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Public Health
Advice

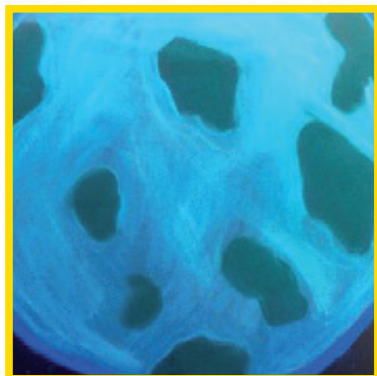
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Working Safely During Coronavirus

Guidelines for Artists

Artists in Schools & Embrace Arts and Disability Programme

Clare Arts Office



Dear Artists,

Covid 19 has greatly affected the manner in which the Clare Arts Office delivers its Artists in Schools and Embrace Arts and Disability Programme.

This year we are inviting artists to submit proposals for a changed landscape, a landscape that could potentially shift again. While we are aware this new context brings with it its challenges we also believe it is an opportunity to bring an exciting innovative programme of creative projects and engagements to young children and individuals re-entering schools and organisations this coming Autumn.

This booklet contains the following guidelines to assist you when you are developing your Artists in Schools and Embrace proposals for 2021.

Artists in Schools Programme

New Timeline

Covid Health and Safety Guidelines

Rethink- How to develop and deliver your projects under Covid restrictions

Embrace Programme

New Timeline

Covid Health and Safety Guidelines

Rethink- How to develop and deliver your projects under Covid restrictions

If you have any queries in relation to these guidelines or require any artists support, please do not hesitate to get in touch with me at cconway@clarecoco.ie - 065 6899091

Warmest wishes,

Ceara Conway

20/07/2020

Artists in Schools Programme

Schools have informed us that when they have returned and settled in to their new ways of operating that they look forward to welcoming artists back to their schools.

Supporting children's well being and sense of connection and security will be a priority for schools this coming Autumn. It is important to consider that many students may have fallen behind educationally due to having little access to online learning or perhaps for whom online technology does not suit their learning style. They may also have fallen behind socially due to isolation from their peers and anxiety about Covid 19. The full impact of the past few months on childrens mental health has yet to be seen.

Schools welcome creative activities and engagements that will give children the opportunity to

- a) *enjoy themselves*
- b) *develop a sense of well being and connection*
- c) *engage with their environments.*

We have always recognised the beneficial and holistic aspects of the Artist in Schools Scheme but it is important to remember when designing proposals that we do not offer art therapy.

Timeline for Artists in Schools Programme 2021

The call for project proposal will be made in October with a view to projects initiating in 2021.

Zoom Art Room

The Zoom Art Room is a light online Autumn art programme for schools. Once a week, an artist will deliver a workshop to schools in Co. Clare via Zoom.

Artists returning to the Class Room.

Due to the unpredictable nature of Covid 19 we have listed the following potential scenarios:

- 1) Artists will be able to deliver workshops in the classroom, but may have to adhere to working with specific small groups (pods) within a shorter time frame.
- 2) Artists will not be able to enter schools.
- 3) Artists themselves may not wish to return to the class room and in this instance can propose projects that can be delivered through other ways (see below for section on new ways to develop and deliver projects).

Mandatory checklist for developing projects

We envisage a deeper engagement with schools in the planning stages to enable clear understanding with your chosen school and their protocols regarding artist's facilitation.

This may significantly impact your proposal so plenty of time should be allowed to acquaint yourself with school procedures and devise a project that accommodates everyone – artist, school and pupil.

For example you may only be able to work with a small group or pod of participants that remain the same throughout the project. Or you may be asked to engage with two groups that alternate on a given week.

- 1) **Workshop Duration:** Due to social distancing protocols (and these may vary from school to school) you may have to deliver your workshop in a shorter time frame. Consult with your school regarding this. *Each school will vary in this regard but the allotted hours will remain the same. If you are going to be working with 2 pods of students, you should for example, consider a 10 hour project with both in lieu of a normal 20 hour project with a class.*
- 2) **Tools and Equipment:** Students will not be allowed to share tools and equipment. This stipulation has to be considered in your proposal. You should consult with the school to find out what equipment they have and what is required.

***Artists will not be allowed to give students their equipment and tools to use.**

- 3) **Social distancing:** Artists will be requested to maintain social distancing rules with students. Consider your proposal in light of this regulation. What kind of project can you propose that does not require close/physical contact with participants?
- 4) **Online:** Artists are requested to consider proposing projects that can be moved online should a Covid resurgence disrupt school access again.
- 5) **Good quality internet:** Artists must ensure they have good internet if delivering projects online. In the event that an artist lives in an area with bad internet the Arts Office can arrange, on a case by case basis, access to a local Digital Hub with broadband.
- 6) **Budgeting:** *The artist is wholly responsible for managing their own project hours and fee and travel costs in accordance to the project that is proposed.* If an artist proposes a project to be delivered to two small alternating groups, the artist is responsible for proposing a project that is feasible in size/aims and duration in accordance to the award amount.

