

Guidelines for Student Independent Work

INTRODUCTION

At NSCD we like to encourage creative risk taking and variety, and we want to avoid limiting creative possibilities. However, there are three key areas which students need to be aware of when undertaking independent work - risk assessment, ethics and professional practice.

Failure to address these areas can result in disciplinary proceedings or a reduction in marks including failure.

RISK ASSESSMENT

No activity is without risk, but where there is potential risk appropriate measures and thought must be given to minimise this risk to an acceptable level. Risk assessment is something that you should always be engaged with, however this is particularly true when working creatively with non-conventional work. Depending on the nature of the work this may involve formalising this on a risk assessment form. Please see Risk Assessment Addendum for specific guidance.

You are expected to raise any issues or concerns with your tutors. Where appropriate final approval is given by the relevant Head of Department.

Remember to think creatively for solutions that enable you to undertake your chosen project safely.

Please note the following is always applicable:

- Clear awareness & communication of risks, including detailed discussion with your tutor / Head of Department.
- All participants to be fully consenting and informed of both activity and purpose.
- All under 18s involved will need written permission from parent or guardian.

ETHICS (Adapted from CDD Ethical Code of Practice - Policy and Principles 2016)

Throughout your work you have a responsibility to ensure that you can fully identify and address all ethical concerns, including but not limited to the involvement of human participants including vulnerable adults and those under the age of 18, and the use of sensitive personal, social or economic data.

You need to ensure that:

- You demonstrate critical thinking about both the project design and its practicalities, so as to ensure its integrity and quality.
- You work to the best of your ability to protect participants from harm, and that the project design has been constructed with the physical and emotional wellbeing of participants in mind.
- You fully inform all participants about the project, as well as what their participation entails and what risks might be involved. Participation in the project must be voluntary.
- You will respect and safeguard the anonymity of participants and the confidentiality of sensitive information.

For more information please see Ethics Addendum.

PROFESSIONAL PRACTICE

Throughout your studies at NSCD you should work to professional standards in your independent work as outlined in the Codes of Conduct (Student Handbook - Appendix B).

When using rehearsal spaces these must be left as you find them, with any issues reported to the caretaking staff.

Props can be used during student work so long as:

- Any risk assessment required has been appropriately addressed (please see Risk Assessment)
- All props must be taken on/off site for each rehearsal; with the exception of:
- Small props, which can be stored in Lighting Studio Tutorial Room with permission from the Theatre and Production Manager. These must include the full name of the student responsible, year group and date when they will be removed on the prop.
- Props not complying with the above may be disposed of.
- Some props from the NSCD building can be used. Please see Props Addendum for further information.

Risk Assessment Addendum

Risk Area	Action Required		
	when involving yourself	when involving other performers	when actively involving audience
Water – shallow	No additional requirements (please also see extremes of weather)		Risk assessment form completed
Water – deep or involving currents or submersion	Risk assessment form completed Lifeguard on site at all times		
Circus, Gymnastic, Martial Art or similar activity	Evidence of experience within a formal training environment and awareness of safety implications	Risk assessment form completed Formal qualification within activity of appropriate standard	
Climbing or activity performed at height	Risk assessment form completed		
	Evidence of experience within a formal training environment and awareness of safety implications	Formal qualification within activity of appropriate standard	Safety officer present Audience advice given
Extremes of weather (heat/cold/rain)	Appropriate clothing Precautions in place including appropriate supplies and an exit plan		Risk assessment form completed Audience advice given
Alcohol	Risk assessment form completed Alcohol to be used for staging purposes only and should not lead to intoxication Age restrictions in place and audience advice given		
Smoking	No smoking or e-cigarettes is allowed in any pieces (including outdoors) – stage imitations should be used instead (with permission)		
Illegal activities	Not permitted under any circumstances		
Illegal substances	Not permitted under any circumstances		

Risk Area	Action Required		
	when involving yourself	when involving other performers	when actively involving audience
Site specific work	Only to be undertaken in safe locations (for example, not roads or derelict buildings) Familiarity with, and awareness of obstacles within the space		Risk assessment form completed Audience advice given
Potentially offensive content (including swearing) Imitable anti-social activity	No additional requirements		Age restrictions in place and audience advice given
Filming	An awareness that filming entails greater risks As a general rule the camera person should not be actively engaged in the activity All sensitive material (e.g. nudity) must be removed from college cameras before return Follow additional guidance given in relation to filming		
Endurance Work	Risk assessment completed Clear safeguards in place to ensure welfare		
Props/Breakables	Careful consideration should be given to the use of props, with respect and awareness of their intended purpose Wherever possible shatterproof props should be used If there is the potential for injury from prop use a risk assessment form must be completed		
Nudity	No additional requirements		Age restrictions in place and audience advice given
Candles	Written permission (e.g. email) from person in charge of the space Due care and consideration given to fire hazards including movement within the space of the performers and audience Fire retardant props		
Fire	See above Risk assessment form completed		

Risk Assessment Form

Name(s):

Project:

What is the hazard?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk? <small>NB: Think about the audience/performance</small>	Who needs to do it?	When will it be done by?

