

**national centre
for circus arts**

Working with Others Handbook

Foundation Degree in Circus Arts
and
BA (Hons) Degree in Circus Arts

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Introduction

The higher education programme at the National Centre for Circus Arts aims to provide students with the skills and understanding required to enter the circus industry as professional artists. As a key component of the programme, working with external artists and companies provides students with valuable learning opportunities and experiences which mirror professional contexts.

In the context of this handbook 'Working with Others' is defined as elements of the Foundation Degree or BA undertaken by students which are delivered by individuals or companies who are not contracted staff of the National Centre, either onsite at the National Centre or offsite at an alternative location. This handbook applies only to Working with Others (referred to throughout as 'projects') which contribute to intended learning outcomes – a whole module or an element of a module which is assessed. At the National Centre this would normally mean a project which involves an entire year group (for example the BA Ensemble module), but may also apply to a project which an individual student undertakes as a retrieval or deferred element of assessment.

This handbook draws on the principles outlined in the Working with Others Handbook of the Conservatoire for Dance and Drama, and the indicators of the [UK Quality Code of Higher Education: Chapter B10 Managing higher education provision with others](#).

The following sections outline what is expected by the National Centre, the student(s) and the external artist/company involved in any projects considered to be Working with Others.

Roles and Responsibilities

The National Centre will ensure that:

- The learning outcomes for the project are clearly identified, contribute to the overall aim of the programme, and are assessed appropriately.
- All relevant information, policies and procedures related to the project is current and up to date at the time it is provided to students and external artists/companies
- Students are informed of their responsibilities, and are provided with appropriate and timely information, support and guidance prior to and throughout the project.
- External artists/companies are provided with appropriate and timely information, support and guidance prior to and throughout the project.
- External artists/companies are appropriately experienced, qualified, resourced and competent to fulfil their roles in delivering learning opportunities.
- One or more nominated member(s) of staff who will act as tutor(s) to the students involved in the project and will visit students (where appropriate), ensuring they do not have any concerns about their health, safety or welfare. The tutor(s) will also provide academic supervision and undertake the assessment of the placement in collaboration (where appropriate), with external artists.

- Students have access to the appropriate equipment (provided by the student where appropriate, or by the external artist/company or the National Centre), to undertake the work required.
- Memorandum of Agreements have been completed, and risk assessments and health and safety checks have been carried out, with any follow up actions noted and completed in a timely manner.
- Student activity falls within the scope of liability covered within the National Centre's insurance policy/policies.
- That suitable and effective Health & Safety arrangements are in place and that students are aware of these.
- Records are kept of any placement related activities and documents, including memorandums of agreement, Health & Safety checklists and risk assessments.
- Students are provided with a full and clear induction to the workplace and its working practices, regulations and policies, including Health & Safety arrangements, appropriate risk assessments, fire precautions, evacuation procedures, how to report accidents, incidents and unsafe conditions (if work is being undertaken offsite).
- Students and external artists are provided with details of appropriate contacts at the National Centre in the event of an emergency, as well as contact details for non-urgent enquiries, and that enquiries from students and artists involved in the project are responded to promptly.
- Students are advised of alternative courses of action, in the event of their withdrawing from a project due to injury or other personal circumstances, or the project being terminated due to circumstances beyond their control.
- The external artist/company is informed if a student's studies are terminated or suspended, or in the event of any issues such as injury or other personal circumstances beyond the student's control which may affect their ability to attend or take part fully in the project
- Students and external artists/companies are aware of the rights of disabled students (under the Equality Act 2010) to request reasonable adjustments whilst undertaking the project
- Students are encouraged to disclose any disability or medical condition to nominated members of staff and/or external individuals to ensure that they can be supported during the project. However, no confidential information regarding a student will be passed on to the external artist/company without that student's consent
- Work undertaken is assessed in a timely manner and provide students with grades and feedback as soon as possible
- Students are given the opportunity to provide feedback on projects and that projects are evaluated as part of Annual Programme Monitoring
- External artists/companies are given the opportunity to provide feedback to the National Centre for quality assurance and enhancement purposes

- Policies and procedures for securing, monitoring, administering and reviewing projects are reviewed regularly and are up-to-date and effective

The external company or individual artist will ensure that:

