

The Chester Art Beat July 1, 2, 3 2022

Adult Volunteer Application Form

Please send this form (and any character references if necessary) to Liz Preedy Chester Art Beat administrator: forms@chesterartbeat.co.uk **Deadline: 24th June 2022.** Save form as a pdf and send us the pdf please. You can photograph or scan your character reference letter and email them.

Before sending us your application, check that you have signed the personal information agreement (page 1), the agreement to abide by our terms and conditions (page 5) and the code of conduct (page 6).

Personal Information

ALL VOLUNTEERS MUST BE OVER 18 ON 1ST JULY 2022. Will you be over 18 then? Yes/No
If not please do not continue with this application.

Name:

Address:

Mobile phone number:

Social Media addresses:

Emergency contact name, phone number and relation to you:

Email:

Chest/bust size for advertising tabard: small/medium/large:

Disabilities: please list any disabilities that you feel we should know about.

Personal Information Agreement:

I agree to allow the Chester Art Beat to store the information above for the sole purpose of communicating with me (including via a WhatsApp Group if possible to communicate all the volunteers at the same time – mostly on the trail dates 1,2,3 July 2022). This agreement is on the basis that no information will be shared with any other company or agency without my express permission. I agree to be photographed and filmed during the event and for these images/film to be used for the Chester Art Beat website, advertising, marketing and PR.

NB Emergency name/phone number will not be used for any marketing/publicity.

Hand-written signature (preferred) or E-signature sent from the email address you listed above:

Date: _____

Availability

To assist with organising the event, we ask that all volunteers make themselves available for at least 2 of the 3 days if possible. Please indicate which ones you are happy to sign up for.

- Friday 1st July 9:00-5:10
 Saturday 2nd July 9:30-5:10
 Sunday 3rd July 10:30-4:10

TERMS AND CONDITIONS OF VOLUNTERS

TAKING PART IN THE CHESTER ART BEAT 2022

Volunteer Role

This is a vital role as public engagement is key to the success of the event. Thank you for considering being part of Chester Art Beat in this way. The aim of the volunteer is to engage with the public in a friendly manner, giving out trail maps, encouraging them to walk the trail and enter the free prize competition. You will be directing people to the venues, telling them about the artists and referring people to the website for supporting information if they need it (e.g. trail map, detailed artists/venues information, food/drink, toilets, wheelchair access, our charity fund raising).

Benefits of volunteering

See what the UK's top employment agency says about the benefits of volunteering:

<https://www.reed.co.uk/career-advice/benefits-of-volunteering/>

DBS: Basic or Enhanced DBS Police Check

Chester Art Beat needs you to have a basic or enhanced DBS police check (within three years up to and including July 6th 2022). Do you have a DBS?

If Yes, please attach clear photographs or scans of **all** parts of your current form with this application. If you are signed up to the annual online renewable service, please send us your one-time share code (which lasts 21 days) and the last 6 numbers of your certificate number.

If No, you will need to apply for a basic one to be a volunteer for the Chester Art Beat. You can apply for a basic DBS check at: <https://www.gov.uk/request-copy-criminal-record>. It's a very simple procedure and takes about 20-30 minutes: cost to you: £23.00. It may take up to 14 days for your certificate to arrive by post*. You can then renew your document every year for about £13.00 if you sign up for the renewable service as soon as you get your DBS certificate: <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1> DO NOT USE AN AGENCY – USE THIS WEBLINK. Once you have the DBS follow the instructions for 'yes' (above).

***NOTE: SPEEDING UP DBS INFORMATION:** In view of the short timescale to obtain a basic DBS certificate once you have applied, an email confirms the check is complete, with the certificate number provided in advance of the physical certificate in the post. It is at that point that you can go online to obtain a one-time share code, which you can then send to Liz Preedy (Chester Art Beat administrator at forms@chesterartbeat.co.uk) to view the essentials of the certificate. This is a quicker process than waiting for the actual certificate to arrive in the post.

Alternatively, please send the Chester Art Beat two short characters references supporting your application from people who know you well and who can vouch for your trustworthiness, reliability and friendliness. We will accept references on official letterheads/official emails from: teachers, current or former employers, company directors, police officers/PSCOs, ministers of religions, civil servants, local politicians/councillors, youth workers or medical workers.

A level Students and Arts Award Students

The Chester Art Beat invites local Chester high schools to send their students on a 'study day' to meet artists on Friday 1 July 2022. Arts Award students are also invited to walk the trail during the three days of the event.

Disclaimer: the Chester Art Beat directors and core team, the artists, volunteers or venues are not responsible for students. They are under school/arts award advisors/their parents'/guardians' responsibility. Students aged 18+ are also legally responsible for themselves under the law. All our artists are basic or enhanced DBS checked, have public liability insurance, have filled in a risk assessment and have signed our code of conduct.