Covid Health & Safety Guidelines for Artists in Schools

- Artists must adhere *to the schools Health and Safety Guidelines and Covid protocols*. It will be the schools responsibility to advise the artist on social distancing protocols and on PPE (gloves/masks) requirements.
- Artists and Schools will need to indicate on the AIS application form that a Covid Risk Assessment has been undertaken. Each school will have their own risk assessment procedures.
- Schools will be responsible for providing hand sanitizer. Artists will be responsible for providing own gloves/masks.

Rethinking how you deliver your projects.

- 1) Artists can propose projects and workshops to be delivered through the Zoom / Skype platforms. *Schools have informed us that these types of workshops need to be easy to engage with as the artist will not be present in person to assist.*
- 2) Artists may devise "Project Kits". For example you may plan, produce and deliver a series of workshops or a project that can be delivered to a school in a box with a set of instructions/ zoom sessions. For example, you could set creative tasks for participants and provide research links/materials/maps and tools etc. ***Please note if you are providing materials/tools, you need to ensure there is enough available per participant as tools and equipment cannot be shared.***
- 3) Artists may also propose online projects that are conversational for example a curated series of discussions and/or reflections on a variety of subject matters, i.e. art works, heritage sites with additional suggested "at home" exercises for participants.
- 4) Artists can propose projects that utilise the postal service and letter writing as means to engage. In this instance postage costs would fall under "materials" and would be covered by the school.
- 5) ***Alternative spaces.*** Weather permitting some workshops/creative walks and talks could be facilitated outdoors. Check if your school has a hall or a covered outdoor space.

For successful proposals The Arts Office can assist in sourcing spaces should for example an artist require 1-2 sessions where they need all students in one space at the same time.

- 6) A number of "Collaborative Awards" will be available this year, where artists can propose to deliver a collaborative project with another artist working in a different art form. This may suit your project if you are working with two small groups.
- 7) Artists may collaborate and co create work with students. For example a musician may work with students to compose lyrics while they compose the music and produce the final work.
- 8) ***Legacy.*** Given that the viewing of art works will be very much experienced online going forward artists are requested to give due consideration to the legacy of project and to ensure the production of high quality documentation.

Data Protection and Media Platforms for Artists and Schools

- It will be the responsibility of the artist to create the Zoom link/Skype call and to send it to the school in advance of the project start date.
- If artists are engaging with students on a project where by media such as audio/video files are being exchanged, all media must be exchanged via the teacher to the artist or vice versa.

Artists are not permitted to engage directly with students via social media/phone/email or have any direct contact with students.

- Artists will be expected to undertake Garda Vetting even if the project is online.
- It is the artists professional responsibility to ensure that
 1. If projects are being delivered online that good internet quality is in place.
 2. Any workshops delivered through Zoom/Skype are undertaken in a space not privy to the public or family members.
 3. Child Safeguarding Statements reflect a move to online activity for young people.

For any inquiries regarding this information please contact:

Artists in Schools Coordinator:

Ceara Conway, cconway@clarecoco.ie - 065 6899091

Embrace Arts and Disability Programme

Mental Health and Disability Organisations

We have consulted with several Mental Health Organisations in Clare and have been informed that once organisations have had the time to settle in and to become acquainted with new ways of operating that they will welcome the return of artists to their centres. Supporting vulnerable adults sense of well being and sense of connection and personal expression through the arts is a key priority for the Embrace programme this year.

We have always recognised the beneficial and holistic aspects of the Embrace Scheme but it is important to remember when designing proposals that we do not offer art therapy.

Timeline for the Embrace for Arts and People with Disabilities

The call for Artists will be made in October with a view to projects initiating in 2021.

Artists returning to Mental Health Organisations

Due to the unpredictable nature of Covid 19 we have listed the following potential scenarios

- 1) Artists will be able to deliver workshops and projects in the Autumn but may have to adhere to working with specific small groups (pods) and to deliver workshops within a shorter time frame.
- 2) If a Covid resurgence occurs artist will cease to have access to delivering projects in person

Mandatory checklist for developing projects

We envisage a deeper engagement with mental health and disability organisations in the planning stages to enable clear understanding with your chosen organisation and their protocols regarding artist's facilitation.

This may significantly impact your proposal so plenty of time should be allowed to acquaint yourself with organisations procedures and devise a project that accommodates everyone - artist, organisation and participant.

For example you may only be able to work with a small group or pod of participants that remain the same throughout the project. Or you may be asked to engage with two groups that alternate on a given week.