- They sign a Memorandum of Agreement with the National Centre before the start of the project
- They read and understand any relevant information provided by the National Centre, including intended learning outcomes and any responsibilities regarding assessment
- Suitable Health & Safety arrangements, policies, procedures and risk assessments are in place if the work is being undertaken offsite, and that they accept their duty of care and/or any other specified or designated responsibility towards the students they are working with.
- They provide any additional information or documentation, including, but not limited to, Health & Safety, risk assessment and insurance as requested by the National Centre if work is undertaken offsite
- Any concerns about the availability or suitability of equipment for students are relayed to the National Centre as soon as possible.
- Students are supervised by appropriate and qualified members of staff whilst undertaking the project, and regular feedback is provided to students.
- Visits by a tutor from the National Centre can be facilitated and contact is maintained with appropriate staff at the National Centre.
- Appropriate staff members at the National Centre are made aware of any issues which arise during the project related to the students involved, including any accidents, student welfare issues or unauthorised absence.
- Students and the National Centre can access / view available footage of assessed work.
- All final feedback is returned within the stated deadlines, and that any difficulties in meeting these deadlines are communicated to staff at the National Centre immediately in order to agree a revised deadline.

Students will ensure that they:

- Read and understand any relevant information regarding the project provided by the National Centre, including intended learning outcomes and assessment
- Attend pre-project briefings and/or participate in any preparation activities as required by the National Centre
- Monitor their e-mail and respond promptly to any enquiries from the National Centre or the external artist/company.

- Conduct themselves in a responsible and professional manner in line with the National Centre Codes of Conduct (found in [appendices to the Student Handbook](#))
- Contact staff at the National Centre at the earliest opportunity if any significant matters arise during the project, including any areas of concern relating to their welfare and safety, well-being, and any other placement or academic-related matter.
- Contact staff at the National Centre and the external artist/company at the earliest opportunity in the event of any issues such as injury or other personal circumstances beyond their control which may affect their ability to attend or take part fully in the project
- Follow any Health & Safety arrangements in place during the project, take responsibility for their own personal safety and report any H&S concerns either before or during the project to the National Centre
- Take part in evaluation of the project once it has finished

Early Termination of 'Working with Others' Activity

External artists/companies have the right to remove a student from a project with immediate effect, in consultation with the National Centre, if they can show that students have demonstrated any of the following:

- Continued and unauthorised non-attendance
- Behaviour that endangers themselves or others or significantly interferes with their learning
- Offensive or discriminatory behaviour
- Violence or illegal activity

Where a project is terminated by a student or external/placement provider prior to the previously agreed duration of the project, the National Centre will:

- Initiate a process to identify from the student and external artist/company the reasons for the early termination (see below)
- Identify and act on any issues arising from the termination relating to the student's studies. This might include:
 - Instigating alternative assessment for the student in lieu of continued collaborative activity
 - Deferral of studies to enable further activity to be undertaken, where due to the termination of the project the student has not met the requirements of the programme
 - Consideration of whether there may be any student fitness to train or disciplinary matters arising from the early termination of the project
 - Identifying whether there is a need to review the profile of the student if they are required to undertake further activity to meet the requirements of the programme.

- Identify and act on any issues arising from the termination relating to the provider. This might include undertaking a review of the provider to provide continued assurance that they are appropriate and able to meet agreed expectations

Issues arising from early termination of a ‘Working with Others’ Activity

Where a decision is taken to terminate a student’s participation in a ‘Working with Others’ activity before completion, the National Centre will determine whether any issues arising from that decision warrant further action or follow-up with either the student in question and/or the external artist/company.

Process for early termination of a ‘Working with Others’ Activity

The external artist/company will contact the nominated member of National Centre staff who is acting as tutor for the students to notify them that they have either had to immediately remove a student, or wish to recommend that a student is removed, and the reason(s) why.

The National Centre staff member will then notify any necessary parties at the National Centre to determine next steps and will establish contact with the student in question.

Examples of next steps that might be taken include:

- Asking the external artist/company for a report of the incident/event(s) which led to the decision of early termination
- Determining whether any further action is needed (such as instigating the Fitness to Train or Disciplinary processes)
- Exploring any allegations/reported incidents with the student in question, and/or with other individuals (including students) who may have material information
- Following up with the external artist/company about any relevant matters

If a student is asked to leave an activity for any reason they should get in touch immediately with the National Centre tutor.

Complaints regarding a ‘Working with Others’ Activity

Students should always attempt to resolve any issues in a positive and proactive manner in the first instance, and should seek help from their tutor at the National Centre if necessary. Most problems are easily resolved informally. Where this is not possible, the National Centre’s Student Complaints Procedure (found in [appendices to the Student Handbook](#)) can be implemented.

Appendices

CDD Principals? (?)
Risk Assessment? Yes
MoA? Yes
H&S checklist? Yes

