

One Year - Partnership Agreement 2022

Our partnership commitment

As the UK's largest children's reading charity, we partner with every local authority across England, Wales and Northern Ireland to reach millions of families with books, resources and support to encourage families to make reading a part of family life.

We believe all children should be supported and have opportunities to develop a reading habit so they can reap the life-changing benefits of reading. Reading matters because it can have a lifelong positive impact on a child, affecting their health and wellbeing, creativity and educational outcomes.

Our partnership with local authorities has been at the heart of BookTrust's work over the last three decades. We strive continuously to support you in your crucial work to give every child the best start in life and improve outcomes for children in your communities – whether that be by enhancing parental bonding and attachment; improving speech, language and communication skills; contributing to school readiness; or simply discovering that unique joy a child can find in a good book!

BookTrust benefit from vital funding from the Department for Digital, Culture, Media and Sport (DCMS) through Arts Council England as well as generous in-kind support from children's publishers. Through this partnership agreement, our local authority partners commit a small resource to support the onward delivery and distribution of a significant supply of our books and resources, ensuring that children and families can benefit. BookTrust and the local authority partner hereby commit to collaboration to deliver these programmes with the aim of getting children reading.



John Coughlan CBE

BookTrust Chair of Board of Trustees

There's never been a more urgent time to inspire a new generation of children on their reading journey.

We want to get every child reading, regularly and by choice. We support families to establish a routine of reading together with their babies as early as possible and to continue this throughout childhood, as children learn to read independently.

Reading is important for all children, providing profound and wide-reaching benefits that affects their health, emotional wellbeing, sleep and their academic and social development. For the most disadvantaged and vulnerable children, these benefits can be life-changing. That's why, alongside universal provision, we are increasing our support to meet the needs of children who face the greatest barriers in their early years – whether that's families facing economic hardship, children in care or children with additional needs.

We share our mission with our partners across local government who seek to give every child the best start in life. Your partnership with BookTrust is critical to our shared goal of transforming the lives of children and families. Thank you for your vital and ongoing support.

**Diana Gerald**

BookTrust, Chief Executive

Each year we reach millions of children and families with support as a direct result of our partnership with local authorities.

Supporting children and families to develop reading habits and behaviours takes so much more than access to books and resources. Our partnership agreement with you is at the heart of our approach at BookTrust. Working together with professionals and practitioners from across libraries, children's services, early years and health visiting teams not only enables us to reach families in need wherever they are, but enriches our provision by building on your knowledge, expertise and insight into what makes a difference to children's lives.

We remain steadfast in our commitment to work together with local authorities as we start to embrace the new challenges facing children, families and communities across England, Wales and Northern Ireland today.

We're proud to work in partnership with you, to advocate together for the role that reading can play in children's lives, and to inspire the next generation of children to become lifelong readers.

Our offer and approach

Achieving our aim of getting every child reading regularly and by choice means providing children and families with the opportunity, confidence and motivation to initiate and maintain a lifelong reading habit. We have decades of experience in selecting high-quality, diverse and inclusive books that reflect children and the worlds they live in. Our programmes are designed based on evidence and in collaboration with children, families and professionals, so they work effectively to help children and families on their reading journeys. We monitor, evaluate and refresh our programmes in response to feedback and new findings to ensure that we're focusing our efforts in ways that make a genuine difference to children's lives.

We offer books, resources and support to children and families in every local authority to support a reading journey from the first year of life right up through the first years of secondary school.

Early years

Our **Bookstart Baby** programme is designed for babies under 12 months to encourage families to start reading together as early as possible. Reading together from the earliest months not only helps families bond and spend quality time together, it also aids habit formation and contributes to better language and literacy skills later in life. Every newborn baby is eligible to receive Bookstart Baby and each local authority determines how best to reach local families in the first year of their baby's life: most through health visitors; some through libraries; and some via registrars when parents register a baby's birth. The pack includes two carefully selected board books, two finger puppets and lots of tips and ideas on how to share books, stories and rhymes with babies.