Artists on the 2022 trail: <https://chesterartbeat.co.uk/artists/>

Artists' exhibition/studio equipment/resources and artworks

Volunteers are not responsible for setting up studios/exhibitions/fetching or carrying for artists (who will provide their own assistant for whom they are responsible should they need one). However, we ask volunteers to take care of artists where they can – use common sense and don't put yourself at risk (e.g. carrying heavy load). Artists will bring all their own exhibition and studio equipment/resources and will be responsible for them at all times. Venues will provide them with tables and chairs, but artists will be responsible for their protection against damage or loss. Artists are responsible for setting up/clear up studio spaces or exhibitions.

Manning Artists' spaces who need to take a toilet break or go for lunch

Artists may need to take short breaks to use the lavatory/grab a drink. When they break for lunch, they may stay near their studio space or ask another artist to cover for them whilst you are gone if this is possible. They are asked to take no longer than 45 minutes and stagger with other artists if there are others with them so they are not all gone at once. As a volunteer, you may be able to sit in their space for a short time, but your main job is to *draw the public into venues*.

Charity

This year we will be raising money for Claire House Children Hospice to support art-making with terminally ill children. Charity QR code and digital payments only will be positioned near or at studio spaces in most venues. **No cash will be taken, and volunteers are not responsible for handling cash or digital payments to the charity.**

Cancellation of the event

In the unlikely event of the Chester Art Beat 2022 being cancelled, our liability to you as a venue will be limited to an apology and shared disappointment and frustration.

Competition: there is a free prize competition for everyone to take part in which you will be telling the public about. Please see: <https://chesterartbeat.co.uk/trailmap/>

Contacts

If you have any queries or issues during the event, please contact either:
Project Manager and Director Julie Mitchell: 07955 641015 office@chestertartbeat.co.uk
Project Initiator and Director Canon Jane Brooke: 07412 431283
jane.brooke@chestercathedral.com; office@chestertartbeat.co.uk
Nikki Perry, our volunteers' coordinator will give you her details closer to the event.

Drinks

Please use seal-up bottles or safety hot drinks mugs to reduce the risk of spillages or scalds.

First Aid

Chester Art Beat does not provide first aiders or first aid kits during the event. Two venues are street locations open to the general public as normal (Brook Street mural and Super Trees subway). The other venues are open to the public as normal. Venues often have their own first aid arrangements in place. If in doubt, call 999 and seek professional medical assistance. We ask our volunteers not put themselves or others at risk and only act to intervene if they can in cases of emergency.

'Have a little go'

At certain times, some of the artists will be offering the chance to 'have a little go' for FREE (look for the green hand at their work station). Most notably is the opportunity for the public to join in with returning artist Aleta Doran commissioned in the Chapter house of the Cathedral to make a beautiful mosaic for Claire House Children's Hospice which will be installed in their butterfly garden. Aleta's FREE 'have a little go' opportunity is available throughout the event.

PLEASE NOTE: Some artists will charge a fee for having a go as part of their normal work. Artists who are charging will NOT be displaying the 'have a little go' green hand.

Disclaimer: All 'have a little go' activities (free or not) are done entirely at the public's own risk.

Lunch/breaks

Please bring your own suitable packed lunch and any refreshments you'll need for the duration of the event. Our volunteers' organiser will liaise with volunteers to enable you to take 45-minute lunch breaks in relays so there are always volunteers around for the duration of the Chester Art Beat days. Mid-morning and mid-afternoon break: 15 minutes. Toilet breaks when you need them but *if* you can use the official breaks that would be great.

Moving About the Trail

So you can see more of the trail and to keep things fresh, we aim to rotate you, so you only spend about half a day in a location before moving on to another. This is not applicable to Bowling Green Court & Quaker Meeting House whose volunteers are already based in those venues.

Nikki Perry our Volunteers Co-ordinator

Nikki co-ordinated the volunteers during our 2018 pilot and she was a delight to work with. She is enthusiastic, friendly, can-do, and super organised. She will be in touch in due course to make more detailed arrangements with you.

Public Liability Insurance

Chester Art Beat has public liability insurance that covers the role of 'volunteer' for the duration of the event. Host venues have public liability insurance for public use of their venues. Artists have public liability insurance for their work in venues.

Reporting any accidents/incidents

In the event of any accidents or incidents occurring, as soon as possible artists must report them to the venue hosts and to one of the directors, Julie Mitchell or Canon Jane Brooke, who will record them in our accident/incident book.

Safety As their highest priority at all times volunteers will endeavour to the best of their ability to uphold the safety of themselves and those around them in during The Chester Art Beat 2022 (e.g., engaging with artists, trail visitors, venue staff, and venue buildings and public places). We ask you as adults will use your common sense: looking where you are going, not walking backwards, taking care not to trip over/bump into curbs/objects, not looking at your phone when walking, avoiding trouble, not getting into altercations, being courteous to others, etc.

Sales

Volunteers do not handle any money of any kind (other than your own) for artists, venues or our charity.

It is not your responsibility to handle artists' sales. Artists are aware that they and/or their own designated assistant may take sales – not volunteers.

