



Terms and Conditions

Payment and refunds

1. A one-off fee of £600.00 is to be paid by schools participating in the Wac Arts Schools Festival.
2. An invoice will be issued once Schools Festival Agreement is signed by Schools lead contact and must be paid in full within 30 days.
3. Invoices must be settled by the payment date stated on the invoice.
4. Wac Arts does not offer refunds for the Schools Festival.
5. Payment can be made by bank transfer on receipt of invoice:

Bank details as follows:

Account Name: WAC ARTS REG CHARITY NO.267043

Account Number: 70487776

Sort Code: 089033

For bank transfers please use the Invoice Number as a reference.

Application

6. Schools must provide contact details for the following staff members for the Schools Festival Programme.

- i. Lead Contact
- ii. Secondary Contact

7. The lead contact is responsible for correspondents relating to consultation meeting, coordination of creative workshops and Schools Festival day.

8. In the absence of the lead contact the secondary contact will be responsible for correspondents relating to consultation meeting, coordination of creative workshops and participation on the day of the festival.

9. Within 14 days of the initial consultation meeting the Lead contact must confirm the date and time for all of the creative workshops.

Workshops

10. Participating schools are responsible to recruit 10-25 young people to comprise the Creative Project group. The lead contact is responsible for completing and returning a data and context form for the group to support the Wac arts team with planning and reporting purposes.

11. Participating schools are responsible for providing a suitable space for workshops to take place within the school building.

12. Workshop registers for each class are maintained by the Wac Arts Facilitator. Attendance is recorded for the purposes of safety, security and quality assurance monitoring and will be shared with Lead contact and Wac Arts Schools team.

13. If a young person/s is absent, it will be reported by the Wac Arts Facilitator to the Lead contact. It is the responsibility of the lead contact to encourage participation of absentee for following workshops.

14. If a young person/s is absent from workshops for three or more consecutive weeks, with no written communication from lead contact, Wac Arts reserves the right to remove the young person/s from the Schools Festival.

Behaviour

15. Wac Arts Facilitators will endeavour to uphold participating schools' behaviour policies however they are not responsible for the behaviour management of young people/s within participating school.

16. Wac Arts Facilitator will report to the lead contact and Wac Arts Schools team regarding disruptive or harmful behaviour. The lead contact of participating schools is responsible for the management of such behaviour.

17. Wac Arts Facilitators and Wac Arts Schools team reserve the right to withdraw young person/s from the programme should behaviour continue to disrupt the creative process of the programme and other young people.

Damages

18. Any damage to or loss of Wac Arts property must be immediately reported to the Wac Arts School Team- schools@wacarts.co.uk

19. If, following an investigation, it is found that as a result of carelessness, negligence or failure to comply with Wac Arts procedures, or by wilful act, Wac Arts suffers loss or damage of cash, stock, fixtures and fittings or property (including vehicles), you may also be liable to pay the full, or part, cost of making good Wac Arts' loss in respect of cash, stock, fixtures and fittings, or property (including vehicles).

Transport

20. Wac Arts will not provide transport for students and/or any artwork created to and from The Old Town Hall for participating schools for introductory workshop or Schools Festival day.

Withdrawal

21. To withdraw from the Schools Festival participating schools must contact the Wac Arts Schools team via email schools@wacarts.co.uk to notify withdrawal at least 30 calendar days prior to the commencement of the Introductory Workshop.

22. Wac Arts reserves the right to withdraw schools from the Schools Festival if payment for the programme is not completed by the agreed upon date stated on individual participating Schools invoice.

23. Wac Arts reserves the right to withdraw schools from the Schools Festival Programme if failure to schedule and communicate all creative workshops dates at least 30 calendar days prior to the commencement of the Introductory Workshop.

- i. Consultation Meeting
- ii. Introductory Workshop
- iii. Four Creative Workshops
- iiii. Schools Festival Day Workshop

Permissions Photographic consent

24. Wac Arts uses photographs, video recordings and testimonials of our young people for the purposes of publicising and promoting Wac Arts services. By signing these terms and conditions you agreed to gathering image consent from parents, carers and students to use photographs and / or video footage in which you, your young people appear for such purposes. Content will be captured on the Schools Festival day and may occur through the programme.

25. If participating schools give consent on behalf of all members of their Creative Project Group, you can change your mind at any time. If you decide to withdraw consent for the whole group or an individual, please let us know by emailing us at schools@wacarts.co.uk.

26. We are responsible for any personal information that is in any photographs and / or video footage that we take of you and we will always make sure that we use it in accordance with data protection law. For more detail about how we will use your personal information, and what your rights are in relation to your personal information, please visit our [Data Privacy Policy](#).

Safeguarding

[Wac Arts Safeguarding Policy and Procedures](#)

27. Participating schools must provide the correct ratio of young people to adults with enhanced DBS when traveling and partaking in workshops and Schools Festival Day at The Old Town Hall.

28. Should a Safeguarding concern arise in a Creative Workshop/s, Wac Arts Facilitators will report directly to Wac Arts Safeguarding Team, Creative Producer and participating schools DSL.

29. Should a Safeguarding concern arise concerning the Wac Arts Facilitator this should be reported directly to Wac Arts Safeguarding Team and Schools & Community Manager. Participating schools should complete the following form [Safeguarding Form - Wac Arts](#) and/or email safeguardingteam@wacarts.co.uk.