



Terms and Conditions

Terms & Conditions Karen Wicks – Artist

Community Workshops, Creative Sessions & Participatory Arts Projects
Reviewed: February 2026 | Next Review: February 2027

1. Introduction

These Terms & Conditions outline the expectations, responsibilities and agreements between **Karen Wicks – Artist** (“I”, “me”, “my”) and participants, parents/carers, and community partners (“you”).

They apply to all workshops, mentoring sessions, exhibitions, online sessions and community-based creative activities delivered by me.

By attending a session or booking a place, you agree to these Terms & Conditions.

2. My Ethics Statement as an Artist

My practice is rooted in **care, inclusion, creativity and respect**. I work with children, young people, adults and families in ways that honour their lived experiences and support their wellbeing.

My ethical commitments:

- **Dignity & Respect:** Every participant is treated with kindness, patience and respect, regardless of age, background, identity or ability.
- **Inclusion:** I design activities that are accessible, sensory-aware and supportive of neurodiverse and disabled participants.
- **Trauma-Informed Practice:** I avoid high-pressure demands, use calm communication, and create predictable structures to support emotional safety.
- **Consent & Autonomy:** Participants choose how they take part. No one is pressured to share, perform or be photographed.
- **Environmental Responsibility:** I use recycled, low-waste and sustainable materials wherever possible.
- **Community Care:** I work collaboratively with families, carers and community venues to create safe, welcoming spaces.
- **Transparency:** I communicate clearly about expectations, safety, data use and boundaries.

These values guide every decision I make as an artist and facilitator.

3. Safeguarding

I am committed to safeguarding children, young people and adults at risk.

I hold an **Enhanced DBS check** and have completed **recent safeguarding-in-education training**.

My full Safeguarding Policy is available on my website and includes:

- Reporting procedures
- Risk assessment processes
- Roles and responsibilities



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- Contact details for Staffordshire First Response and LADO
- Whistleblowing routes

Parents/carers remain responsible for their child's supervision and wellbeing during sessions unless otherwise agreed in writing.

4. Health & Safety

I take all reasonable steps to ensure a safe environment, including:

- Checking the room before each session
- Managing tools and materials safely
- Providing clear instructions
- Identifying emergency exits

Participants must follow safety guidance and use materials responsibly.

5. Behaviour & Participation

I aim to create a calm, respectful and inclusive environment.

Participants (and parents/carers) agree to:

- Treat others with respect
- Use materials safely
- Follow venue rules
- Support a positive group atmosphere

If behaviour becomes unsafe or disruptive, I may ask a participant to take a break or, in rare cases, end their session.

6. Parent/Carer Responsibilities

For sessions involving children:

- A parent/carer must remain present unless otherwise stated
- Parents/carers are responsible for their child's emotional regulation
- Breaks, walks or calming strategies may be used as needed
- Parents/carers must inform me of any relevant needs, risks or concerns

7. Booking, Cancellations & Refunds

Bookings

Places are confirmed once payment (if applicable) is received.

Cancellations by You

- More than 48 hours' notice: full refund or transfer
- Less than 48 hours: no refund, but transfers may be offered at my discretion

Cancellations by Me

If I must cancel due to illness, venue issues or unforeseen circumstances, you will be offered:

- A rescheduled session **or**
- A full refund



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8. Photo, Media & Artwork Use

Images of participants and artwork are only used with explicit consent.

My full **Photo & Media Consent Policy** explains:

- How images may be used
- How long they are stored
- How consent can be withdrawn
- How images are archived for **seven years**

No child or adult will ever be named alongside their photograph.

9. Data Protection & Privacy

I comply with UK GDPR.

I collect only the information needed for:

- Session administration
- Safeguarding
- Evaluation and reporting (including Arts Council England)

Data is stored securely and never shared with third parties without consent.

You may request deletion or access to your data at any time.

A full Privacy Notice is available on my website.

10. Accessibility & Inclusion

I am committed to making sessions accessible for:

- Neurodiverse participants
- Disabled participants
- EAL families
- Those with sensory needs

Please contact me in advance to discuss adjustments or support needs.

11. Complaints & Feedback

If you have a concern or complaint:

1. Speak to me directly (in person or via email)
2. I will respond within 10 working days
3. If the issue relates to safeguarding, I will follow my Safeguarding Policy
4. For Arts Council-funded work, concerns may also be raised with Arts Council England

Feedback is always welcome and helps improve future sessions.

12. Intellectual Property

All workshop content, handouts, designs and creative frameworks remain the intellectual property of **Karen Wicks – Artist**, unless otherwise agreed.

Participants retain ownership of their own artwork.

13. Liability

I hold public liability insurance appropriate for community arts work.

I am not responsible for:



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- Loss or damage to personal belongings
- Injuries resulting from failure to follow safety instructions
- Behavioural incidents managed by parents/carers

14. Changes to These Terms

I may update these Terms & Conditions to reflect changes in:

- Law
- Safeguarding guidance
- Venue requirements
- Project needs

The most recent version will always be available on request.

15. Contact

For questions, concerns or requests:

Karen Wicks – Artist

Email: *karen-wicks@outlook.com*

Last updated: 20.2.26