

Bookmark Volunteer Reference Policy

Bookmark are willing to provide references for volunteers; we appreciate the time you generously give to pupils and are keen to support volunteers with their development through providing a reference. However, we have thousands of volunteers across the country and have therefore put in place some guidelines for providing references. This is to ensure we are operating a fair and consistent approach to all volunteers.

We are not able to provide individual character references or fill out specific reference forms. However, we do have a standard reference template that we use, which will confirm the number of hours you've volunteered with us and a general sense of the skills Bookmark volunteers demonstrate in the role.

It's our standard practice to provide this to the third party directly, so please do get in contact with the provider and ask them to email us at info@bookmarkreading.org, and we'll be happy to send over the reference.

Guidelines for references

We are happy to provide a reference for volunteers who have delivered 20 hours of volunteering with us. This helps us confirm that you have been dependable in the role and have consistently volunteered the agreed hours, as well as ensuring that your practice has been safe and appropriate in line with our safeguarding standards.

Requests for references should be made within 12 months of volunteering, and we will not be able to provide references beyond this timeframe.