

Person-centred

Work with people with lived experience to co-create work that meets people's needs and preferences.

- Do you need any more information about the people you are working with? For example, do you understand how their health needs, circumstances or experience might affect how they want to work with you?
- Can you develop the work from the start with people with relevant lived experience?
- Have you built in opportunities for people to choose what to do and how to do it?
- Are you able to adapt and tailor your approach to suit people's preferences, strengths and abilities?
- How will you know whether the work responds to people's needs and preferences?



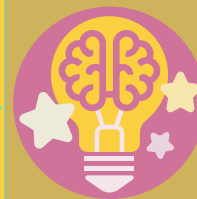
Equitable

Make sure the way you work is accessible, equitable and inclusive.

- Do you understand local health needs, priorities and inequalities and how the work relates to these?
- Have you considered what barriers people might face to getting involved?
- Is the idea for the work culturally appropriate for all those you want to engage?
- Do you need further training in relation to equality and diversity, or cultural competency and humility, anti-racism or anti-ablism?

Consider how the work might support climate justice.

- Are you helping people to imagine more sustainable ways of living and empowering people to make positive change, highlighting the unequal impacts of climate change?



Equitable

Don't be afraid to challenge and question the terms for this work if they are not fair and equitable.

- Are you clear about what is expected of you? Have you been given a clear brief?
- Is there appropriate physical, emotional, and practical support in place for you?
- Does the brief recognise and include all the time you will need to spend on the work?
- Will you be paid recommended hourly / day rates for the time spent?
- Do you have a signed contract that clearly states roles and responsibilities as well as payment terms and conditions?
- Do you know who to invoice and who to turn to if your fee payments are late?



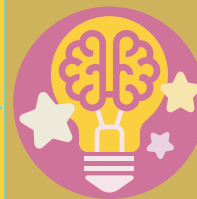
Safe

Ensure participants are safe.

- Does the host organisation have policies and systems in place to manage risk and ensure safeguarding and safety? Have you read and signed up to these?
- Do you have appropriate insurance in place including public liability insurance?
- Will the host organisation carry out risk assessments? If not, what risk assessments might you need to carry out yourself?
- Are you satisfied that the environment, the activities and the materials are safe and appropriate for the context?
- Is the group size appropriate for the nature of the work and your level of skill and experience?
- Do you know who is responsible for Health and Safety, First Aid and Mental Health First Aid? Do you have up to date contact details including telephone numbers for these people?

Keep yourself safe.

- Are you clear about the remit of the activity and your role in delivering it? Do you have the right skills and experience to deliver the work?
- Are you able to hold appropriate boundaries?
- Do you feel clear about your competency and the limits of your responsibility?



Safe

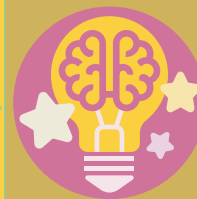
- Do you have a clear understanding of the difference between the creative art therapies and participatory creative practice?
- Do you have access to appropriate support? This might include personal access needs, training, mentoring, briefing and debriefing before and after the work, supported reflective practice or peer support groups, or clinical supervision.
- If this is not in place, do you feel safe continuing with the work? Do you know who to turn to in case of need?
- Will you have to work alone with a participant, or participants at any point? Has this been risk assessed?
- Can you mitigate the risk of lone working by asking for support from a volunteer / health support worker / other member of the team?
- How are you reflecting on and learning from issues around risk and safety so that you can continually develop and improve your practice?



Creative

Don't be afraid to push for work that is creatively and culturally ambitious, relevant, and meaningful.

- Does the vision for the work embrace the transformative potential of creativity?
- Will the context for the work support you to create something that people will find engaging, exciting, and inspiring as well as purposeful, meaningful, and relevant?
- Is the brief open enough to allow for the work to be responsive and iterative?
- Is there space to experiment and take risks as well as support to ensure safety?
- Is your approach engaging and accessible? Will it inspire and enable participants to be creative?
- Are there any barriers to access that you could address in terms of the way you work, the activities you propose, the venue or the materials?



Creative

Make space to experiment and adapt, ensuring the work is responsive to people's needs.

- Are the plans open enough to give you space to experiment and adapt in response to people's needs? If not, how can you build this in?
- Are there opportunities for you to help the wider team to take a more creative approach to reflection and evaluation or planning?

Consider how the work will help you learn and develop.

