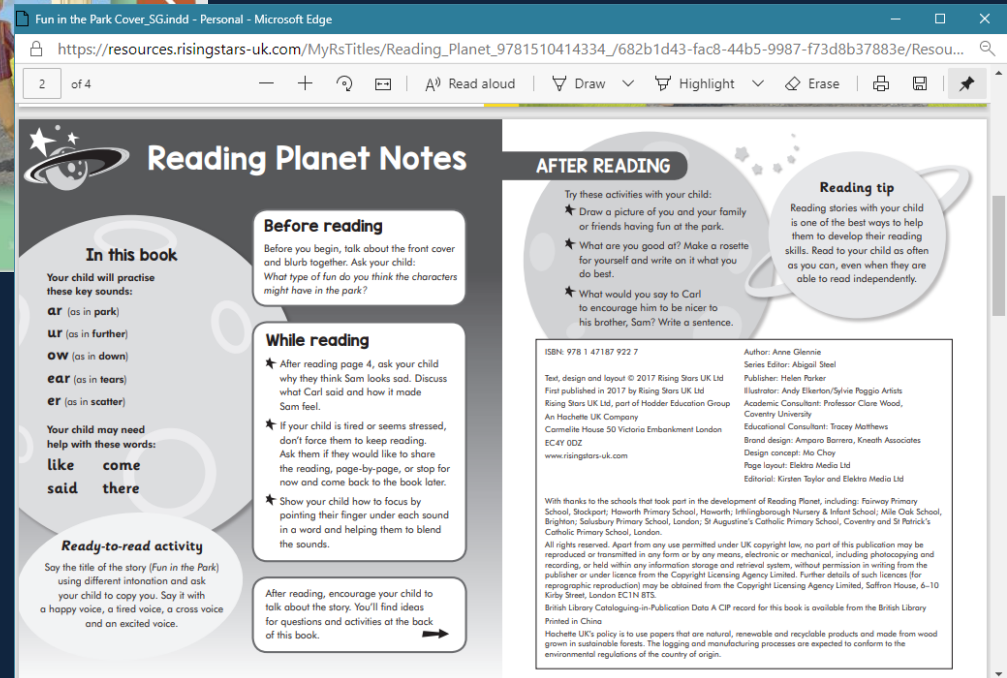
Use the arrow keys to move through the books so the child can choose one to read



# Reading notes



Each book has  
reading notes with  
sounds and  
discussion ideas





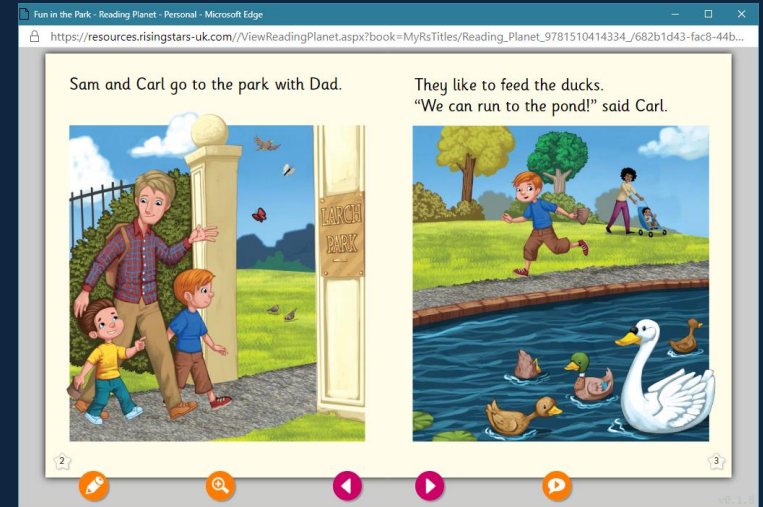
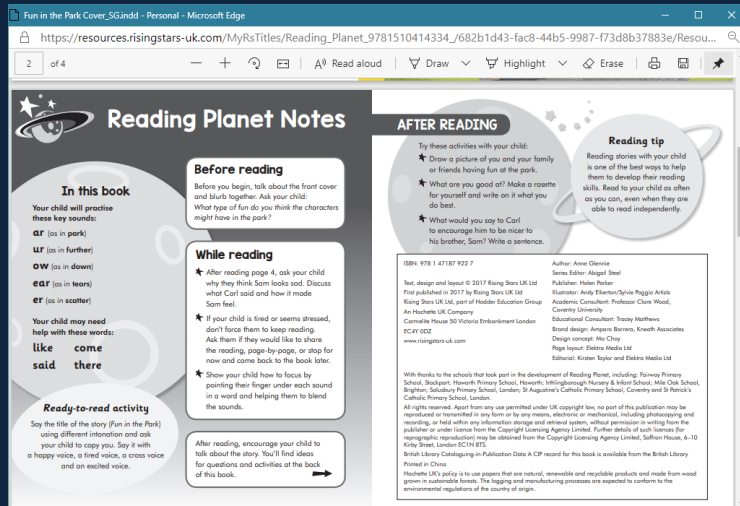
# Talk about the book



