

LITERACY BUDDIES®

IT'S THE WRITE THING TO DO

Coordinator Information



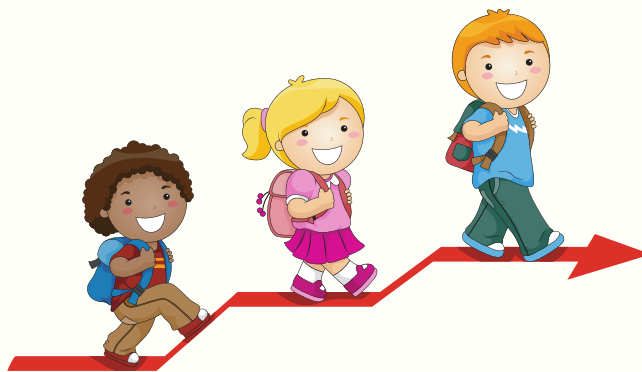
ARDOCH

**REALISING CHILDREN'S POTENTIAL
THROUGH EDUCATION**

Why Literacy Buddies®?

Support that counts

Multiple studies in Australia have demonstrated an unacceptable link between the socio-economic status of students and their educational outcomes. One in three children in Australia's most disadvantaged communities start school developmentally vulnerable and they continue to fall behind as they progress through school. We want to change this and we know we cannot do it alone.



Ardoch partners schools with workplace volunteer groups through Literacy Buddies® to build aspirations, enhance learning outcomes and increase the confidence of children and young people living in disadvantaged communities.

Ardoch's Literacy Buddies® program matches classes of school students (Little Buddies) with workplace volunteers (Big Buddies). The Buddies exchange 6 letters each throughout the school year. External research found that Literacy Buddies® programs that exchanged six or more letters had a higher impact on students' development. There are also two visits, one at the school and one at the workplace. The program gives the children a real-life context in which to practice their writing and composition skills. It also aims to build the aspirations of the children by bringing them into contact with successful working role models in a range of professions and jobs.



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Child Safety

Ardoch Child Safety Commitment

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe at all times, so we have a zero-tolerance approach to all forms of child abuse. We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:

- are from Aboriginal and Torres Strait Islander communities
- are from culturally and linguistically diverse backgrounds
- have a disability
- identify as LGBTQIA+

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe, and are involved in decisions that affect their lives.

Child safety and our programs

All staff and volunteers working at Ardoch must legally hold a current Working With Children Check before commencing work with children. In addition, Ardoch requires all our staff and volunteers to have a police check. Big Buddies must also complete training in child safety prior to beginning the program.

All communication between the Buddies is screened at Ardoch. We redact and/or follow up on any sensitive content before passing on the exchanges to ensure the safety of all participants.

Program Structure

Recruitment

- Spread the word about the program and encourage volunteers to sign up.
- Ardoch will give you a recruitment goal for number of volunteers based on the size of the class you are matched with.
- Volunteers can register for the program through the Ardoch website - click [here](#) for the form. We will send you regular updates on how recruitment is going and how many more volunteers are needed.

Recruitment tips

- Use any internal newsletters or noticeboards to help advertise the volunteering role.
- Does your organisation have designated volunteering hours? Let your volunteers know how this might benefit them.
- Encourage prospective volunteers to get in touch with us if they have any questions - we're here to support you and them!
- Encourage volunteers to apply for their Working with Children Check/Blue Card as soon as they apply! This is the step that usually takes the longest so it's worth looking ahead and getting on to it as early as possible.
- Recruit early - the sooner we can get the ball rolling, the sooner the program begins! If recruitment starts in March and we work hard on completing all the compliance steps (details next page), the volunteering can begin in early term 2.



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Program Structure

Compliance

After signing up, you and your volunteers need to complete four compliance steps in order to be program ready:

1. Have a valid Working With Children Check/Blue card which is linked to Ardoch
2. Apply for a police check through Ardoch (Ardoch will pay for the check)
3. Provide evidence of full vaccination or a medical exemption
4. Complete an online module on child safety through the Ardoch website

We will send you regular updates on how your Big Buddies' compliance is tracking. Your support in encouraging volunteers to finish their compliance is vital so that the program can begin on time!

Workplace Coordinators are also required to attend a brief, online session to go through your role requirements. It's also a great time to ask us and other Workplace Coordinators questions!

Ready to begin!

Once all volunteers are recruited and have completed their compliance process, you're ready to begin the letter exchanges!

Please note, all volunteers **MUST** have completed their compliance before the program can start due to our child safety requirements.

TIP: for future reference, all information packs can be found at this link:
<https://www.ardoch.org.au/literacy-buddies-resources/>



Literacy Buddies®

Workplace Coordinator

Role overview

The Workplace Coordinator is Ardoch's main point of contact for all things relating to a Literacy Buddies® program. You will help the Ardoch Program Coordinators manage your group of volunteers to ensure we have a successful and rewarding program.

Key areas of responsibility will include ensuring that Big Buddies complete pre-program compliance requirements as well as letters in a timely manner, and helping Ardoch organise the two visits.

Responsibilities

- Being Ardoch's main point of contact for their Literacy Buddies® program
- Recruiting Big Buddies
- Ensuring all Big Buddies have completed their compliance tasks (Working With Children Check/Blue Card, police check, training)
- Distributing Little Buddy letters digitally
- Ensuring all Big Buddy reply letters are received on time
- Confirming the date for the school visit, coordinating Big Buddy attendance and transportation
- Providing dates for the workplace visit, coordinating activities, ensuring Big Buddy attendance and arranging catering



Contacts

Ardoch Program Coordinators

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