

Read Easy Referral Form (Low Risk)

The service we offer

Read Easy provides a confidential, flexible, friendly, one-to-one reading coaching service for people with very low reading skills. Clients, or 'new Readers' as we call them, initially meet with the Read Easy Coordinator, who will assess their needs and allocate them a trained volunteer Reading Coach. The Reading Coach will undergo an Enhanced DBS check if it is considered that the Reader comes under the category of being 'at risk'.

The new Reader and their Coach choose together when to meet for their reading sessions which take place in approved local reading venues. They meet for just half an hour at a time, twice a week, and work together at their own pace through a phonics-based reading manual.

Read Easy groups are unable to provide feedback on client progress or attendance, due to the Reader confidentiality that we provide. All Readers must come to us voluntarily.

Meeting your client

Clients, or 'new Readers' as we call them, initially meet with the Read Easy Coordinator to determine whether Read Easy is likely to be of benefit to them. We usually meet new Readers either on the premises of their referring agency, in their nearest local library or one of our approved venues, e.g. community centres.

To set up a meeting, please provide the following details about the Reader:

Name:

Has this referral been discussed with the client: Yes:

No:

Home address:

Telephone number:

Best days and times to contact your client:

Would your client like to be contacted directly by the Read Easy Coordinator to arrange a meeting, or would they prefer you to organise the meeting for them?

Is there any information that your client wants you to share with us before we meet, e.g. health/access constraints?



After the meeting

If the Reader and Coordinator decide to go ahead, the Coordinator will pair the Reader with a volunteer Reading Coach. The Coordinator is always available to provide extra support and oversight when necessary.

We take care to choose an appropriate Reading Coach as the process of learning to read can take anything from nine months to a couple of years (and occasionally longer).

We cannot predict or guarantee how long a Reader will need to wait for a Reading Coach.

The Coordinator will introduce the Coach to the Reader and help them decide when and where they are going to meet.

The process of learning to read can take anything from 9 months to a couple of years (and occasionally longer), but by the end of the course we hope that the Reader will have gained the skills and confidence to be able to move on to many other opportunities.

Client consent

Please go through the following privacy statement with your client and ask them to confirm their consent.

Client privacy statement

Having discussed the content of this form with you, we would like your permission to share it with Read Easy so that they can help provide the support you need to improve your reading. You do not have to give your permission to share this information, but if you do it will help us to get you support with your reading.

Read Easy will respect your privacy and will store this information securely in line with their Data Protection Policy. Read Easy will not share information about you with anyone else, or for any other purpose without your agreement, unless they have a duty to do so. This would only be to:

- protect you
- prevent harm to someone else
- prevent or detect a crime

My client _____ has given verbal consent to allow (name of referring organisation) _____ to share their information with Read Easy _____ (name of local group)

Signed (referring officer):

Date:



Please provide the following details about your organisation

Name of referring officer:

Name of referring organisation:

Telephone number:

Best days and times to contact you:

Email address:

N.B If you feel that you need to provide Read Easy with extra relevant information about clients whom you think may either pose a potential risk to a Reading Coach, or have needs that Read Easy should know about and consider when assigning a Reading Coach, e.g. probation services, rehabilitation organisations. There is an alternative form for that facilitates this. Please request one from your local group.

Please note that our group is run entirely by volunteers. If you think you can help us to recruit more volunteers, either to become Reading Coaches, or to join our Management Team, or to help us publicise Read Easy, please let us know and we will provide further information.

No experience is required and training is provided to all volunteers.

Please return this form to the volunteer who sent it to you from your local group.