Talk about the title - what might the book be about

Click on small thumbnail to open book  
and go to full screen (top right of book screen)

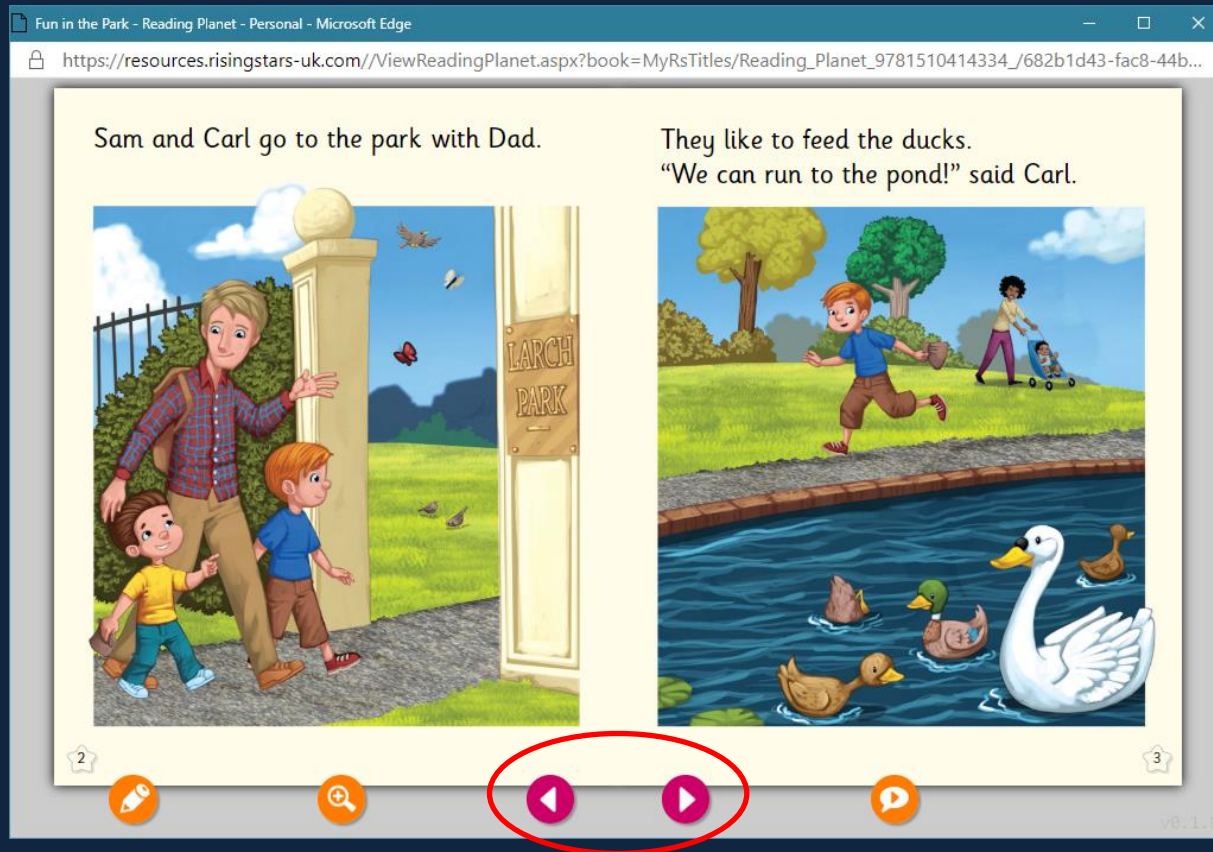
# Re-sharing screen



## BE AWARE

- When you open the teaching notes or the book the child cannot see that new screen
- You need to click 'stop share' and then 'share screen' again, and choose the new screen

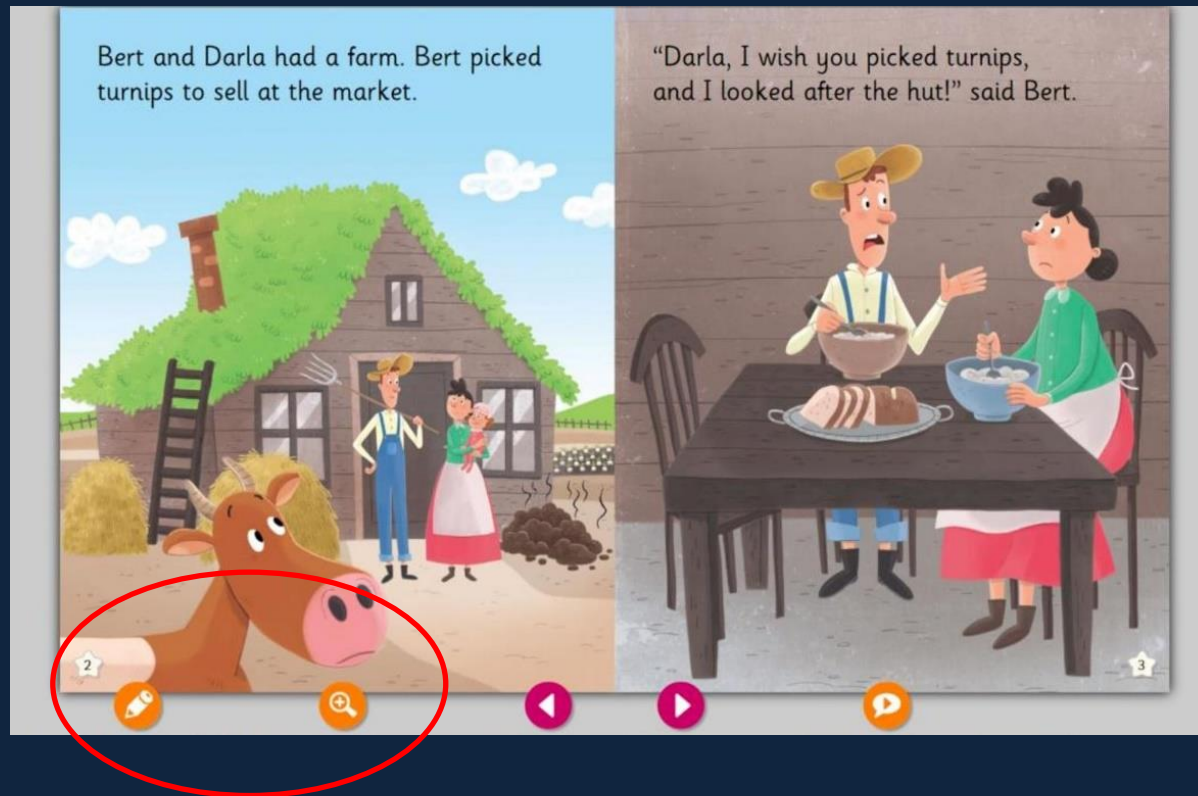
# Navigating through the book



Click on the pink arrows at the bottom of the screen to move through the pages



# Navigating through the book



Use the magnifying glass to make the page larger

Use the writing tool to circle or underline


# After reading the book

Fun in the Park - Reading Planet - Personal - Microsoft Edge  
https://resources.risingstars-uk.com/ViewReadingPlanet.aspx?book=MyRsTitles/Reading\_Planet\_9781510414334\_/682b1d43-fac8-44b...

