



ABC to read

St Mark's Church Hall
94 Cranbury Road
READING RG30 2TA

Telephone: (0118) 951 1336

Website: www.abctoread.org.uk

To whom it may concern

**Statement by ABC to read concerning the discharge of its duties as outlined in
[Disqualification under the Childcare Act 2006](#) –
**Statutory guidance for local authorities, maintained schools, independent schools,
academies and free schools****

ABC to read's policy and practice has been approved by Reading Borough Council and is in line with the above statutory guidance and, in particular, paragraph 12, page 7:

"12. Where schools or local authorities use staff from any agency, or third-party organisation, to work in relevant childcare in schools, or contract out such childcare, they must obtain confirmation that the agency or organisation providing the staff has informed them that they will be committing an offence if they are deployed to work in relevant childcare, or are directly concerned in the management of such provision, if they are disqualified under the 2009 Regulations. This should include the provider requesting that their staff inform them if they consider that they could be disqualified under the legislation."

ABC to read has prepared a letter (*[disqualification letter](#)*¹) to all its active and trainee Volunteer Reading Mentors ('volunteers'), advising them of their obligations to disclose, under the 2009 Regulations in connection with relevant childcare provision, if they are disqualified, either personally or 'by association' where they live in the same household as a disqualified person or in a household in which a disqualified person is employed.

The disqualification letter is handed or sent to ABC to read volunteers:

- as an essential part of their initial training and selection;
- annually, within a month of the start of each school year; and
- should any doubt arise as to whether the letter has been received by an individual.

In order to monitor the effectiveness of our policy and practice in this respect, ABC to read Fieldworkers have a compulsory duty to check that the disqualification letter has been received by volunteers and any required action taken. Fieldworkers' visit record sheets, completed during initial and annual visits to volunteers, have a section where they record that this check has been made.

Should a volunteer inform ABC to read that he or she is or might be disqualified, either personally or by association with a third party with whom they share their abode, then the Chief Operating and Development Officer, in liaison with the Lead Trustee for Safeguarding, would, at the first opportunity, contact the Headteacher of the school to which the volunteer is or is about to be allocated and provide all relevant information that has been received from the volunteer. Where it is not possible to discuss the matter with the Headteacher before the volunteer's next scheduled visit to the school, or where such discussions have not been concluded, ABC to read would suspend the volunteer from going to the school, pending resolution of the matter.

Upon receipt of such a contact from ABC to read, it is the responsibility of the school to assess the need for a referral to Ofsted and, if necessary to make that referral.

ABC to read volunteers are advised that they should co-operate with requests from individual schools to complete a self-declaration form, if that is the school's policy.

Noreen Sumra
Chair, ABC to read
April 2016

¹ A hardcopy of ABC to read's disqualification letter to Volunteer Reading Mentors is available on request.