



# Artsmark Partnership Programme

## Supporting cultural education, endorsed by Arts Council England

### Code of Practice

This Code of Practice outlines our expectations for how Artsmark Partners will conduct their work associated with the Artsmark Partnership Programme.

We expect you to adhere to our rules in the areas of delivery, breadth of perspective, promotion and communication, accountability and quality assurance while you are an Artsmark Partner.

In respect to **delivery**, we expect that you will:

- Ensure that the seven [Quality Principles](#) are incorporated into the design and delivery of your work with Artsmark settings
- Ensure your Artsmark Partnership Programme offers are appropriate for the advertised age range
- Provide Artsmark settings with the necessary level of information ahead of any engagement, agreeing what resources are required and who will provide them
- Use staff who have the necessary experience, expertise and skill to ensure high quality delivery
- Ensure you provide Artsmark settings with the appropriate resources for your programme offers
- Advocate for Artsmark Award to non-Artsmark settings
- Work in dialogue with Artsmark settings to identify need

In respect to **breadth of perspective**, we expect that you will:

- Ensure you are up to date with all the information available for the Artsmark Award
- Ensure you keep up to date with developments in the cultural and broader educational landscape
- Signpost Artsmark settings to other Artsmark Partners or relevant cultural organisations where appropriate
- Ensure the reputation of your organisation's Artsmark Partnership Programme offers in relation to Arts Council England and Artsmark, is upheld and not brought into disrepute
- Explore and endeavour to engage with other local cultural networks, including where possible, Local Cultural Education Partnerships, to increase connectivity
- Maintain engagement with your local Bridge organisation

In respect to **promotion and communication**, we expect that you will:

- Display the Artsmark Partner logo on your website and resources associated with the Artsmark Partnership Programme
- Clearly identify Artsmark Partnership activity and offers on your organisation's website and relevant materials
- Ensure your Artsmark Partnership Programme offers are clearly communicated and include an appropriate amount of detail to allow Artsmark settings to make informed decisions. Your Artsmark Partnership Programme offers should include details of:
  - Key Stage or age range;
  - artform;
  - curriculum links;
  - learning outcomes;

- cost;
- and required resources
- Make reasonable efforts to promote Artsmark where possible in your dealings with non-Artsmark settings
- Direct enquiries about Artsmark to [artsmark@artscouncil.org.uk](mailto:artsmark@artscouncil.org.uk)

In respect to **accountability**, we expect that you will:

- Have relevant policies and procedures in place to ensure the protection of children, young people and vulnerable adults
- Have an equal opportunities policy in place
- Manage all personal information in accordance with all data protection laws including the Data Protection Act 1998 and the General Data Protection Regulation
- Adhere to relevant Health and Safety legislation including risk assessment for Artsmark Partnership Programme offers
- Maintain comprehensive employee and public liability insurance

In respect to **quality assurance**, we expect that you will:

- Adhere to the Artsmark Partnership Programme Code of Practice
- Participate in Arts Council England's quality assurance procedures and evaluations as required
- Undertake an evaluation of all activities delivered as part of the Artsmark Partnership Programme to include feedback from the staff and children and young people involved

Please note that we may update this Code of Practice from time to time. If we do, we will send you an updated version.

**01/11/2017**