Approved by:

Date:

Ethics Addendum - Ethics Assessment Form

Name(s):

Project:

Issue	Yes/No
Does your project involve vulnerable groups: children; those with cognitive impairment; or those in unequal relationships, e.g. your students/teachers?	
Does the project involve the collection of material that could be considered of a sensitive, personal, biographical, medical, psychological, social or physiological nature.	
Will the project require the cooperation of a gatekeeper for initial access to the groups or individuals to be recruited? (e.g. students at school; members of a self-help group?)	
Will it be necessary for participants to take part in the project without their knowledge and consent at the time? (e.g. covert observation of people in non-public places?)	
Will the project involve discussion of sensitive topics (e.g. sexual activity; drug use; criminal activity?)	
Are drugs, placebos or other substances (e.g. food substances, vitamins) to be administered to the project participants or will the project involve invasive, intrusive or potentially harmful procedures of any kind?	
Is pain or more than mild discomfort likely to result from the project?	
Could the project induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	
Will the project involve prolonged or repetitive testing?	
Will the project involve administrative or secure data that requires permission from the appropriate authorities before use?	
Is there a possibility that your safety may be in question?	
Does the project involve members of the public in a research capacity (i.e. action or participant research where members of the public will conduct the research)?	
Will the project take place outside the UK?	
Will the project involve use of the internet or other visual/vocal methods where respondents may be identified?	
Will the project involve the sharing of data or confidential information beyond the initial consent given?	
Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?	
Does your research involve any research material that falls under the Terrorism Act (2006)? <small>(The Terrorism Act (2006) outlaws the dissemination of records, statements and other documents that can be interpreted as promoting and endorsing terrorist acts.)</small>	

If you have answered yes to any of these questions indicate how you will address these issues in an appropriate way below. Please include any copies of consent forms being used.

Approved by:

Date:

Props Addendum

Props from NSCD can be used on the following conditions:

- Permission must be given from either the Caretakers Staff or the Theatre and Production Manager
- All Props must be returned
- Props must be moved carefully around the building (please ask Caretakers if you are not confident to do this yourself)
- Props must be bought into the space for the rehearsal and removed immediately afterwards

The following props are generally available for use with permission:

Prop	Location	Conditions of Use
Chairs	Red chairs behind studio 2	
	Red at front of Theatre	Only for use within the Theatre Space
	Blue chairs in Edit Suite	Can only be used in studios if rubber feet are present on all legs
	Blue and miscellaneous chairs in Studio 8	
Tables	At the back of Seminar Room	
Bongos	Studios	Not to be moved between studios, and only to be used as musical instruments
Whiteboard	Seminar Room	
Mats	Outside Studio 6	Matt container cannot be used or moved
Noticeboard	In front of Theatre	
Lectern	Behind Theatre	
Outside Furniture	Courtyard	Cannot be moved
Square MDF boxes	Theatre/Lighting Studio	
Old Ballet bars	Studio 8	Supervision required
CRT TVs	Lighting Studio Tutorial Room	Supervision required
Headphones	Edit Suite	Cannot be used when classes are scheduled in the Edit Suite
Smoke Machine	Theatre	Supervision required
Boom boxes		Can be loaned from Theatre and Production Manager

The following props cannot be used in any circumstances:

- Any foyer/front of house furniture or items
- Any library furniture or equipment
- Seminar Room Chairs
- Chairs for Pianists/Musicians
- Chairs/Tables from Meeting Room
- Fire Extinguishers
- Clocks
- Personal instruments of musicians (including instrument store at top of stairs besides Studio 6)
- Speakers/Computers from Edit Suite
- Benches from Changing Rooms
- Ladders (except for trained use for lighting/hanging props)
- Telescope

Disclaimer

Every effort has been made to ensure the accuracy of the information presented in this handbook at the time of going to print. However, the Northern School of Contemporary Dance reserves the right to make changes as necessary to ensure the effective delivery of learning, teaching and assessment activities.