



Policy and Process for the Recruitment and Management of Freelance Creative Staff

1. Statement:

ArtsEd is committed to creating spaces for students that are free of bullying and harassment and where the safety and wellbeing of students is placed at the centre of every decision.

ArtsEd will prioritise the wellbeing of students working with Creatives by:

- I. Making the environment as safe as possible for students;
- II. Ensuring students are properly supervised by the right people;
- III. Ensuring the correct policy and procedures are in place and strictly adhered to by staff (permanent, visiting, and freelance) and students;
- IV. Following the relevant legislation and guidance;
- V. Training staff and students in the use of relevant policies and procedures;
- VI. Ensuring that Creatives working with students are vetted as far as is reasonably possible;
- VII. Ensuring that Creatives working with students are inducted into the educational environment and are made aware of the practices, policies and procedures that safeguard our students;
- VIII. Ensuring that Creatives working with students are line managed and supervised as appropriate.

2. Creative staff are defined as:

Choreographers, Directors, Designers, Musicians and Technicians employed via a Freelance Contract, often through an Agent for a specific Production, typically for 6 weeks; or, Commissioned Writers for ArtsEd of Acting, typically contracted for 18 months on a Freelance Contract, undertaking a maximum of 10 workshops to write a new play with students.

3. General:

- I. Creatives must only be contracted by a senior member of ArtsEd Executive such as the Principal, the Director of Musical Theatre (Musical Theatre School) or the Head of Acting (School of Acting);
- II. All contracts must be signed off by the Principal as a final check;
- III. The person making the appointment will act as line manager to the creative during the project.

4. The Selection of Creatives:

- I. Creatives will frequently be selected by senior staff they have worked with in the industry, or by senior staff that have observed them in the industry, but may also be selected following recommendation from a trusted source if they or their work is unknown to ArtsEd;
- II. Verbal references must be sought from industry contacts if the individual is not known to ArtsEd;
- III. The Creative's external work will often have been observed;
- IV. If the Creative is not already known, they will be interviewed by a member of ArtsEd Executive;
- V. A recommended Creative whose work is unknown will be invited to undertake a Masterclass with 2nd Years as a starting point, to observe their professional practice with students and the suitability of their work;
- VI. Creatives in the production department e.g., lighting technicians, sound technicians, or costumes designers etc. for public productions are selected from a list of preferred technicians by the Head of Production or other senior member of the Production Department; such technicians are interviewed for suitability.

5. Safeguarding checks:

- I. The Line Manager is responsible for ensuring suitability and conducting a formal induction meeting;
- II. A verbal reference is sought by the Line Manager where the Creative and their work is unknown to them;
- III. A contract request will be made to HR; HR will draft the freelance contract and send it to the Principal for approval; HR will undertake a Right to Work in the UK check, a Barred List check and obtain ID from the Creative;
- IV. The Principal may make further enquiries including clarifying verbal references where the individual or their work is not known;
- V. The Contract will include the [Staff Code of Conduct](#) and the [Safeguarding Policy](#);
- VI. The Creative must sign the Contract, the [Staff Code of Conduct](#) and the [Safeguarding Policy](#);
- VII. HR will send the Creative a link to Keeping Children Safe in Education 2021 Part 1 and code of conduct training and their understanding of these will be checked during the induction process.

6. Prior to commencing a project, the Line Manager will:

- I. Arrange a video meeting with the Creative to discuss the project, the [Staff Code of Conduct](#) and the [Safeguarding Policy](#);
- II. Set out clearly the expected professional standards of conduct and behaviour to be observed at all times.

7. Management of Creative:

- I. The Creative will be line managed by the person appointing them;
- II. The Line Manager will hold meetings with the Creative as often as required to ensure ongoing support to the Creative and students involved in the Project;
- III. At the end of the contract the Line Manager will debrief the Creative and request their feedback in relation to the project as a whole and to seek their feedback to students.

8. On commencement of the Project, the Creative will:

- I. Be met by their Line Manager;
- II. Be reminded of the professional standards, the [Safeguarding Policy](#) and the [Staff Code of Conduct](#) that must be adhered to;
- III. Be shown the facilities;
- IV. Be notified of how to report any concerns;
- V. Receive a Health and Safety briefing.

9. Other safeguarding measures:

- I. HR will maintain a DO NOT USE list and will refer to the list when drafting contracts. The Principal has access to this list when scrutinising the contract for approval;
- II. A staff member wishing to appoint a Creative who is on the DO NOT USE list will be notified that the person cannot be appointed;
- III. Training must be completed in advance of commencement of the project including watching the Safeguarding Training video;
- IV. The Principal (or Director of either ArtsEd of Acting or School of Musical Theatre in their absence) will be called upon if any issues / concerns arise – students are encouraged to report all concerns;
- V. Creatives do not at any point receive contact details for any student and can only make contact with a student via the relevant Tutor; therefore, the Creative must notify the Tutor of any messages or notes to be given – the Tutor will forward these to the student concerned;
- VI. Personal Tutors will contact the student if any concerns are raised;
- VII. There is regular liaison between the Creative, and permanent staff involved with the project;
- VIII. Creatives do not work unsupervised with students;
- IX. The Principal will liaise directly and immediately with the Creative’s agent if a serious issue or complaint arises. The Agent is responsible for dealing with the issue and removing the Creative from the project if it is reasonable to do so; the Director of ArtsEd of Musical Theatre or the Director of ArtsEd of Acting will respond to any situations that arise in the absence of the Principal;
- X. Rehearsal spaces, the Theatre and teaching rooms are open, accessible, and well-lit and work is undertaken during normal operational hours;
- XI. Any physical contact with students must be appropriate, justifiable, and by agreement.

10. Training for students:

Students receive the following training and are regularly reminded during weekly Tutorials and Personal Tutor meetings of the [Student Complaint Procedure](#) and the [Whistleblowing Policy](#) and any other policies and procedures that protect them and the Creative during projects. Students can contact their Personal Tutors at any time for guidance and support when they have concerns. Training includes:

- I. Induction Training (one week upon joining ArtsEd)
- II. Intimacy Training
- III. Equity Safe Spaces
- IV. Student Code of Conduct

- V. [Student Disciplinary Process](#)
- VI. Expected standards of behaviour

11. [Equity Safe Spaces](#) Statement:

The following statement is read at the start of every project by students and Creatives:

“Every single one of us working on this project is entitled to work in a safe space: a space free of fear, a space free of bullying and harassment of any kind. We will work together honouring our differences and celebrating the gifts we each bring to the table.

“We will treat one another with politeness and respect at all times and, if we are subjected to or witness bullying and harassment, we will speak out knowing that our voices will be heard and we will be taken seriously. Together we can create a safe space.

Title of Policy / Process	Policy on Recruitment and Management of Freelance Creative Staff
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Owned By	Head of HR
Approving Committee / Ratifying Body	Board of Trustees
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