



Poppyseeds home

ART AND CRAFT STUDIO

Safeguarding policy - Updated September 2019

Introduction

Here at Poppyseeds home studios, we take the safeguarding of children very seriously. All our tutors hold an enhanced DBS certificate and at least one tutor present holds a first aid certificate. At times we may use freelance tutors and if they will be tutoring children on a workshop, Poppyseeds home Limited will ensure that they also hold a current DBS certificate.

All our tutors are trained to treat all visitors with dignity and respect. We at Poppyseeds home Limited expect that all visitors treat our tutors with the same level of compassion.

Poppyseeds home Limited is fully insured; However, it is your responsibility to look after your own belongings whilst in the studio. We do not accept any liability for loss or damage to your personal property or staining and damage to clothes. We do provide aprons, which we strongly advise you wear.

Safety of children

If children are attending a party at the studio, then parents **MUST NOT** drop and go. You must accompany your child to the studio door and be handed over to the party host. The party host is the adult or adult of the child whose party it is. Once the appropriate adult has acknowledged your child is present and only when the party host says you can do so, you may leave your child in the hands of the said party host for them to take care and supervise your child.

All children are the responsibility of the adult who has accompanied them, and in the case of a party, the party host. For workshops we ask a ratio of 1 adult to 2 children is adhered to. For parties we ask that a ratio of 1 adult to 6 children are adhered to. **Please note that we do have limited space in the studio and we cannot accommodate unpaid additional children or further adults.**

Unaccompanied children's workshops

If your child is booked on to a child only workshop, then you will be asked in advance via email or/and via telephone if your child has any medical conditions or specific needs that we need to be aware of. These disclosures will be treated as confidential and sensitive information and will only be shared with the tutors or volunteers at your child's workshop.

We are a fully inclusive setting, please discuss in confidence anything you feel we could do to ensure your child can access our studio facilities.

You will be asked to sign in and out your child into our studio, and we will require the name of an adult who will be collecting your child at the end of the workshop. An adult is 18 and over. An emergency number is also required.

Safeguarding Policy Continued...

There will always be at least two adults with your child at all times and both adults will hold an enhanced DBS certificate and at least one adult will hold a first aid certificate.

No other adults are permitted to stay at the workshop other than Poppyseeds homes tutors. If your child is upset when you are dropping off, you will be given 5 minutes grace to try and settle them, after which time we will have to ask you to step outside of the studio with your child. This is to ensure the safeguarding of the children left in our care.

Our beautiful studio is situated in a residential garden of the owner of Poppyseeds home Limited. Please remind children to be respectful at all times whilst in the garden and the studio, and that any use of garden play equipment and garden furniture is prohibited.

Once you have collected your child from the party or workshop, please leave promptly so we can turn around the studio ready for our next party or workshop.

Photography

At times we would love to be able to take photos of our visitors to our studio to be included on marketing material, on our social media platforms such as facebook and on our website.

If your child is attending a party at the studio, then a consent form will be sent to you via the party host. It is your responsibility to return the signed consent form back your party host, to enable us to take photos of your child whilst crafting in our studio.

If you and your child are attending a workshop, then you will be asked if you would like to consent on the day you attend. Please do not feel under any pressure to give your consent. We are equally pleased just to photograph your child's beautiful work!

Poppyseeds home Limited **WILL NOT** take photos of any child whilst in the studio unless written permission has been sought by the child's legal parent or guardian.

Poppyseeds home Limited will keep the consent forms for as long as necessary and whilst the images are displayed on our website or social media platforms. The consent forms will be filed in a lockable cabinet under the date of the party or workshop attended. This data is purely for the reasons stated and **WILL NOT** be shared with any third party. This data **WILL NOT** be used by Poppyseeds home limited for any other reasons other than consent for use of the images on our media platforms and website.

Here at Poppyseeds home Limited we are committed to safeguarding children and to ensure that all our visitors are free to Learn, Explore, Create and have fun in a safe and nurturing environment. If there is anything that you feel we can implement or improve on to ensure our statement stays true, please do get in touch.

Poppyseeds Home Limited reserves the right to update this policy at any time. An updated version will always be available on our website.

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