1) Workshop Duration: Due to social distancing protocols (and these may vary from organisation to organisation) you may have to deliver your workshop in a shorter time frame. Consult with your organisation regarding this. *Each organisation will vary in this regard but the allotted hours will remain the same. If you are going to be working with 2 pods of participants, you should for example, consider a 10 hour project with both in lieu of a normal 20 hour project with a group.*

2) Tools and Equipment: Participants will not be allowed to share tools and equipment. This stipulation has to be considered in your proposal. You should consult with the organisation to find out what equipment they have and what is required and how to manage materials.

***Artists will not be allowed to give participants their own equipment and tools to use.**

3) Social distancing: Artists will be requested to maintain social distancing rules with participants. Consider your proposal in light of this regulation. What kind of project can you propose that does not require close/physical contact with participants?

4) Online: Artists and Coordinators must assess the ability and benefits to participants and care workers in engaging with online projects before proposing same. Note that within these specific contexts participants would need extra support to engage online.

5) Good quality internet: Artists must ensure they have good internet if delivering projects online. In the event that an artist lives in an area with bad internet the Arts Office can arrange, on a case by case basis, access to a local Digital Hub with broadband

6) Budgeting: The artist is wholly responsible for managing their own project hours and fee and travel costs in accordance to the project that is proposed. If an artist proposes a project to be delivered to two small alternating groups, the artist is responsible for proposing a project that is feasible in size/aims and duration in accordance to the award amount.

Covid Health & Safety Guidelines for Embrace

- Artists must adhere *to the organisations* Health and Safety Guidelines and Covid protocols. It will be the organisations responsibility to advise the artist on social distancing protocols and on PPE usage (gloves/masks) requirements etc.
- Artists and Organisations will need to indicate on the Embrace application form that a Covid Risk Assessment has been undertaken.
- Organisations will be responsible for providing hand sanitizer. Artists will be responsible for providing own gloves/masks.

Suggested new ways to develop and deliver projects

- 1) **Online workshops:** The Arts Office have been advised that the artist must discuss with the coordinator as to whether participants have the capacity to engage in projects delivered through online means Zoom etc. Delivering projects through zoom will require a level of assistance from health care worker. Several coordinators have professed a preference for in person facilitation as participants will have a need for human connection and interaction after lock down.
- 2) **Artists may devise “Project Kits”:** For example you may plan, produce and deliver a series of workshops or a project that can be delivered to an organisation in a box with a set of instructions or accompanying zoom sessions. For example, you could set creative tasks for participants and provide research links/materials/maps and tools etc. *Please note if you are providing materials/tools, you need to ensure there is enough available per participant as tools and equipment cannot be shared.*
- 3) **Curated talks:** Artists may also propose projects that are conversational for example a curated series of discussions and/or critiques on a variety of subject matters, i.e. art works, heritage sites with additional suggested “at home” exercises for participants.
- 4) **Postal projects:** Artists can propose projects that utilise the postal service and letter writing as means to engage. It is important to note that this option would need to be assessed in relation to the abilities of the participants in question and the level of care support required to engage. **Postage costs would fall under materials and be covered by the organisation.**
- 5) **Alternative spaces:** Weather permitting some workshops/creative walks and talks could be facilitated outdoors. Check if your organisation has a hall or a covered outdoor space.

The Arts Office are also looking into the use of spaces such as a glór theatre should for example an artist require 1-2 sessions where they need all students in one space at the same time.
- 6) **Collaboration:** A number of “Collaborative Awards” will be available this year, where artists can propose to deliver a collaborative project with another artist working in a different art form. This may suit your project if you are working with two small groups.
- 7) **Co creation:** Artists may collaborate and co create work with participants.

- 8) **Legacy:** Given that the viewing of art works will be very much experienced online going forward artists are requested to give due consideration to the legacy of project and to ensure the production of high quality project documentation.

Data Protection and Media Platforms for Embrace

If artists are engaging with adult participants on a project where by media such as photos/ audio/video files are being exchanged this must be done in accordance with Data Protection and GDPR regulations. Written consent will be required from the participant and coordinators must be CC'd on all communications. Microsoft Teams is recommended as a good platform to use for the exchange of project material.

The following are recommended guidelines.

- Email correspondence should not become a file storage device, when files are received they should be downloaded and the email deleted.
- Logging what information is shared and by who and for what purpose should be considered as a monitoring process.
- As people doing the class can often choose quite sensitive or personal topics artists always should store files in folders with password protections.
- Artists should only store files only as long as they need to be used. It is best to destroy files at the end of the project.
- The artist is not permitted to engage with participants via social media/phones/email without prior written consent from the participant.
- Artists will be expected to undertake Garda Vetting as per usual even if the project is run online.

For any inquiries regarding this information please contact:

**Embrace Arts and Disability Coordinator:
Ceara Conway, cconway@clarecoco.ie - 065 6899091**



COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL

