

Recollective

Articles of Agreement

Updated October 2022

Recollective

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1. Who are Recollective?

Recollective is:

Alison Irvine, Chris Leslie and Mitch Miller.

Writer **Alison Irvine** is a Saltire-award nominee for her novel which charts the social history of Glasgow's Red Road Flats, *This Road is Red* (Luath).

Chris Leslie is a photographer and filmmaker and winner of a BAFTA New Talent Award whose photographs are published in *Disappearing Glasgow* (Freight).

Mitch Miller is an illustrator whose complex 'pigeon's eye' drawings – Dialectograms – earned him the Association of Illustrators New Talent Award.

As a collective we have worked on *Nothing is Lost*, a Commonwealth Games legacy project which won the Scottish Design Award Grand Prix, A New Chapter (for Paisley Libraries) and Brighten the Corner Where You Are (for Aberlour). While we have officially been working as a collective since 2016, we have worked together in various capacities since meeting on the *Red Road Flats Cultural Project* (2008-2012).

We are highly experienced artists within our respective fields, and each maintain our own separate practices. As Recollective, we come together on projects where our shared approach and sensibility enhances and amplifies our own capacities, and allows us to offer more to our clients and collaborators. In the past we have worked for cultural agencies, charities, local authorities and other arts organisations.

We cover the disciplines of literature, film, photography and illustration. We also are highly skilled in workshop design, participatory practice, web design, communication design, ethnography, transcription and creative consultancy.

2. Artistic Goals

We work together to produce documentary work of the highest quality, engaging with complex themes and narratives. While we primarily work within urban contexts, we are open to applying our approach in a range of settings.

We are multidisciplinary and multimedia; a *Recollective* project harnesses the unique potential that comes from bringing these together, to offer multiple perspectives on contemporary life, crafting stories and images we could not make on our own. Through words, photographs and drawings we offer both range and depth to shared understandings of the contemporary urban landscape. We work through adapted oral history and social documentary methods and techniques, and aim to reach high standards of practice in these. m

Throughout, we retain a strong ethical stance and shared set of values. We will not work with groups or organisations, or further agendas with sectarian, racist, sexist, or ableist associations. We make sure that our work with individuals and communities is carried out in a transparent, honest and appropriate manner, with a view to achieving mutual benefits and accurate, fair representation of all involved.

We aim to attract a wide audience with an interest in high quality social documentary, and engagement. We aim to provoke thought and encourage discussion and debate about changing urban and social landscapes. We do this through tendering with public and third sector, bodies and through developing our own projects.

We reach our audience primarily through our artworks, produced in accessible formats; publication, free exhibitions, live events and online archives. To do this we work closely with other media and artform partners through a range of reciprocal agreements and partnerships.

4. Governance and Working Practices

Operating Principles

Recollective operates as a democratic group to the mutual benefit of its members and collaborators. We work together in instances where our combined skills offer greater capacity to each other and our clients. We share knowledge and information on projects and consult on the feasibility of joint working on each of them. Where only part of the team, or a single artist approach is felt to be better for a project, this is discussed and agreed between the members. We take great care to avoid conflicts of interest between our members and clients.

Decisions are reached collectively, with at least a two-thirds majority required to ratify a decision. As a collective, we share responsibility for finding, securing and completing work.

Project Management

All members share responsibility for effective, efficient and ethical management of our projects. In most cases, a single member will be appointed as the project lead, and take responsibility for communicating with clients, troubleshooting and ensuring that the *Recollective* team is aware of the key tasks, milestones and outputs. However, all members are expected to pick up project management tasks where required.

Ethics and Informed Consent

Recollective applies the highest ethical standards to our work, as an integral aspect of our practice. Anyone taking part in our project will be fully briefed and given a clear appreciation and understanding of the facts, implications, and future consequences of their contribution to the project, and what will be done with this material. Our informed consent forms details exactly what their contributions will be used for, and why. Where any of these conditions change, we will, where appropriate follow up with our participants and undertake further discussions with them before proceeding.

In order to give informed consent, the individual concerned must have adequate reasoning faculties and be in possession of all relevant facts at the time consent is given. They will be able to withdraw from the process which they are participating in at any time. This will be managed using a Participation Agreement signed by the participant when they are satisfied as to the intent, purpose and use of their material.

Where dealing with minors, we work in careful consultation with their legal guardians and apply the Safeguarding Policy found in **Article 6** of this document.

We also apply high standards of data handling and protection. For details of our Data Protection Policy, see **Article 7**.

Finances

Recollective works as a group. All income from projects are shared as is appropriate to the roles and inputs agreed within the project specification and budget. Where this should change or prove different from that originally envisaged, the team will confer and agree an appropriate level of remuneration for those involved.

Recollective members are each paid on a self-employed basis for their appropriate share of the project income. We continue to operate as sole traders and are responsible for their own self-assessment and tax returns.

Where a team member is not involved in a given project, they will not receive any dividends for these, unless under special agreement. Should a project member have to leave or be recused from a project before its end, a suitable level of compensation will be agreed between the members.

Any on-going profits from *Recollective* artistic works will be shared equally between the members (and any associates, as appropriate). Expenses incurred over and above those budgeted within our projects, for the benefit of *Recollective*, will be reimbursed as agreed between the members.

Our Fees

We work together to agree reasonable fees and budgets for our projects. In principle, and where workable, our members work to the same rates. We make sure to be clear and transparent in how these rates are agreed and applied.

