

Information for Artists interested in working in Education Settings

How much should an Artist be paid?

Arts Council England is not currently able to offer guidelines on rates of pay for artists. The daily fee that an Artist will charge will vary. When you are agreeing a fee you should take into account:

- Whether there is a nationally recognised minimum rate as set by an entertainment union or appropriate employers' body
- Length of project - is the session a one-off or a longer programme?
- Duration of sessions - are they half days (2 hours minimum) or full days?
- Consideration to travel and material costs - will you negotiate an all inclusive fee or will you have a separate materials and travel budget?
- Any planning time agreed - joint planning between the school and artist will involve all partners from the beginning of the project and might bring new ideas to the table
- Evaluation - will your input be required?

Requirements for Working in Schools

Public Liability Insurance

It is recommended that self-employed people check their situation with regard to Public Liability Insurance. If you are visiting and working in other organisations, you should consider taking out Public Liability Insurance to cover you should you cause any injury or damage during the course of your work. As with other types of insurance, the cost and cover may vary, so make sure you shop around for the best deal for you.

As part of a contractual arrangement, North Yorkshire County Council will ask to see evidence of Public Liability Insurance cover prior to employing you. The standard cover required is now £5,000,000.

Disclosure

Keeping Arts Safe published by Arts Council England provides the following information on the Disclosure service:

“provides a regulated ‘onestop’ service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education and Skills (DfES). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults”

The Disclosure service can currently provide two levels of Disclosure:

Standard: appropriate for anyone with direct, supervised contact with children, young people or vulnerable adults

Enhanced: appropriate for anyone with intensive access to children, young people or vulnerable adults

Both Disclosure checks will provide information on criminal records (both spent and unspent), the List 99, Protection of Children Act and Protection of Vulnerable Adults lists. The Enhanced Disclosure will also provide details of any current investigations.

Prior to recruitment, North Yorkshire County Council will ask you to complete the Disclosure process via their own CRB Unit. A Disclosure check is one part of good employment practice and is not designed to replace:

- References
- Risk assessment
- Relevant experience
- Interviews etc.

What preparation do I need to do before working in a school?

Discussions with the school contact will help you to identify:

- Where the project fits within the school's overarching arts policy
- The aims and objectives of the project
- What the project will cost
- Where funding will come from

- Who the participant group will be - how many, what age, ability/experience of the group

You will also need to consider:

- Dates and times: both for project meetings and practical work
- Workshop planning: activity that will be undertaken. Is the project led by time in the classroom or is there mutual agreement that a work of art - presentation, sculpture etc. will be produced at the end? Who will supply equipment and materials?
- Monitoring and evaluation: How will the project be measured against the aims and objectives? How will you know that the project has been successful?
- Funding: Artist's fee and any materials/travel budgets
- Staffing: What will be the role of the teacher and artist during the project? Is there a need for supply cover?
- Best practice: Has time been allocated for CRB applications? What considerations need to be given to risk assessment, safeguarding issues and health and safety?
- Communication: Raising the profile of the project to other members of staff in school, parents, governors and local media

Artist Database

North Yorkshire County Council (NYCC) holds a database of artists in the region who specialise in participatory arts projects. The database includes artists working across all art forms and all abilities. To register yourself on the database contact John Rose, CYC Manager, tel 01609 533334 or email john.rose@northyorks.gov.uk

Other Support

With the implementation of new Government policies including Every Child Matters and Youth Matters, Arts Council England North East has been working to develop a framework to support the contribution that the arts can make to Government aims and objectives.

The resulting following two documents, developed or commissioned by Arts Council England, can be downloaded from Arts Council England's website, www.artscouncil.org.uk/publications/)

Children, young people and the arts: Yorkshire Regional Strategy: defines how the North East office of Arts Council England will, working with regional partners

deliver activity which effectively contributes to the Every Child Matters outcomes

Arts Matters Summary: describes the contribution that the arts can make to the lives of children and young people.

The Arts Council has various publications that can be downloaded free of charge, providing further information on working in schools.

ArtForms is the music and arts team for Education Leeds and have a range of resources available to download: **www.artformsleeds.co.uk**

The London School Arts Service (LONSAS) provides an overview of setting up an arts education project which you may find useful. Please see the link to their website: **www.lonsas.org.uk**

Alternatively contact the Arts in Education Officer on 01609 532815 or email **denise.alexander@northyorks.gov.uk**