

VOLUNTEER AND CHILD 'MEET-UPS' SCHOOL GUIDELINES



There are **two opportunities** towards the beginning and end of the school year for children to meet their Chapter One Reading Volunteer:

- The **Autumn Meet and Greet** (an introductory wave!)
- The **Summer Reading Celebration** (a chance to reflect on progress!)

Both events are a great opportunity for the children and reading volunteers to say “hello” to each other, outside of their weekly Chapter One reading sessions. **They are key moments which deepen the volunteer-pupil connection and celebrate a child’s reading success.** The Autumn meeting, particularly, really helps to enhance reading sessions for the rest of the year, as everyone is able to put a ‘face to a name’, given the programme relies on audio connection and has no video. Schools that work with their Programme Manager say that these events are a highlight of taking part in Chapter One!

- **Autumn Meet and Greets** will largely be **virtual** (Mostly via Zoom but Teams in some instances)
- **Summer Reading Celebrations** will be **in-person**, as far as possible, but some might need to be virtual. In previous years, many of our volunteers have travelled long distances to “show-up” for their reader. This highlights not only their commitment to their reader, but also their wish to celebrate the confidence and progress their reader has made.

We have prepared some guidelines for both virtual and in-person events below. We hope they cover the main admin and safeguarding issues for our school partners but of course please let your Chapter One Programme Manager know if you have any other questions.

We hope you and your children enjoy the Meet and Greet and we look forward to seeing you there! Please let your Programme Manager know if you have any questions.

The Chapter One Team

Make the events your own!

For both virtual and in person events, there is an opportunity to make these events your own! If your class has a special song, story or something they have been working on that you would like to share with their reading volunteers, please let your Programme Manager know in advance so this can be planned into the time available.



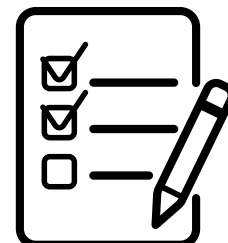
PREPARING FOR VIRTUAL EVENTS



Meet and Greet (Autumn) and/or Summer Reading Celebration

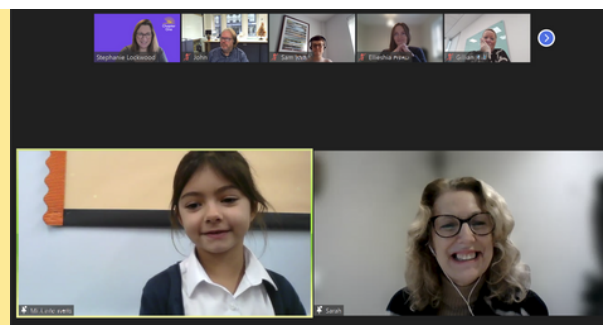
Advance preparation

- A 30-45 minute time slot to be booked with your Programme Manager
- PC/laptop with internet access needed
- Webcam and microphone access needed
- Ability to display the Zoom/Teams meeting on a large screen/whiteboard or on your laptop
- Explain to the children where the camera will be (on laptop or whiteboard): you'll be asking them to pop up to say hello to their volunteer!
- If the children are able to prepare a few words in advance to say to their reading volunteer that would be great! They may even have a question or two to ask. Use this [pupil intro sheet](#) for children to complete. They can hold it up to the camera when they meet their reading volunteer. If writing words is too tricky then a picture of how they feel about their Chapter One experience or what a Chapter One session looks like would be fine and very sweet!



During the event

- **Please try and log on a few minutes early so we know everything is working as it should!**
- You'll say "Hello" and a few words after the initial "Hello and welcome" from your Programme Manager
- Some teachers like to completely lead the event themselves which is totally ok too!
- Do encourage the children to come up to the camera and wave to their volunteer, or/and say a few words!
- Lastly, please do take some photos for your school newsletter, X or Insta account and don't forget to tag [@chapterone_uk](#)!
- Your Programme Manager might also take some photos/screenshots of volunteers and children (who have photo consent). Of course, any background would be blurred if others are in shot.



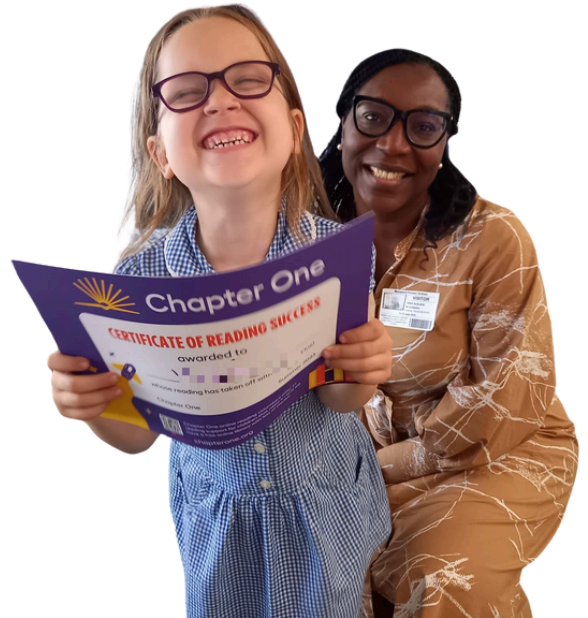
PREPARING FOR IN-PERSON EVENTS



Summer Reading Celebration

Advance preparation

- A 45-minute-1 hour time slot to be booked with your Programme Manager
- Reserve an appropriate venue in school where children and volunteers can sit together
- The visit will include an opportunity for children to celebrate their reading progress, so it's nice if they can prepare a few words to say/give to their reading volunteer (maybe a thank you card or/and a picture?!)
- Please bring along a pile of appropriate storybooks, writing and colouring pencils/crayons



During the event

- ALL children will receive the gift of a Chapter One Activity book and Chapter One readers will be presented with a certificate of reading success!
- Please do take some photos for your school newsletter, X (Twitter) or Insta account and don't forget to tag [@chapterone_uk](https://twitter.com/chapterone_uk)!
- Your Programme Manager might also take some photos of volunteers and children (who have photo consent)



Rosetta Primary @RosettaPrimary · 1 Jul

We are so proud of the progress our Year 1 & 2 readers have made with [@chapterone_uk](https://twitter.com/chapterone_uk) Thank you to all the organisations that have volunteered and given their time.



SAFEGUARDING FOR MEET-UPS

**Safeguarding is crucial in preparing for these events.
How does Chapter One do this?**



If the meet-up is virtual:

- Volunteer names, DBS numbers and issue dates can be supplied to school in advance, for in person and virtual events.
- For virtual events, a “waiting room” facility is activated and monitored by your Programme Manager, so all participants are verified before entering.
- For their screen name, volunteers are encouraged to use the name with which their Chapter One child is familiar.
- For their screen name, teachers should choose something with which they are comfortable. Do let your Programme Manager know if you’d rather your name is not shared on social media e.g. in a Chapter One screenshot of the video call.
- Volunteers are advised that clothing, logos, background and screen names must be child-friendly.
- Volunteer guidance is provided regarding photo policy and expectations: No screenshots or photos to be taken on a volunteer’s device.



If the meet-up is in-person:

- Volunteers are required to bring photo ID and DBS certificates.
- Volunteers have been vetted by the company for whom they work.
- Volunteers are never left alone with a child or children.
- As far as possible, a Chapter One Programme Manager will facilitate. On rare occasions that individual arrangements need to be made, these will be agreed with the school in advance.
- Volunteers are advised that snacks must be nut-free and healthy.
- Our policy on gifts is made clear to volunteers, in advance - gifts should be for whole class not individual children to avoid upset!