From summer 2022, we will be rolling out our new **Bookstart Early Years** pilot, targeting families of 1-2- and 3-4-year-olds who need more support, aiming to inspire them to take part in creative book sharing adventures and lay the foundation for a shared reading journey. Families and professionals working with children in the target group will be put forward for participation by the local authority.

We also offer accessible books for babies and toddlers with a hearing or visual impairment and with special educational needs. And we offer dual-language (DL) books and guidance to families that have English as an additional language (EAL), so that they can access the same important Bookstart messages as others.

In addition to supporting families to read in their own homes, **BookTrust Storytime** is a pilot project providing books and resources to local libraries to help encourage disadvantaged families and families who don't currently engage with their library to visit regularly, inspire them to share stories with their children and develop an ongoing reading habit.

Time to Read is designed to help families enjoy reading together at a time when children start school and begin to learn to read for themselves. Through Time to Read, we send out book packs to every Reception child via their primary school. The packs contain a carefully selected book, activities and creative ideas for sharing stories as a family, with the aim of sparking the imagination, improving language and listening, as well as developing more practical skills such as making new friends and dealing with change. For children in need of more support, we are also piloting **My Story Pack** to support the transition to school. Families involved receive a book, reading tips and activities to share at home, with a toolkit provided to teachers to help children get the most from the packs.

5-13 years

The **School Library Pack** and **Special School Library Pack** are provided free to secondary schools with a high proportion of students receiving free school meals or are classified as special schools. The packs contain a collection of books aimed at students in years 7-9 and are designed to help schools build their school library with books from a range of different genres, authors, reading abilities and interests. Alongside the packs, we also provide schools with resources they can use to encourage students to read and grow their own reading experiences, such as through a book club. The Special School Library Pack provides books and resources to support students with a range of additional needs.

Bookbuzz is designed for students aged 11-13 (years 7 and 8) to support and encourage them to become independent readers. Schools sign up their students for Bookbuzz at a cost of £3 per student, and students are then invited to choose a book of their own from a selection of 17 carefully curated titles, suitable for a variety of different reading levels and interests. Schools also receive two additional copies of each of the 17 books to keep for their school library or classroom and a host of resources and video content to help them create a buzz about reading.

Our **BookTrust Represents** programme works to promote and improve the representation of people of colour in children's books so that all children can enjoy a rich and diverse reading experience that reflects them and their wider communities. We provide free books to schools and bring leading children's authors and illustrators of colour into the classroom, both virtually and in person. Having the opportunity to engage with an author not only inspires children by bringing their favourite stories and characters to life but also gives them access to diverse role models.

Targeted support for vulnerable children

We are committed to helping vulnerable children, including Looked After Children and Previously Looked After Children, to enjoy the benefits of reading. Whatever their care circumstances, we want to make sure that these children and their carers can access our universal support. In addition to our other programmes, **Letterbox Club** is designed to help children aged 3-13 who are looked after, previously looked after, vulnerable or on the edge of care, with their reading and numeracy. Schools and local authorities can buy the programme for children in their care. Children receive their own colourful parcel in the post once a month tailored for their age group, containing carefully curated books, maths games, stationery and other high-quality materials. For many children, it's the first time they have had a letter or a parcel through the post, and for some it's the first time they have had books of their own.

Online support

BookTrust's website provides a host of support, resources and advice for families and professionals working with children to help them on their reading journeys – from read-along videos to rhymes, and book reviews to reading tips.

Ongoing

BookTrust will continue to test, learn and develop our offers, and will work with our Partners to keep them appraised of changes and developments in the programmes set out above.

