

The Chester Art Beat

1 July 2022 High School Study Day Form

Please return this form our administrator Liz Preedy by 10th June:
forms@chesterartbeat.co.uk

School Information

School Name:
Address:
Head of Art:
Phone number:
Email:

Student Information

Number of current year 12 visual arts A level students being sent by you on a study day:
Types of visual arts being studied by them:
Names of students (optional): attach list here
Number of current year 13 visual arts A level students being sent by you on a study day:
Types of visual arts being studied by them:
Names of students (optional): attach list here

Staff

Number of teaching staff accompanying students if any:
Number of support staff accompanying students if any:
Number of parent helpers accompanying students if any:
Key contact name:
Key contact email:
Key contact mobile number:

Other Information

Is there any other relevant information you think we should know about your study day, staff or students?

Disclaimer:

The Chester Art Beat directors and core team, the artists, volunteers or venues are not responsible for your students. They are under your/their parents'/guardians' responsibility. Students aged 18+ are also legally responsible for themselves under the law. Please note, however, all our artists are basic or enhanced DBS checked, have public liability insurance, have filled in a risk assessment (see page 2) and have signed our code of conduct (see page 3).

INFORMATION ONLY

The Chester Art Beat July 1,2,3 2022

Artist's Risk Assessment: Studio Work and Exhibition at Venues Accessible to the Public

Name: _____

My ***machinery/equipment** are all suitable for the work I undertake and are in full working order/suitable condition. In agreement with venue hosts, I will ventilate rooms where necessary. I will keep dangerous items inaccessible to the public. Any electrical equipment will be PAT tested and correctly labelled as such and the PAT test will be less than one year old by 6th July 2022. Alternatively, if my electrical equipment is less than one year old from purchase by 6th July 2022 and still under guarantee, it does not need to be PAT tested and I confirm I will have checked it visually for signs of damage before using it, and I can supply purchase receipts to confirm the purchase date.

Any lighting equipment must be LED only – nothing that produces any kind of heat.

PAT: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

** E.g. gloves, face masks, ear defenders, scissors, retractable (ONLY) craft knives, sewing needles, cutting mats, brushes, electrical equipment, floor tarpaulins, masking tape, duct tape, plastic table covers, cordoning safety tape, safety notices, staple guns, staples, sanding equipment, nails, hammer, glue guns, glue, exhibiting paraphernalia, easels, carving tools.*

Which machinery/equipment are you bringing with you that could pose a hazard, to whom and how, and what will you do to control risk?

My ***resources/materials** are all suitable for the work I undertake and are in full working order/suitable condition. I will keep dangerous items inaccessible to the public and ventilate rooms where necessary and if within my control.

**E.g. paint, inks, thinners, oil-based products, odour-producing pens, paper, card, textiles, collage materials, wire, wood, clay, metal.*

Which of the above items (or others) are you bringing with you that could pose a hazard, to whom and how, and what will you do to control risk?

Risk Assessment

Venues will be shown the contents of my risk assessment. I will liaise with the venue to discuss what artworks/machinery/equipment/materials I am bringing and will abide by their decision if they are unwilling for any items to be used in their venue (e.g. very smelly substances would not be welcome). I will supply PAT information about any electrical equipment to venues should they require it.

As my highest priority at all times I will endeavour to uphold the safety of myself, those around me, and the venue in which I am placed in during The Chester Art Beat 2022 (e.g. when unloading, setting up, clearing away, storing items, undertaking studio work, engaging with visitors and venue staff, exhibiting, and using the venue building). I also attach my own risk assessment if I already have one.

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ Date: _____

INFORMATION ONLY

Chester Art Beat 2022 Code of Conduct

Safeguarding Children, Young People and Vulnerable Adults

The Chester Art Beat is a free public event open to all ages and kinds of visitors in public venues. Directors, our administrator, publicity manager, artists and volunteers DO NOT have legal charge or legal supervision over those under 18 years of age or vulnerable adults or any of our visitors. Visiting members of the public accompanying their children may wish to watch and chat to artists about their work. GCSE and A level visual arts students sent by their schools may also wish to do the same. Known (or more likely unknown) vulnerable adults may visit this open, public event. Any visitor who wants to, and there is time and space for, may be able to have a go at some art activities provided by some artists at the visitor's own risk. There will be a disclaimer notice for public participation in 'have a go' activities on the Chester Art Beat website and at venues – stating that they do so at their own risk.

To comply with the Chester Art Beat's Safeguarding Policy, we ask directors, our administrator, publicity manager, artists and volunteers to read and sign the following **Code of Conduct**.

NB Where the word 'children' or 'child' is written, read as 'children, young people and vulnerable adults'.

- Do treat all people with dignity and respect.
- Do act inclusively, seeking to make everyone feel welcome and valued.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Do treat people with equal care and concern.
- Do make sure that any electronic communication is done with parental or the legal supervisor's consent and is transparent and accountable. Chester Art Beat CIC cannot accept any responsibility for contact artists make with under 18s, vulnerable adults or anyone else.
- Do use physical contact wisely; it should be:
 - In public
 - Appropriate to the situation and to the age, gender and culture of the child
 - In response to the needs of the child, not the adult
 - Respectful of the child's privacy, feelings and dignity
- Do respect children's privacy.
- Do encourage respect for difference, diversity, beliefs and cultures.
- Do respect the right of children to make their own decisions and choices.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Don't exclude other children or Chester Art Beat representatives from conversations and activities.
- Don't use any behaviour that has a sexual connotation.
- Don't feel you have to deal with every problem on your own.
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force.
- In as much as it is in your control, don't spend time alone with children out of sight of other people.
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Don't take photos or videos of children without written consent of their legal guardians/parents, and only use them in the ways agreed by those guardians/parents.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Don't discriminate or leave discrimination or bullying unchallenged.
- Don't abuse the power and responsibility of your role. Do not belittle, scapegoat, put down or ridicule a child (even 'in fun') and do not use inappropriate language (such as anything with sexual connotations, innuendo, flirting).

I agree to abide by the above code of conduct:

Name: _____

Hand-written signature (preferred) or E-signature sent from the email address you listed on your personal information:

_____ **Date:** _____