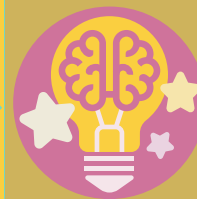
- Are you suitably skilled for this work? Will the work make good use of your existing skills? Will it stretch and develop your practice?
- Would you benefit from additional training or support? How can you access this?
- How will you reflect on the work and the way you are working? Do you have a practice that supports ongoing reflection? For example, keeping a reflective sketchbook or journal?
- Who else might support you by providing critical and constructive feedback for your work?
- Is there support from the wider team to enable ongoing reflection? For example, regular team debrief meetings?
- Are you and the wider team open to learning from failure and mistakes as well as successes?
- How might you contribute creatively to the way in which the work is evaluated?



Collaborative

Develop ideas in collaboration with others.

- Are you aware of and involved in wider partnerships that underpin the work?
- Are you clear about the vision and aims for the work?
- Do you understand how the vision and aims relate to people's needs?
- Are you clear on the desired outcomes? Do you feel that these are realistic and achievable?



Collaborative

Draw on shared skills and expertise.

- Have you been involved in the development of ideas?
- Are the skills and experience you bring valued and appreciated?
- Are there others you would like to collaborate with in developing the work? This might include people with lived experience, health, care or community sector workers, or other creatives.
- Is there clear, open and honest communication between you and other members of the team?
- Do you feel you have a chance to express your views and opinions and be listened to? If not, what could you do to improve this?

Look for shared opportunities to reflect and learn.

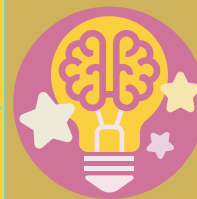
- Have you been involved in deciding the aims and focus of the evaluation?
- Do all parties come together at key intervals to review progress and reflect openly and honestly on the process of working together?



Realistic

Make sure your plans are realistic and appropriate to the budget, time and resources available.

- Do you feel able to focus on doing one thing really well?
- Are you under pressure to stretch your resources to deliver more, perhaps at the expense of the quality of experience for participants or your own wellbeing?
- Has paid time been allocated for research and planning, relationship-building, training, travel, marketing, access, translation, evaluation, wellbeing support and contingency?
- Has sufficient budget been allowed for materials, equipment, and refreshments?
- Has paid time been included for reflection and evaluation?



Realistic

Make sure that the timescales for the work are realistic and achievable.

- Have you had enough time to understand the context, to get to know people and develop the work prior to delivery?
- Is there time to allow for trust and relationships to develop between participants and between yourself and participants.
- Is there sufficient time allowed for endings?



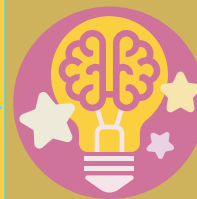
Reflective

Take a reflective approach to learning.

- How has learning from previous work (your own or others') helped you plan the work?
- How will you reflect and learn from the work?
- How will learning from the work inform future work (your own or others')?

Find out whether the work will be evaluated and what is expected of you in this.

- Are you clear about what the evaluation is for, what it will cover, and what is expected of you?
- Have you had a say in what is evaluated and how this is done?
- Are there opportunities to share your reflections and learning?
- Will you be expected to do any record-keeping, monitoring or data collection?
- Is time for this included in your fees for the work?



Reflective

Consider the impact of the evaluation on participants' experience of the work.

- How might the evaluation be designed to benefit participants as well as the wider project team?
- Are you satisfied that the evaluation process will not diminish the creative process or disrupt participants' experience of the work?
- Will participants be invited to take part in the evaluation and able to say no?
- Will the evaluation protect participants anonymity and ensure that information about participants is kept confidential?



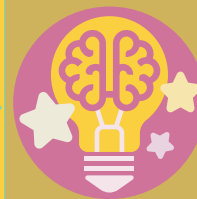
Sustainable

Consider environmental sustainability.

- Have you considered the environment in relation to the choice of materials, transport, catering and other equipment?
- Are you able to reuse materials or share spaces or equipment?
- Does the host organisation have environmental policies and action plans in place? Have you read and signed up to these?

Consider how the work might contribute to longer-term social impacts.

- Have you involved participants in planning the ending of the work?
- Have participants been able to have a say in what happens next?
- Have you considered how the work will support participants beyond the end of the project – for example, this might be further activities, peer-led groups, or signposting to community-based resources?
- Is the work a one-off, or is it part of a bigger plan to improve people's wellbeing in the longer-term?
- Are you able to share this work with local and professional networks?



Sustainable

Consider how this work will support the long-term sustainability of your practice.

- Is there scope for you to continue be involved in this work in the longer-term?
- Could you continue working at this pace if the work went on for a long time? Will you have capacity and energy at the end of the project to continue working? How can you factor rest into your practice?
- How will this work contribute to your ongoing professional development? What do you need to build into your practice to ensure that you are able to reflect, process, learn and develop?
- Does payment for this work enable you to sustain a living and invest in your development as an artist? For example, does it include a contribution towards materials, studio, training, supervision or wellbeing?