See next page for terms and conditions

Terms and conditions

1. BookTrust will:
 - 1.1 Develop and produce free, high-quality, universal Bookstart packs for all families with babies aged 0-12 months (Bookstart Baby). These include guidance for parents and carers on the benefits of reading books with their children on a daily basis from an early age.
 - 1.2 Develop and produce targeted resources for preschool children aged 1-4 years who require additional support to start their reading journey and additional resources to support their practitioners.
 - 1.3 Develop and produce free BookTrust additional universal learning and activity resources via the BookTrust website.
 - 1.4 Develop free BookTrust resources for children with English as an additional language with translated guidance for families.
 - 1.5 Develop and produce free BookTrust additional needs programmes and resources to support families.
 - 1.6 Provide support and resources to libraries to encourage regular active use of libraries for children aged 5 and under through pilots and programmes designed to engage families most in need.
 - 1.7 Provide support and resources to the Partner for children in the early years, designed to engage families most in need, through large-scale pilot programmes.
 - 1.8 Provide support and advocacy around books, reading for pleasure, authors and best practice.
 - 1.9 Make available to the Partner online resources to facilitate data gathering and evaluation for programme stocktake and audit purposes.
 - 1.10 Agree resource allocations with the Partner on an annual basis and review progress with the Partner at regular intervals throughout the duration of the Agreement.
 - 1.11 Work flexibly with the Partner to understand their priorities and ensure that processes and procedures, as well as notification of changes to our programmes through our development work, minimise inconvenience and impacts to Partners.

- 1.12 Agree to at no time to provide confidential information relating to the Partner or this agreement to any other person unless:
 - 1.12.1 it has obtained the Partner's written consent;
 - 1.12.2 the information is already in the public domain; or
 - 1.12.3 disclosure is required by law.
2. The Partner will:
 - 2.1 Nominate a senior officer to accept the partnership agreement and commit to administering resources and activities on behalf of the local authority, and notify BookTrust of their name, job title and contact details, and update BookTrust immediately if these details change.
 - 2.2 Appoint or retain a dedicated Bookstart partnership coordinator, or designate staff time to the programme, with hours as needed for coordination, making connection to teams within the Partner organisation, partnership working, monitoring, development and reporting to and liaising with BookTrust.
 - 2.3 Notify BookTrust of the name, job title and contact details of the partnership coordinator and other designated staff and update BookTrust immediately if these details change.
 - 2.4 Develop a strategic forum, to include libraries, health and early years, that will take responsibility for monitoring the quality of programme delivery and messaging across all services.
 - 2.5 Ensure that mechanisms are in place for the strategic coordination, local management and onward delivery of resources to families, and that performance data is collected and reported, via online and other mechanisms, in line with BookTrust's requested reporting arrangements.
 - 2.6 Ensure that a strategy is put in place to make every reasonable effort to gift a pack to every eligible child with an encouraging and effective message to the child's parents / carer that is in line with BookTrust's intentions and instructions.
 - 2.7 Take responsibility for BookTrust's stock from point of delivery at the designated local warehousing site(s) and ensure that adequate insurance is in place. If BookTrust requests the Partner to do so, the Partner must provide evidence that the Partner is maintaining adequate insurances to cover the activities related to this agreement.

- 2.8 Commit to communicating to BookTrust at the earliest opportunity if there are any changes or risks to delivery arrangements that mean that the eligible families will not receive their packs.
- 2.9 Provide BookTrust with information as required for annual stocktake, programme audit and allocation planning. Data required will include details of partners participating in delivery of the programme with numbers of beneficiaries.
- 2.10 On request, provide such documents and other reports and information as BookTrust requires to satisfy itself that the Partner has complied with its obligations, including meeting with BookTrust where requested.
- 2.11 On request, provide written and verbal feedback about the design, delivery and impact of BookTrust programmes and campaigns.
- 2.12 Agree to at no time provide confidential information relating to BookTrust or this agreement to any other person unless:
 - 2.12.1 it has obtained BookTrust's written consent;
 - 2.12.2 the information is already in the public domain; or
 - 2.12.3 disclosure is required by law.

Safeguarding

- 3. Safeguarding
- 3.1 The Partner will:
 - 3.1.1 adopt and carry out a written safeguarding policy and set of procedures to protect all children and vulnerable people involved in BookTrust activities in the Partner's local authority area.
 - 3.1.2 meet minimum similar standards to those outlined in BookTrust's own safeguarding policy and have these reflected in their own safeguarding policies and procedures. BookTrust's safeguarding policy is included within this agreement for reference.

