



Outstanding Organisation
of the Year 2016

DreamArts Contract for Accessing Experiment Remotely

Between DreamArts and [INSERT NAME HERE], named herein referred to as The Client.

DreamArts Experiment Project Producer, Facilitators and Support Practitioners herein will be referred to as DreamArts.

Working Agreement as dated below.

DreamArts:

1. Will offer a safe place via a home/office using Phone, or Video call platforms such as Zoom/WhatsApp (where applicable), for members to access Experiment projects. DreamArts aims to support any questions you may have about Experiment, this will include supporting you if you are completing Arts Awards.
2. Will create and Eventbrite listing in order for The Client to book a free slot on the Q and A
3. Where possible, if a session is not taking place DreamArts will contact you by email/telephone at least one hour before the session, and there will be opportunities to attend another session to replace the one that was missed. They will keep all information (called data) safe (Locked encrypted/password protected files on external devices such as Dropbox held by DreamArts).
4. The link to support **platforms** (usually Zoom) will be sent up to **8 hours** prior to the session to allow the client time to download/check software settings if needed.
5. DreamArts will not be liable for software issues or technical problems experienced with the client's software/connection, and we will support in any-way possible to resolve any technical issues

DreamArts and The Client will:

6. Test connections/WIFI before the sessions to ensure that you can connect easily.
7. Confirm your participation in a session through Eventbrite **at least 1 hour in advance** (*you will sent the link to Eventbrite in advance*)
8. DreamArts and The Client will ensure that a safe/quiet uninterrupted space is used for the video call before the session and will close all tabs on the desktop, unless a screen share is in use, or files are being sent via e-mail.
9. Remain fully clothed before/throughout and until the meeting ends.
10. The Client will notify DreamArts if something happened in sessions that he/she/they felt was not OK.
11. The client continues to agree with the terms and conditions listed on the Experiment Membership and Behaviour and Consent forms that you have signed.
12. The client will only share content that is appropriate within the remit of DreamArts.

DreamArts

Transforming young lives through arts and therapy

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Data Protection

13. The client understands any information collected by DreamArts is confidential and that if there are any safeguarding concerns regarding the client they may need to share this information with other agencies. DreamArts will aim to discuss these concerns with the client first where possible.
14. DreamArts will not give information to other third parties unless there is a safeguarding issue and we are required to share an IP address.
15. The client understands that DreamArts will record notes of the sessions that may be used to go towards future projects/sessions, e.g. The Arts Award portfolio.
16. DreamArts understands GDPR/PECR/E-Privacy practices and abides by these for data stored on digital devices.

Post-DreamArts sessions contact

17. The client understands that DreamArts will not discuss or engage with the client on social media outside of the organisation's official channels.
18. The client is aware that text messages and emails are only to be a form of communication about the DreamArts Experiment programme.
19. DreamArts suggests that the client does not use, answer or show personal information from their device during sessions or afterwards.

Consent

DreamArts confirms the outlining of procedures within this document is correct and the client is signing to say that they agree to this contract on this date until otherwise. The client may ask to change items on this working agreement, and this will require a new document/contract.

David Shopland (on behalf of DreamArts): 

Child/Young Person:

Parent/carer:

Date:



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Please email back a signed copy of this document to the therapist and david@dreamarts.org.uk (Project Producer).

N.B. You/Your Child will NOT be admitted into sessions until we receive consent