



Code of Practice for Freelance Practitioners

The following code of good practice has been written to inform practitioners about the procedures of Cartwheel Arts and to assist and guide contracted practitioners 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 practitioners 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 read, understand and follow our risk assessment guidelines whilst under contract.

Mission

Our mission is to co-create inclusive artistic opportunities with diverse communities that enhance health & wellbeing and celebrate culture and heritage. We call this Art for a Reason.

Throughout its work Cartwheel will endeavor to offer equality of opportunity, and to treat all who work with us honestly and with respect as per our Equality, Diversity and Inclusion Policy.

Policies and this Code of Practice

It is imperative that all freelance practitioners working with the public read the following key policies and documents as part of their contract:

- Freelancer Code of Practice
- Equality, Diversity and Inclusion Policy
- Safeguarding Adults Code of Practice
- Safeguarding Children and Young People Code of Practice
- Health and Safety Policy
- GDPR Guide for Freelancers

Cartwheel understands the time commitment involved to read and digest these policies and will endeavor to provide the policies above in accessible formats, provide informational sessions and answer questions regarding these policies in a timely manner.

Health and Safety

Practitioners working for Cartwheel Arts must:

- Read and follow Cartwheel's Health and Safety policy.
- 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

The Director, Hebe Reilly, is the Designated Safeguarding Lead for Cartwheel Arts. Many of our sessions are with either vulnerable adults, children and/or young people.

Practitioners working for Cartwheel must:

- Have read the Cartwheel Arts Safeguarding Code of Practice documents and fully understand their responsibilities. This document includes the procedure for reporting safeguarding concerns.
- Where necessary, provide Cartwheel Arts with details and sight of an up-to-date DBS certificate, or access to view it online. Cartwheel Arts are able to provide checks for practitioners via a third party but practitioners are responsible for payment of this.
- State when their latest Safeguarding training was undertaken on the digital contract. Where training was undertaken more than 3 years previous to the date of signing the contract, Cartwheel may request this is undertaken in the practitioner's own time. Cartwheel can signpost to providers who offer this training free of charge & in an accessible format.
- Ensure any data collected is done so in line with Cartwheel's data protection policy and practices and ensure confidentiality is maintained as appropriate to any safeguarding concerns.

Cartwheel will aim to provide one Safeguarding training course per year for freelance practitioners to attend without charge.

Artistic Practice

We expect practitioners 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 skills.

- Have a wide knowledge of particular art form(s) and how to employ them in a range of community settings.
- Commit to their own Continued Professional Development (CPD). Cartwheel Arts are passionate about supporting practitioners to develop their skills and have developed a dedicated [Artists Newsletter \(sign up form\)](#) to share opportunities, as well as supporting our contracted practitioners wherever possible.

Working with Groups

We expect practitioners working for Cartwheel to:

- Implement equal opportunities for all participants in accordance with Cartwheel's Equality, Diversity and Inclusion policy and to manage and/or report discriminatory instances 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.

Accountability

Practitioners working for Cartwheel must:

- Read, understand and sign their contract **before** a project starts.
- Fulfill all contractual obligations.
- 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.
- Produce relevant documentation in support of freelance status and self-employment.
- Liaise appropriately with fellow practitioners, the Project Manager and Cartwheel staff, including reporting any issues immediately after the workshop (or during, if an emergency).
- 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.
- Work in line with Cartwheel's policies and procedures regarding confidentiality and data protection.

Self-Management

Although the ultimate responsibility for any project lies with Cartwheel, freelance practitioners 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 such

*as if we are asking you to commute a significant distance outside of Greater Manchester to complete a contract. If you are traveling within Greater Manchester, we do not provide expenses***

At times, freelance practitioners may be asked to independently gather any specialised materials, resources, and basic refreshments for sessions. This will be agreed on a case-by-case basis and a clear brief and budget will be given by the Project Manager in advance. When providing materials or refreshments, practitioners should:

- Agree with the Project Manager on the expenditure and keep within a given budget – one-off purchases over £50 should be approved via email.
- Keep a clear record including receipts and evidence of purchases or use of their own resources.
- Attach receipts of anything purchased, and/or, an estimated value of own resources to invoices for reimbursement (this can be done at any time and the Project Manager can also support in purchasing materials using company credit cards should this be needed).
- Notify the Project Manager in advance if there is a change in either the materials sourced or the cost.
- Consider culturally appropriate materials & food that accommodate the tastes & wishes of the group. This should be agreed in advance with the Project Manager, and any project partners, including participants.
- ‘Refreshments’ refers to long-lasting items such as tea, coffee, juice & biscuits. Freelance practitioners are not expected to prepare or provide hot, catered food or meals for sessions.

Where providing materials or refreshments requires a significant time commitment or planning on the part of the practitioner, this must be discussed with the Project Manager who will support to ensure the practitioner is either reimbursed appropriately or tasks are reduced to be proportionate to their contracted responsibilities.

GDPR

Practitioners 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 Becky on becky@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 either in hard copy in a locked cabinet at our office or digitally on our password protected Drive.
- Cartwheel keeps freelance contracts and invoices for 10 years and project records for a minimum of 5 years however some information is retained indefinitely as historical archives.

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 practitioners informed on the budgetary position and any changes
- Follow our complaints procedures to manage any disputes that arise during a project
- Provide the practitioner with:
 - All relevant policies for their contract in a format that suits their needs
 - Offers for induction and training around key policies. Training may take place in person or online depending on availability and Cartwheel require Safeguarding training to be in date within 3 years of contract.
 - Risk assessments and other documents relevant to the project

The Freelance Practitioner 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 the Project Manager sufficiently informed of the sessions – this can be via email updates, WhatsApp Voice Notes or other accessible form of communication – the format & frequency to be agreed on a project-by-project basis.
- 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 £50 without consultation. Please email the Project Manager who has contracted you with details of the purchase to seek approval.
- Fully understand or seek clarity on:
 - Health and Safety issues
 - Equality, Diversity and Inclusion concerns
 - Safeguarding concerns
- Work within Cartwheel's aims and objectives:
<http://www.cartwheelarts.org.uk/about-us/vision-mission-and-values/>
- Work within the company's policies.
- Attend all required training around company policies.

This Code of Practice will be reviewed every 3-years as standard however more frequent reviews may take place in response to changing landscapes of the sector or feedback from our valued practitioners.

Feedback:

You can feedback to Cartwheel Arts about this Code of Practice or any other concerns in any of the following ways:

- Contact the Project Manager who contracted you – this will be reviewed immediately with the individual providing feedback.
- [Complete our anonymous practitioner survey](#) – this will be reviewed monthly by the Operations & Development Manager and reported to the Director and the board accordingly on action needed.
- For complaints, please follow our complaints procedure set out in our [Complaints Policy](#)

Accessibility:

Cartwheel Arts are committed to providing accessible opportunities for practitioners with disabilities and can discuss individual adjustments required in the planning stages of a project. This could include but is not limited to:

- Providing documents in accessible formats
- Working with the practitioner to understand and meet any requirements in regards to meetings - ie. offering online / telephone or in person as required.
- Providing clear information regarding transport to and from venues, and, if required, can communicate with venues and advocate for an accessible parking space.