Steering group

Councillor Jill Houlbrook, Councillor Steve Collings, Cheshire West and Chester Council; Canon Jane Brooke, Julie Mitchell, Chester Art Beat CIC Directors.

Thank you to you: as a thank you to you we are offering each volunteer one free ticket to the exclusive Artists Gathering Event in the presence of the Lord Mayor of Chester Cllr John Leather and Lady Mayoress Heather Leather: at Chester Cathedral (refectory) Friday 1st July for a glass of wine and nibbles. Also we will put your names in the free competition prize draw with the correct answer so you get a chance to win a prize.

Tracking numbers and getting feedback: we will be asking you to keep a track of numbers attending and get some feedback from the public about the event. Further details will come.

Trail Map: <https://chesterartbeat.co.uk/trailmap/> You will be handing out trail maps or directing them the trail map on our website. We will provide you with them. See page 7 for a copy.

Trail Times: see trail map pages 7-8

Venues in 2022: <https://chesterartbeat.co.uk/venues/>



Visibility

Our volunteers will be wearing our purple Chester Art Beat light-weight advertising tabards with our logo and trail map details on them. We want everyone to see you!

Website: please familiarise yourself with our website.

Working in pairs: we aim to put you in pairs during your time at the event. There may be shorter times when you are alone (e.g. your partner has gone for a short break or an artist's needs you to man their stand whilst they take a short break).

Agreement to Abiding by the Terms and Conditions of Volunteering

Declaration:

I apply to participate in the Chester Art Beat July 1st, 2nd, 3rd 2022 as a volunteer.

I have read and agree to the terms and conditions of taking part as a volunteer in the Chester Art Beat 2022.

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

_____ Date: _____

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: _____

Chester Art Beat

Art LIVE walking trail in the city

July 1st - 3rd 10-5pm
(11-4pm on 3rd)

- Watch artists at work
- Buy their creations
- Explore our beautiful city centre!

Easy walking trail
All ages welcome

30 ARTISTS

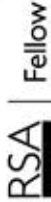
18 VENUES

FREE ENTRY

An art-lover's paradise!



chesterartbeat.co.uk/trailmap



Financial supporters: CWaC, Earl of Chester's Fund, Tyrer Charitable Trust, Cheshire Community Fund, Private Donors, Government Covid Funding, Venues offered at no charge



Sarah Evans

Elizabeth Macdonald

Susan Wells



Lauren Vaccarazzi



Jake Roycroft



Claire Troughton



Nikki Parmenter



Barry Davies



Aleta Doran



Lynette Howells-Moore



Elizabeth Biggs (Roving*)



Alistair Tucker



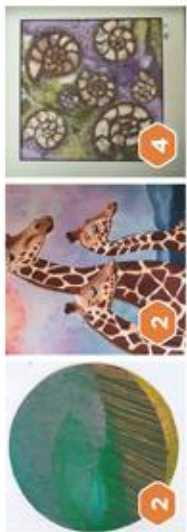
Dai Owen (Roving reportage artist)



Neela Chatakundu



Sophia Shaw



Wendy Connelly

Beki Harrison

Molly Brown



Susan Farrington



Morven Browne



Lyndsay Atkinson



Claire Malley



Brigitte Watkinson



Alex Russell



Diana Morrison



Jazz Stan



Michael Carlon



Jill Bagnall



Caroline Pearce



Christine Evans

*Elizabeth Biggs: Official photographer and publicity manager

Trail Map & Venues

See our artists and their venue numbers overleaf. For more info, visit chesterartbeat.co.uk



Have a little go!
Look for the hand:
 Varying artists & times. Space may be limited.



- 1 Brook Street Mural Open viewing
- 2 Bowling Green Court
- 3 Super Trees Murals (Subway) Open viewing
- 4 Quaker Meeting House Sunday Hrs 12:30-4
- 5 Marks & Spencer
- 6 Søstrene Grene
- 7 Grosvenor Shopping Centre Central Atrium Saturday Hrs 10-4
- 8 Whitewall Galleries
- 9 Jigsaw (Row)
- 10 Bloom & Albion
- 11 Bishop Lloyd Palace (Row)
- 12 Watergate Street Gallery
- 13 Pictura (Row)
- 14 Seasalt Cornwall
- 15 CASC, Forum
- 16 Cathedral (Chapter House) Sunday Hrs 12:30-4
- 17 Storyhouse (The Den)
- 18 Glass Deva, Rufus Court

The Chester Art Beat Prize Competition

Win a £25 gift voucher for art materials! 10x for kids up to 11, 10x for over 11s.
 1: At each venue numbered below, find out that venue's letter & put it in the box.
 2: Guess the anagram of the famous artist! 3: Give your trail map to an artist or community volunteer. If you can't get to all the venues, make a guess! Prizes sent by early August.

Who is the famous artist?
 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Name: _____
 Age: _____
 Adult's Mobile No: _____
 Adults: your email for our updates: _____

We are raising money for **Claire House** 
 for them with **fabulous mosaic**
 Aleta Doran at Chester Cathedral!