

ASN School Residency Terms and Conditions 2023-2024

The Setting – primary school, secondary school, academy, independent school, early years centre, nursery, nursery school, enhanced learning provision unit, day/residential learning centre and any other setting that works with children under the age of 18 with additional support needs.

Key Contact – a member of staff employed by the setting responsible for the delivery of the residency project within the selected setting.

The Author – professional writer, poet, storyteller, illustrator or other creative practitioner commissioned to work with the setting as part of the residency project.

The Project Manager – Scottish Book Trust staff member responsible for delivering the residency project, currently Signe Rudoviča
signe.rudovica@scottishbooktrust.com

1. The Project

As a successful applicant for the ASN School Residency project your setting is receiving:

- a. A £500 grant that is paid directly to the setting, in full, by Scottish Book Trust. This grant's primary aim is to support the Author's work in your setting. This grant can be used to purchase books (by the Author or other), arts & crafts supplies, AAC, musical instruments, and any other additional resources.
- b. 15 fully paid sessions, valued at £2850, with the selected Author:
 - 1) The Author invoices Scottish Book Trust directly for every session,
 - 2) Two sessions are to be for planning and debrief meetings (one at the beginning and one at the end of the residency),
 - 3) One session is to be for staff CLPL lead by the Author,
 - 4) 12 sessions to be contact sessions with pupils,
 - 5) The Author has a right to reserve a whole or partial session to prepare their work, materials, or resources,
 - 6) A session lasts between 60 – 90 minutes,
 - 7) The Author should not be engaged in any significant additional tasks or work outwith the sessions without appropriate remuneration negotiated and agreed between the Setting and the Author in advance,
 - 8) The sessions take place between November 2023 and June 2024 (end of school term).

- c. Cover of the Author's travel expenses, accommodation and subsistence. The Author invoices Scottish Book Trust directly for this.

2. Tasks and responsibilities of Key Contact:

- a. Arrange first meeting, either in-person or online, to discuss plans for residency. Ensure that all relevant colleagues from the Setting are invited to the meeting and are aware of project taking place in the Setting (i.e. class teachers, support staff, teaching assistants, relevant group leaders etc.).
- b. Plan the dates and times of the sessions together with the Author.
- c. Be the main contact for the Author within the Setting; ensure the Author is introduced to key staff and is familiar with the premises.
- d. Advise the Author on intended aims and outcomes for residency.
- e. Advise the Author on the needs and interests of the group of young people involved in the residency.
- f. Claim and manage the residency grant. The grant is to be spent in collaboration with the Author to purchase resources to enhance & aid the sessions.
- g. Feedback via agreed methods to the project Manager about the progress of the residency.
- h. Co-sign the Author's claim forms.
- i. Welcome the Author into the Setting, introduce them to the team, young people, parents, and community (where appropriate).
- j. Share the Setting's Child Protection Policy with the Author.
- k. Identify and nominate a new Key Contact if
 - 1) Experiencing long absences from work due to illness or similar,
 - 2) Taking leave from the setting before the residency is complete.
- l. Inform the Manager of difficulties or significant changes to the planned Residency as soon as possible, including a change of Key Contact.
- m. Make reasonable arrangements, like Out Of Office message or briefing colleagues, if the Key Contact is away so that the Author can continue to communicate with the Setting.
- n. Co-ordinate supporting activities in the Setting between contact sessions with the Author.

3. Tasks and responsibilities of the Author:

- a. Plan sessions together with the Key Contact.
- b. Lead one learning/CLPL session for the relevant staff at the setting.
- c. Feedback, via agreed method, to the Project Manager about the progress of the residency.

- d. Send Author claim forms to the Project Manager within two weeks of a session taking place. Please find further [guidance on Claiming Author Expenses \(travel/accommodation/sustenance\)](#).
- e. Plan and advise on the spending of the grant together with the Key Contact.
- f. Learn about the needs of the group of young people and plan sessions flexibly around those needs.
- g. Advise the Key Contact in advance if a planned session needs to be postponed or rescheduled.
- h. Provide documents, or copies of documents, in order for the Project Manager to process a PVG check.
- i. Follow [Scottish Book Trust's Code of Conduct](#).

4. Tasks and responsibilities of the Project Manager:

- a. Contact the Setting's first choice author and connect them with the Key Contact.
- b. Attend first meeting between the Author and the Key Contact (either in person or online).
- c. Process the Author claim forms – payments are made within 30 days of receiving the claim form.
- d. Process the grant payment for the Setting.
- e. Collect feedback about the residency project.
- f. Answer questions and support the Key Contact and Author throughout the project.

5. Child Protection and Safeguarding

- a. The Setting carries all responsibility for the health and safety of the young people during the sessions. The Author should not be left on their own with the young people during the sessions.
- b. ASN School Residency projects operate under [Scottish Book Trust's Child Protection Policy](#).
- c. All authors listed on our directory have agreed to our Code of Conduct that links to Scottish Book Trust's Safeguarding and Child Protection Policies where relevant.
- d. The Setting should share its Child Protection Policy with the Manager and the Author.

6. Complaints and concerns

The majority of author events are a positive, rewarding experience for the author, the organisation and the audience. Where problems arise, Scottish Book Trust will do its best to resolve issues between organisations and authors.

Should either party have any concerns regarding delivery of the residency project these should be detailed in an email to Manager at signe.rudovica@scottishbooktrust.com at the earliest possible time. Please do not hesitate to contact us for help and support.

If you wish to raise a complaint or concerns about the ASN Schools Residency project, you may follow [Scottish Book Trust's Complaints and Appeals Policy and Procedure](#).