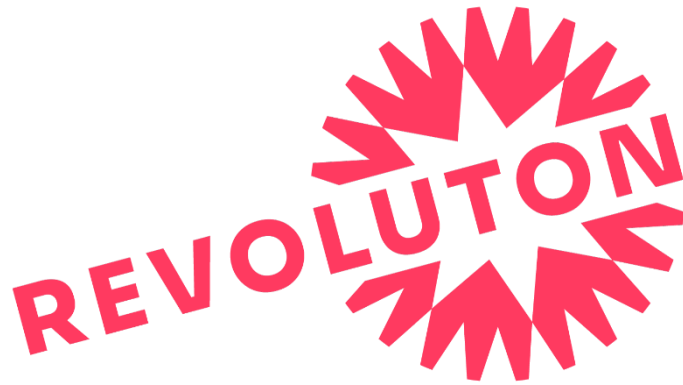




A Guide to Revoluton Arts' Contracts

Our contracts require artists to be up to date with a number of legal and good practice obligations. Whilst we cannot give you advice on legal issues, here's a few places to look for further information if you're unsure about anything in your contract.

If you have any further questions about our contracts, please contact your lead contract (normally whoever sent you the contract).

Registering as self-employed

Our contracts are for people who are self-employed, who are sometimes referred to as freelancers or sole traders. This means that you are responsible for your own tax and National Insurance contributions and need to register with HMRC for direct payment of these. You legally must register as self-employed if your income from contracts such as ours reaches a set amount (£1000 in 2023)

A guide to registering as self-employed can be found at <https://www.gov.uk/set-up-self-employed>

As a self-employed contractor, we need you to send us an invoice for us to pay you. Your contract will state when you should send us an invoice and for how much.

At a minimum, invoices need to include:

- the date
- your name and address
- the name and address of the company you are sending the invoice to
- a summary of the services provided and the amount you are invoicing for
- your Unique Taxpayer Reference (UTR) from HMRC
- your bank details (bank name, sort code, account number and the name that your bank account is registered to)

There is an invoice template below that we encourage you to use if you don't have a similar template.

Public Liability Insurance

We require all artists delivering work for us to have their own Public Liability Insurance in place (up to at least £5million). Public Liability Insurance protects you

in case anything happens during your activities, such as personal injury to a participant/audience member. It is normally more cost-effective to take out an annual policy, which generally cost under £100 per year. The policy must be in your name.

Here are a few places where you can get insured, but it is up to you to look at their policies and price and pick the best option for your work.

A number of agencies and unions provide insurance as either part of their core membership offer, or as an add-on, including:

- For performers, directors etc - <https://www.equity.org.uk/>
- For visual artists - <https://www.a-n.co.uk/>
- For dancers - <https://www.communitydance.org.uk/>
- For musicians - <https://musiciansunion.org.uk/>
- For contemporary artists, makers and arts professionals - <https://www.axisweb.org/>
- For visual, applied or socially engaged artists - <https://www.artistsunionengland.org.uk/>

For all of these you would need to meet their membership criteria, which sometimes includes demonstrating a certain level of professional practice. Membership often comes with other benefits such as networking, access to training and other resources.

Or you can get insured through a broker, such as:

- <https://getdinghy.com/>
- <https://www.towergateinsurance.co.uk/>

Safeguarding

We have a legal obligation to make sure that everyone involved in our activities are cared for to the highest standard, especially children, young people and adults at risk. Anyone we contract who will come into contact with these groups needs to follow the guidance below.

We have a safeguarding policy in place, that outlines our approach to safeguarding and we also have a code of conduct for those working with children, young people and adults at risk that must be followed at all times. Both of these will have been sent to you with your contract and you should read them thoroughly before any of your activity starts.

We advise that all artists working with children, young people and/or adults at risk have completed Level 1 safeguarding training within the last 2 years. This is to make sure that everyone at our activities knows how to identify possible signs of abuse and how to deal with any allegations or disclosures.

If you have not completed safeguarding training, you can access it a short online course at <https://bedfordshiretraining.vc-enable.co.uk/Register> To register, you will need to select 'Revoluton Arts CIC' as both your organisation and group, and

use the details of your lead contact at Revolution Arts. We advise that you do the 'Level 1 Safeguarding Everyone' course.

DBS Checks

It is a necessary requirement for any contractor who may interact with children, young people and/or adults at risk to have a recent DBS certificate (either issued within the last 3 years or signed up to the update service). This allows us to check if you have any criminal convictions and is an important part of how we keep our audiences and participants safe.

We can accept DBS certificates issued by other employers. Copies of DBS checks are not stored by us, we just keep a record of the certificate number, date of issue and the date we viewed the certificate or checked the update service.

We encourage all artists to sign up for the update service, which currently costs £15 per year and allows any prospective commissioners/employer to check your certificate without you needing to supply a copy or apply for a new certificate. You will need to do this within a month of receiving a new DBS certificate.

If you do not have a DBS certificate, we can apply for it on your behalf. This costs £65 and normally takes around a month from you supplying your details (address history, identity documents etc) to our supplier. We will deduct the cost of this from your next payment from us.

From:

First and Last Name

Address Line 1

Address Line 2

Town

Postcode

To:

Revoluton Arts CIC

Marsh House Community Centre

Bramingham Road

Luton, Bedfordshire

LU3 2SR

UTR:

INVOICE

Invoice Number: #
Invoice Date: dd/mm/yyyy
Invoice Amount: £X.xx

Item Description	Number of hours	Hourly Rate	Amount Total
Total			£X.xx

Payments:

All payments are to be made into the following account

Account Holder: First Name and Last Name

Bank Name: Bank

Account Number: xxxxxxxx

Sort Code: xx-xx-xx

I'm responsible for all my tax and National Insurance contributions.

Thank you for your business.