Data protection

- 4. Data protection
- 4.1 BookTrust is committed to being transparent about how we collect and use data, and to meeting our data protection obligations in relation to the General Data

Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We do not trade personal data for commercial purposes and will only disclose personal data if required by law, or if it is with consent.

- 4.2 BookTrust is registered with the Information Commissioner's Office. Personal data obtained through this Agreement will be used by BookTrust in relation to the delivery and management of the Agreement and for communication of our services under legitimate interest. Personal data will be kept in an appropriate and secure format, and you have the right to review, amend or delete any personal data held by contacting Queries@booktrust.org.uk
- 4.3 Where our partner provides personal data relating to a partner outside of their own organisation, they will do this in line with their own data protection policy, seeking all relevant permissions. BookTrust commits to managing that data in line with General Data Protection Regulations.

Duration

- 5. Duration
 - 5.1 This agreement will commence on 1 April 2022 and will conclude on 31 March 2023.
 - 5.2 On an annual basis, BookTrust will review the roles, activities and responsibilities within this agreement and will discuss and agree any changes or amendments required with the Partner.

Additional information

- 6. Additional information
 - 6.1 Deliveries of Bookstart resources are free of charge to the Partner's storage location. The Partner may adjust their stock totals or cancel a delivery up to 20 working days before the delivery dispatch date.
 - 6.2 BookTrust carefully considers all the items included in the BookTrust packs in terms of the aims and outcomes for our programmes. All the items in the pack have been created and produced with great thought in relation to our vision of every child reading for pleasure and other BookTrust goals.
 - 6.3 BookTrust also safety test the BookTrust packs to ensure that they meet the relevant stringent health and safety requirements. BookTrust strongly recommends that additional items are not added to the BookTrust packs to ensure

their integrity and safety. However, if items are added by the Partner, it is essential that these items are safety tested to ensure they meet the relevant health and safety standards. BookTrust shall not be liable for any losses, costs or damages caused by any item included by the Partner or any third party in the packs.

- 6.4 All intellectual property rights relating to Bookstart and BookTrust programmes belong, and shall belong, to BookTrust, including patents, utility models, rights to inventions, copyright and related rights, trademarks and service marks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, including all applications for (and rights to apply for and be granted), renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist, now or in the future, in any part of the world.
- 6.5 The BookTrust logo should be included on all external documentation, publicity and press releases as appropriate, and a representative of BookTrust must sign off such documents in advance of publication. BookTrust can also choose that the logo is not included.

General

7. General
- 7.1 The Parties shall conduct themselves in accordance with high ethical standards and in compliance with all applicable laws.
- 7.2 The Parties shall work in good faith to create good working practices through the delivery of this agreement, for the benefit of long-term future collaboration.
- 7.3 The Parties do not intend any third party to have the right to enforce any provision of this agreement under the Contracts (Rights of Third Parties) Act 1999.
- 7.4 Nothing in this agreement shall authorise either Party to pledge the credit of or incur liabilities or obligations binding upon the other Party.
- 7.5 This agreement shall be governed by and interpreted in accordance with the laws of England and the courts of England shall have exclusive jurisdiction to resolve any dispute arising out of or in connection with it.
- 7.6 Both BookTrust and the Partner agree that they are bound by the terms detailed in this agreement.

The Parties' Representatives
BookTrust

Name: Diana Gerald

Position: Chief Executive Officer

Address: BookTrust, G8 Battersea Studios, 80 Silverthorne Road

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Phone: 0207 801 8800

Email: queries@booktrust.org.uk

The Partner Signatory

Name:

Position:

Address:

Phone:

Email:

Signed on behalf of BookTrust by Chief Executive/Director:

Signature of authorised person

Name of authorised person

Date

Signed on behalf of Partner:

Signature of primary signatory

Name of primary signatory

Date

I have read and agreed BookTrust's Safeguarding Policy

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