

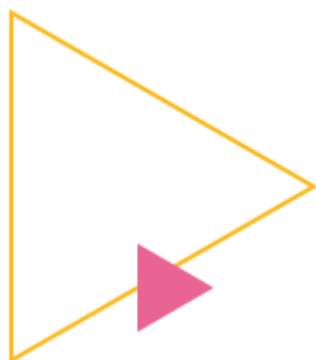


# Educafe Volunteer Fact Sheet

## *Welcome to Educafe* 🖐️

This fact sheet is a quick reminder of the key things you need to know to feel confident and supported when volunteering with Educafe.

Please also read the Volunteer Handbook 2025.docx (this will be found on our website along with other volunteer information like this fact sheet!)





## ***Volunteer Handbook***

The Volunteer Handbook explains internal roles, safeguarding, ethnic, diversity and inclusion summary, boundaries and general good practice.

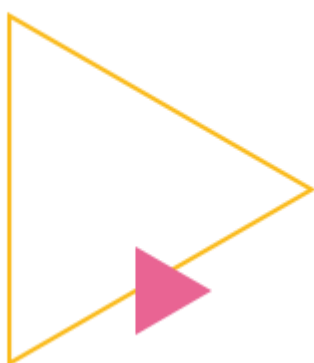
We ask all volunteers to read it, thank you.

## ***Keeping Everyone Safe***

Educafe is committed to providing a safe, welcoming space for all learners and volunteers.

### **Report an Incident**

If something unexpected happens during a session (e.g. accident, concern, relationship issue):





[Incident form](#)

## Report a Safeguarding Concern

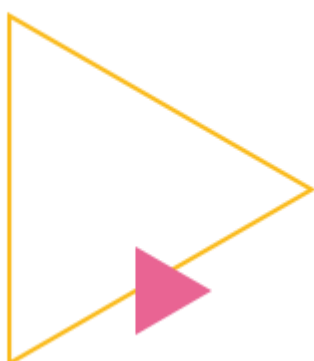
If you are worried about a learner or volunteer always let Margaret/Clare/Ellen/ Fee know and complete this form below:

[Safeguarding visitors and ourselves](#)

## Reflective Practice & Referrals

Use the Reflective Practice & Referrals form to:

- Reflect on your positive volunteering experience
- Note learning or support needs
- Flag referrals or follow-up actions





Please remember if in doubt, please report or ask.

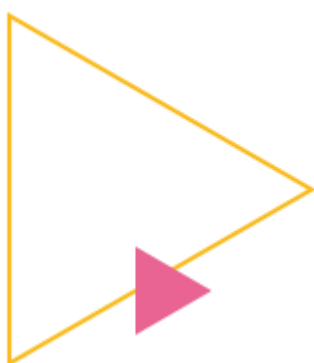
You are never expected to handle concerns alone!

## *Training*

Please make sure you are familiar with the required and recommended training below. This helps us keep everyone safe and meet our guidelines.

## **Safeguarding**

Please refer to the volunteer handbook with what to do if you have a safeguarding concern





Safeguarding will also be covered when we run volunteer inset days.

If the council ever run free safeguarding sessions for volunteers we will let you know.

## Prevent Training

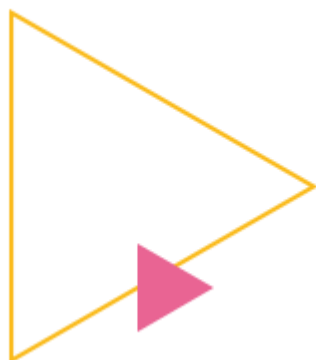
We advise all Educafe volunteers to complete the Prevent training.

[Prevent duty training: Learn how to support people susceptible to radicalisation | Prevent duty training:](#)

- Duration: 1 hour
- Format: Online

You are welcome to complete this training during Educafe time, please speak with Ellen.

## Additional Training





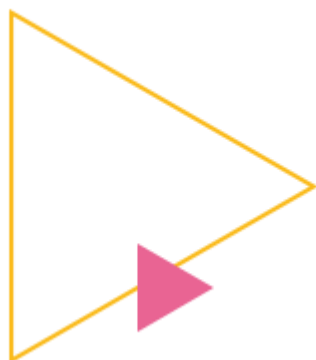
From time to time, we may recommend additional training opportunities. Links will be shared via Margaret or Fee or via the volunteer WhatsApp chat.

**Please let us know when you complete any training.** This helps us:

- Track training completion
- Follow safeguarding and Educafe volunteer guidelines
- Evidence training for monitoring and funding purposes

## *Staying in Touch*

### **WhatsApp Chatters Group**





The **Educafe WhatsApp Chatters group** is a closed chat for Chatters only, they receive:

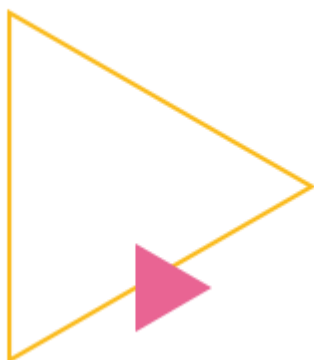
- Session updates and reminders
- Information and resources

If a chatter isn't signed up please refer them to Ellen who will add them.

## **Educafe Volunteer group chat**

Please email **contact@educafeuk.co.uk** and we will add you to the chat it's a great way to receive our updates and reminders!

***Need Support?***





If you have questions or concerns at any time, speak to either Margaret, Ellen, Clare or Fee or check the Volunteer Handbook.

If you wish to access our policies, we are in the process of updating a way to access them securely online. Please bear with us.

Thank you for being part of Educafe 🧡

