



Cartwheel Arts

Code of Practice for Freelance Artists

The following code of good practice has been written to inform the procedures of Cartwheel itself and to assist and guide contracted artists in delivering work that supports Cartwheel's mission, aims and objectives.

MISSION STATEMENT

Cartwheel Arts promotes social inclusion, cohesion, diversity and regeneration through community participation in vibrant, innovative, high-quality arts projects. We use a wide range of media to initiate, and respond to, project opportunities in Rochdale and surrounding areas, as well as promoting the development of the arts and examples of good practice across the North West.

Working in collaboration with partners and user groups we will help to develop arts based projects that enable people to explore their creativity and talents: that instills ownership and pride: that are fun; and that leave a positive, lasting legacy.

Throughout its work Cartwheel will endeavor to offer equality of opportunity, and to treat all who work with us honestly and with respect.

RECRUITMENT AND SELECTION

Freelance artists will be selected to work on projects using the following procedures, as appropriate:

- we will recruit prospective artists through advertising in appropriate media, e-mail lists
- prospective freelance artists will be interviewed if possible by one of the Projects Coordinators.
- through recommendations from other arts organisations, and agencies.
- for long term projects, artists will be recruited according to our Recruitment and Selection policy.
- We will be introducing a rolling programme of induction and training sessions which we expect artists working with us regularly to have attended

ARTISTIC PRACTICE

We expect artists working for Cartwheel to:

- offer a high level of artistic and professional service.
- demonstrate art skills in a clear and stimulating way when working with groups.
- encourage participants to acquire new art form skills.
- have a wide knowledge of particular art form(s) and how to employ them in a range of community settings.

WORKING WITH GROUPS

We expect artists working for Cartwheel to:

- implement equal opportunities for all participants in accordance with Cartwheel's Equality, Diversity and Inclusion policy

- remain impartial, when working with groups who are exploring particular issues and concerns.
- be supportive, non judgmental and sensitive to the needs of all individuals working within a group.
- be honest at all times when dealing with groups and clients.

ACCOUNTABILITY

Artists working for Cartwheel must:

- fulfill all contractual obligations.
- liaise appropriately with fellow artists, the Project Co-ordinator and Cartwheel staff.
- produce relevant documentation in support of freelance status and self employment.
- implement contingency plans, if necessary, with approval of the Project Co-ordinator.
- assist the Projects Co-ordinator in evaluating and documenting the contracted work.

SELF - MANAGEMENT

Although the ultimate responsibility for any project lies with Cartwheel, freelance artists will be responsible for:

- good time keeping throughout the contracted period.
- transport of yourself and any materials and equipment to and from the venue. Please note we only pay travel expenses in exceptional circumstances.
- gathering of specialised materials and resources when appropriate.
- keeping of receipts and evidence of purchases or use of their own resources.
- liaising with venue staff and making appropriate decisions.

HEALTH AND SAFETY

Artists working for Cartwheel must:

- be aware of Cartwheel's health and safety policy.
- where necessary, conduct appropriate risk assessments in conjunction with the Projects Co-ordinator.
- be aware of the issues of health and safety at each venue, and implement procedures at all times.

Roles and Responsibilities

Cartwheel will:

- **have overall responsibility for the project.**
- **pay invoices on time and correctly.**
- **be approachable and available.**
- **have overall responsibility for project planning.**
- **have the right to observe the project in action.**
- **provide support where needed and asked for.**
- **keep freelance artists informed on the budgetary position and any changes.**

The Freelance Artist will:

- **fulfill all aspects of the contract.**
- **be accountable to Cartwheel for the development and delivery of the project.**
- **keep Cartwheel informed of the progress and any changes to the project.**
- **allow Cartwheel access to the project (notwithstanding the wishes of the client group).**
- **keep records and documentation as appropriate.**
- **keep a journal of the sessions.**
- **supply invoices for fees, and receipts to claim materials, clearly marked with the project name and following Cartwheel's invoicing guidelines.**
- **not make any budgetary decisions without consultation.**
- **be aware of Health and Safety issues and of Cartwheel's policy.**

- **work within Cartwheel's aims and objectives.**
- **work to our Equality, Diversity and Inclusion policy and to other relevant policies, such as the Child Protection Code of Practice**

Cartwheel Arts Reviewed August 2013