**Talk about the story**


Ask your child these questions:

- 1 Who took Sam and Carl to the park?
- 2 What was the first thing they did in the park?
- 3 How did Sam feel when Carl kept winning?
- 4 Why do you think Carl won the races?
- 5 What do you like to do at the park?
- 6 Have you ever won a race? How did you feel?



Can your child retell the story using their own words?

Well done, you've finished this book!  
Now take the quiz.



Navigation icons: Home, Search, Previous, Next, Quiz, Help.

There are more discussion ideas  
at the end of each book

There is also a short interactive quiz



If you wish you can give the child control the mouse  
to mark up text or do the quiz

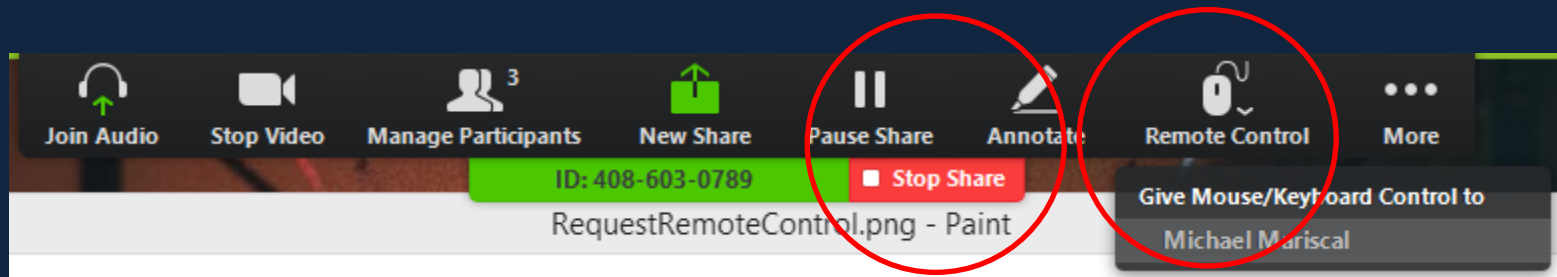
Hover your mouse at the top of the screen over the green box  
to bring up the black bar of options

Click 'remote control' and select the child

They need to click the message that appears on their screen  
to accept control of the mouse

Regain control of the mouse at any time  
by clicking anywhere on your screen

When reading is finished click 'stop share' to see one another





**Some tips for success**



**Thank the child  
and the parent  
for a good session**



**Encourage  
them to use  
the online  
books during  
the week –  
remind them  
what colour**



**Remind them  
same time next  
week and end  
the meeting by  
clicking 'End'**



**Remind the  
parent/carer to  
stay visible -  
encourage them  
to sit by the child  
if they can**



**Speak clearly  
and do not  
rush if the  
parent/carer  
has limited  
English**



**Let the  
parent/carer  
know how  
important their  
support is to  
their child's  
success**



**Don't do the  
reading for the  
child or leave the  
child to struggle  
for too long**



**Encourage  
the child to  
'sound out'  
individual  
sounds and  
then 'blend'**



**If reading is  
slow, read the  
text back to the  
child at the end  
of each page**



Show the child  
how to break  
down words of  
more than one  
syllable  
/ make a game  
of spotting  
repeated words



Don't assume  
children have  
understood  
what they  
have read –  
talk about the  
story  
- ask questions



Avoid negative  
language - praise  
and encourage  
the child for  
effort not just  
achievement as  
they read  
- be specific





**Learn to Love to Read**  
**L2L2R**

**[www.learn2love2read.org.uk](http://www.learn2love2read.org.uk)**

**@learn2love2read**