



Code of Practice for Freelance Artists

The following code of good practice has been written to inform practitioners about the procedures of Cartwheel Arts and to assist and guide contracted artists in delivering work that supports Cartwheel's mission, aims and objectives. Our freelance practitioners are often the face of Cartwheel and we value the work of our freelance team. In turn, we want artists to feel valued, supported and informed. We welcome feedback, suggestions and ideas for improvements. The Code of Practice has been revised in the light of the COVID pandemic and will be revised further as government guidance changes.

COVID-19 Requirements

- Cartwheel will write guidelines into each project risk assessment regarding what steps to take during workshops.
- Cartwheel expects practitioners to follow government guidelines (<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>) outside of workshops (i.e. washing hands regularly and sticking to social distancing/socializing rules) and any additional local restrictions.
- It is imperative that you make us immediately aware if you or anyone in your household (and now bubble) are having symptoms. You must not come to work.
- Cartwheel take data protection very seriously. During the course of the pandemic, we may be obliged to provide your contact details to the Government's track and trace scheme. If this is requested from us then we will provide the information, but will inform you as soon as possible that we have done so.

MISSION

Our mission is to promote and practice Art for a Reason; promoting wellbeing, cohesion, equality, diversity and inclusion.

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

HEALTH AND SAFETY

Artists working for Cartwheel must:

- follow Cartwheel's Health and Safety policy.
- be aware of current government guidance on social distancing and other measures associated with the COVID pandemic, and follow it.
- be aware of current Cartwheel safety procedures for both face to face and (where relevant) online delivery.
- where necessary, conduct appropriate risk assessments in conjunction with the Project Manager. Read and fully understand the project risk assessment and their role within it.
- make themselves aware of the issues of health and safety at each venue, and implement procedures at all times.

- Notify the Project Manager, or failing that, the Director immediately if you believe that it is unsafe to begin, or continue, with a session.
- Use your initiative in suspending a session if you believe it is necessary.

SAFEGUARDING

Director, Rick Walker, is the Designated Safeguarding Lead for Cartwheel Arts. Many of our sessions are with either vulnerable adults or children. Artists working for Cartwheel must:

- Have read the Cartwheel Arts Safeguarding policies and fully understand their responsibilities
- where necessary, provide Cartwheel Arts with details and sight of an up-to-date DBS certificate, or access to view online. Cartwheel Arts are able to provide checks for artists via a third party but artists are responsible for payment of this
- Provide Cartwheel Arts with proof of completing Safeguarding training within the past three years or attend Safeguarding training via Cartwheel Arts. Cartwheel will aim to provide two Safeguarding training courses per year for artists to attend without charge

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 and to manage/report discriminatory conversation or comments during workshops.
- 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. Contracts must be signed before a project starts.
- All practitioners are required to have their own public liability insurance in place which covers themselves and the group they are working with, and to provide Cartwheel with the policy number, insurer and expiry date in advance of beginning any project.
- liaise appropriately with fellow artists, the Project Manager and Cartwheel staff, including reporting any issues immediately after the workshop (or during, if an emergency).
- produce relevant documentation in support of freelance status and self employment.
- implement contingency plans, if necessary, with approval of the Project Manager.
- agree responsibilities with the Project Manager for evaluating, monitoring 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.

GDPR

Artists working for Cartwheel must:

- Have read the Cartwheel Arts GDPR Guide for Freelancers and fully understand their responsibilities. It is vital that everyone understands their role within information governance. If you have any questions or concerns about this guidance or your role within it, please contact Lucy on lucy@cartwheelarts.org.uk or 01706 361300 who will be very happy to talk through it with you.
- Work with the Project Manager to agree how participant and sensitive information will be stored, protected and disposed of, in-line with our GDPR policy
Sign the confidentiality statement that is stored in hard copy at the office

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 unless agreed otherwise.
- 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.
- Provide the artist with a set of relevant policies, or links to them, and offer induction and training around key policies (EDI, Safeguarding, First Aid).
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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 in a manner and frequency agreed with the Project Manager at the start of the project.
- allow Cartwheel access to the project (notwithstanding the wishes of the client group).
- keep records and documentation as appropriate and in-line with our GDPR policy and guidance.
- keep a journal of the sessions which is shared with Cartwheel Arts on a regular basis (to be agreed with the Project Manager)
- 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 over £200 without consultation.
- fully understand or seek clarity on Health and Safety issues and of Cartwheel's policy.
- work within Cartwheel's aims and objectives <http://www.cartwheelarts.org.uk/about-us/vision-mission-and-values/>
- work to our Equality, Diversity and Inclusion policy and to other relevant policies, such as Safeguarding
- attend all required training around company policies