Bookbug Session Leader Training - Application Questions

Bookbug Session Leader training is for those who plan to deliver Bookbug Sessions (free song, rhyme and book sessions) in libraries or other community venues with groups of children (0-5 years) with their mums, dads or carers.

Information about upcoming Bookbug Session Leader training dates and application deadlines can be found on the Scottish Book Trust website.

Applications must be submitted through our online form. A link to the online application will be available on Scottish Book Trust's website when applications are open. Candidates will be required to complete the following questions as part of the application process. The online application form must be completed in one attempt so it is strongly recommended that the applicant prepares answers to all the questions below before attempting to complete the online application form.

This application should be completed by the prospective Session Leader. **If you are awarded a place on a training course, this is not transferable to another member of staff - it is for the named person only.**

If you have any questions or you need additional support with the application process, please don't hesitate to contact the Bookbug team at bookbugtraining@scottishbooktrust.com or call 0131 524 0179.

Privacy Policy

Scottish Book Trust is a national charity changing lives through reading and writing. We are committed to respecting and protecting your personal data. The privacy statement, available on our website, explains why we collect your personal data and how we use it.

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Questions marked with a * require an answer.

1. **Are you currently leading Bookbug Sessions? Bookbug Sessions are 30-minute story, song and rhyme sessions run for groups of families with children (0-5 years old) delivered under the Bookbug brand.***
   - No, I am not currently leading Bookbug Sessions
   - Yes, but I haven't attended Bookbug Session Leader training
   - Yes, and I have attended Bookbug Session Leader training in the past (if you have selected this choice you should register for Bookbug Session Leader Refresher Training instead)

2. **What size are the groups you are intending to deliver your Bookbug Sessions to?***
   - I will be running Bookbug Sessions for groups of families.
   - I will be working with individual families and wish to support them with their singing, rhyming and book sharing (if you have selected this choice, our Bookbug for the Home training may be more suitable for you.)
   - I intend to do both

3. **Have you previously attended our Bookbug for the Home training course?***
   - No
   - Yes
   - Not sure

4. **About You:**

   First Name*:
   Surname*:
   Job title*:
   Organisation Name/Workplace (the organisation that will support you with running Bookbug Sessions)*:
   Email Address*:
   Phone number*:

5. **Which local authority do you primarily work in?***

6. **Which Bookbug Session Leader training dates would you be able to attend? (Please tick all applicable dates)***
   (A selection of dates will be provided on the online application and advertised on the Scottish Book Trust website)

7. **Eligibility criteria**

   Please indicate the eligibility criteria that you meet below*:
   - I am affiliated with an organisation, either as a staff member or volunteer, which will support me with running Bookbug Sessions.
   - I plan to deliver regular Bookbug Sessions
   - I plan to deliver Bookbug Sessions to groups of children (0-5 years old) with their mums, dads or carers, not just to groups children by themselves.*
     I am over 16
   - I plan to start leading Bookbug Sessions within 2 months of my training course

8. **Which specific venue/s do you plan to run your Bookbug Sessions in e.g. name of library, name of nursery, name of community centre?***

9. **Will your Bookbug Sessions be open to the public or run for a closed group?***

Bookbug Session Leader Code of Conduct

Please read the following code of conduct and confirm that you agree with the following statements

Bookbug is a universal programme that aims to help every child across Scotland to develop a love of stories, songs and rhymes while spending quality time with their mums, dads and carers.

When a Bookbug Session Leader delivers a Bookbug Session, they are representing the Bookbug programme, and Scottish Book Trust. We therefore require all Bookbug Session Leaders to abide by the following values and rules for Bookbug Sessions.

Please read the following 3 statements that make up the Bookbug Session Leader Code of Conduct and confirm that you agree with them.

10. **Bookbug Session Leader Values**

    Bookbug Session Leaders should –

    - Be enthusiastic, encouraging and welcoming to all families who attend Bookbug Sessions.
    - Be inclusive by making Bookbug Session as accessible as possible to all families.
    - Empower mums, dads and carers to develop their knowledge and confidence to share stories, songs and rhymes with their children.
    - Make Sessions fun! Joy is at the heart of sharing stories, songs and rhymes, and all Bookbug activities should give families a safe space to relax and engage in a fun activity together.

    I confirm that I will uphold these Bookbug Session Leader values. *

11. **Rules for running Bookbug Sessions**

    - Bookbug Sessions should only be run by those who have received Bookbug Session Leader training and with the support of an organisation.
    - Bookbug Sessions cannot be charged for, and must not be held in places which are only accessible by parents paying a fee or making a donation.

They cannot be included as part of an activity, play group, or fun day that has a charge or requests or recommends a donation from families. Even the smallest fee, or the suggestion of a donation, would mean that some families would not be able to take part. For example, if there is a charge/donation to attend a playgroup or parent and toddler group, the Bookbug Session must be run at the end of the session and families must be able to access this without a fee. See [Why Bookbug Sessions are free](#) for details of why this is important.

- The Bookbug brand should never be used to promote religious, political or commercial groups or ideas.
- Bookbug Session Leaders should wear a Bookbug t-shirt or Bookbug high-vis vest so they can immediately be identified as the Bookbug Session Leader.
- Bookbug Session Leaders are required to record and report on the number of Bookbug Sessions run and the attendance of children and adults at each to their local Bookbug Co-ordinator and/or Scottish Book Trust.
- Bookbug Session Leaders should keep their contact details up to date with Scottish Book Trust

I confirm that I have read and will abide by the above Bookbug Session rules

Child Protection requirements

Scottish Book Trust is committed to ensuring Child Protection and Safeguarding good practice is applied consistently. Please read our [Child Protection Policy](#). We believe that a child or young person should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe, and we are committed to carrying out our activities in a way that protects them.

12. Bookbug Session Leaders should:

- Be members of the Protecting Vulnerable Groups (PVG) scheme
- Have read their organisation's child protection and safeguarding policies and procedures.
- Know who their organisation's Designated Child Protection Officer (DCPO) is.
- Understand their organisation's guidelines and procedures for raising a child protection concern.

I meet these child protection requirements.*

To keep children safe, our best practice advice is that all Bookbug Session Leaders are members of the PVG scheme, and are fully trained in their organisations safeguarding policies and procedures. If Session Leaders are not members of the PVG scheme, they can continue to deliver Bookbug Sessions, however, in proceeding in this way organisations will be choosing to operate

outside of our guidance. For more advice, please contact your organisation's Designated Child Protection Officer.

You organisation's DCPO's can contact [Scottish Book Trust's DCPO](#) if they have further questions.

13. **Are you a member of the protecting vulnerable groups (PVG) scheme?**

- Yes
- No
- I am planning to join once I have been trained as a Bookbug Session Leader

14. **Ongoing contact with the Bookbug Programme -** In order to monitor the effectiveness of our training and the provision of Bookbug across Scotland, we require all trainees who have attended a funded Bookbug training course to provide us with feedback and share statistical information. To facilitate this process we will share your contact details with the Bookbug Coordinator in your Local Authority. Bookbug Coordinators and Scottish Book Trust will only contact you in relation to your training, Bookbug Programme updates, statistics and to request your feedback. By attending a funded Bookbug training course you are consenting to your data being shared in this way.

Yes, I consent to my data being used in this way.

15. **Indication of need**

We have limited places on our training courses and want to make sure that each funded place has an impact. Please tell us who your Bookbug Sessions will engage and if they will fulfil particular need in your area. For instance, are you targeting families who are not currently reached by Bookbug Sessions? (max 150 words)*

16. **Please add any additional information you think will be relevant to your application (max 150 words)**

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