

## LITERACY VOLUNTEERS – SELECTION/TRAINING/VETTING PROCEDURES

The information below follows our [Safer Recruitment Process](#). All sections need to be completed before you can be placed in a school.

- The minimum age for volunteering is 18.
- After your initial enquiry, you will be sent an Application Pack. You will be asked for a contact telephone number and which area you live in.

The application pack will consist of:

- |  |                                  |
|--|----------------------------------|
| • Application Form eligibility         | 4 Volunteering – a guide to      |
| • Literacy Volunteers Role Description | 5 Equality & Diversity Form      |
| • Selection Process Infosheet          | 6 The latest Literacy Volunteers |
- If you need any support with the forms, please contact the office and an Area Co-ordinator will contact you.
  - Once you have returned your Application Form, this will be checked by an Area Co-ordinator and if there are any gaps or anything that needs clarifying you will be contacted to discuss this.
  - Part of our recruitment process is carried out on Zoom – you will need to be able to access Zoom for your interview and Session 1 of our LV training. We can provide support with downloading Zoom if required.
  - Once your Application form is fully completed, you will be contacted and an appointment will be booked for a Zoom meeting/informal interview. This will be with the Area Co-ordinator for your area and one other of the Area Co-ordinators.
  - Zoom meeting/informal interview – in preparation for this please refer to the Literacy Volunteers Role Description, especially the skills needed. We will also check your availability for our Literacy Volunteers training sessions so that if you have met our volunteering criteria we can allocate you a course.

- You will be informed by the AC for your area of the outcome of the meeting/interview.
- If you have met our volunteering criteria, you be offered a place on a training course and the training and vetting process will be explained to you.

Training consists of the following:

- 2 Literacy Volunteers Training sessions – 2½ hours for each session – you need to attend both sessions
  - Online Prevent training – approximately 1 hour
  - Safeguarding training – online or Zoom depending where you live - approximately 1-2 hours
- After Session 1 of your LV training, you will be sent a Vetting Pack – this will be explained in the Zoom meeting/informal interview.

Vetting consists of the following:

- DBS check
- References check – 2 referees required
- Suitability check