Membership

Core Members

Alison Irvine
Chris Leslie
Mitch Miller

In addition to our core members, *Recollective* reserves the right to employ associate members on a project-by-project basis, where our own skills or background does not suffice.

5. Equal Opportunities, Diversity and Inclusivity Policy

Our team is drawn from three different disciplinary backgrounds and areas of interest.

Recollective does not discriminate against any contributor, collaborator or customer according to class, race, gender, sexuality or religion, and is opposed to all forms of overt sectarianism, racism or gender prejudice.

This policy is embedded in our practices regarding tendering, collaboration and project development, but is embodied in the themes and content of our work, which thus far has dealt with racism, class, disability gender, socio-economic inequality and urban renewal.

Recollective is targeted at, and open to, all individuals with an interest in the artforms and subjects we cover regardless of their colour, religion, disability, gender, or race.

We collaborate with artists and experts from a wide range of ethnic, social and disciplinary backgrounds. We are dedicated to making our work dedicated to being accessible to all. Although our print edition comes at a cost, we put a lot of free content online and this year, will be working to redesign our website to make sure more material than ever is available this way.

We use our social media accounts to distribute news and excerpts of our work and to invite our audience to engage with us. Most of our outputs come in e-edition to ensure the widest possible audience for ourselves and our clients.

Recollective is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. In providing goods and/or services and/or facilities, Recollective is also committed against unlawful discrimination of customers or the public.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex

- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

Recollective commits to:

1. Encourage equality, diversity and inclusion in its working operations as a cornerstone of best practice.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training contributors, collaborators and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy.

Responsibilities include Recollective members conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All those working with Recollective should understand they, as well as Recollective itself, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow workers, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all Recollective Members who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of Recollective regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by all Recollective members.

END OF POLICY

6. Environmental Policy

Recollective is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by ensuring its operations are as efficient as possible.
- Where possible, email, telephone and electronic communications are used to minimise harm to the environment.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Use materials that are recycled or with minimal impact on the environment.
- Meet or exceed all the environmental legislation that relates to an organisation its size.

END OF POLICY

7. Safeguarding Policy

Recollective has adopted this safeguarding children policy and expects every adult working or volunteering with us to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on our behalf.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

Recollective believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as an Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children

- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: MITCH MILLER

Email: info@recollective.org.uk

Telephone: 07919035037

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: WWW.RECOLLECTIVE.ORG.UK (See Article 8 in this document).

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances

where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies

Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) Access Northern Ireland, Disclosure Scotland Checks

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the DBS, Access Northern Ireland, and Disclosure Scotland (whichever is applicable) in relation to are:

Subcontractors and volunteers who will be working directly with the public.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS, Access Northern Ireland and Disclosure Scotland.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

- Research, engagement and dissemination events for Recollective projects, works and exhibitions.
- Fieldwork involving the community, including interviews and discussion groups. School visits.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

We do not operate on our own premises. Recollective will endeavour to comply fully with the First Aid policies and procedures of any venues it visits, or works at temporarily, and will ensure these procedures are followed.

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

We will work closely with partners, parents and appropriate gatekeepers to manage these situations. Where necessary we will take steps to establish what has occurred, then discuss appropriate measures with partners and parents, including removing participants from harmful situations.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian

- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Organisation in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by RECOLLECTIVE and is due for review every 2 YEARS.

Signed:  MITCH MILLER (Safeguarding Officer)

Date: 5th October 2022

END OF POLICY

8. Data Protection Policy

Recollective is committed to processing data in accordance with its responsibilities under the Data Protection Act (DPA).

DPA requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in
- a manner that is incompatible with those purposes; further processing for archiving
- purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the DPA in order to safeguard the rights and freedoms of individuals;
- And processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

General provisions

This policy applies to all personal data processed by the Organisation.

- The Responsible Person shall take responsibility for the Organisation's ongoing compliance with this policy.
- This policy shall be reviewed at least annually.
- The Organisation shall register with the Information Commissioner's Office as an organisation that processes personal data.

Lawful, fair and transparent processing

- To ensure its processing of data is lawful, fair and transparent, the Organisation shall maintain a Register of Systems.
- The Register of Systems shall be reviewed at least annually.
- Individuals have the right, where appropriate to access their personal data and any such requests made to the Organisation shall be dealt with in a timely manner.

Lawful purposes

- All data processed by the Organisation must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
- The Organisation shall note the appropriate lawful basis in the Register of Systems.
- Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Organisation's systems.

Data minimisation

- The Organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
 - Information and testimony on the themes of the project,
 - Contact Details
 - Basic demographic information, where supplied.

Accuracy

The Organisation shall take reasonable steps to ensure personal data is accurate. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

Archiving / removal

To ensure that personal data is kept for no longer than necessary, the Organisation Operates an archiving policy for each area in which personal data is processed and will review this process annually.

- We will retain personal data for no longer than 6 months after the end of a project.
- Research data will be archived securely and retained by Recollective, as detailed in individual consent forms/documentation.

Security

Recollective shall ensure that personal data is stored securely using modern software that is kept-up-to-date.

- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- When personal data is deleted this should be done safely such that the data is irrecoverable.
- Appropriate back-up and disaster recovery solutions shall be in place.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Recollective shall promptly assess the risk to people's rights and freedoms and if appropriate report this

breach to the ICO (more information on the ICO website).

END OF POLICY