



**Poppyseeds**  
**home**  
ART AND CRAFT STUDIO

## **Safeguarding policy - Updated July 2021 - Including Covid-19 Secure**

### **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. We use experienced tutors and most currently teach in local schools. Tracey Dallow, the owner of poppyseeds home Limited is the senior tutor at the studio and will be in attendance at all the workshops.

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.

### **Unaccompanied children's workshops**

All children remain the responsibility of the accompanying adult until your child has been signed into the studio by the tutor. **To ensure the safety of our staff and visitors during these unprecedented times with Covid-19, we ask politely that only the children who are booked onto the workshop enter the studio. No other adults or children are permitted beyond the door.**

As part of our standard booking process you will be asked in advance via our booking platform if your child has any medical conditions or specific needs that we need to be aware of. Depending on your answers, we may contact you via email or/and telephone to discuss your child's condition or level of need. These disclosures will be treated as confidential and of a sensitive nature and will only be shared with the tutors at your child's workshop. We are an inclusive setting and we do not want any child to miss out on what our studio has to offer, please be transparent with us.

Face coverings can be worn in the studio by your child if they wish to do so, however not essential. We do ask, that any face coverings or any other personal PPE you may be using is taken home with you at the end of the session. Our insurance will not allow us to dispose of them for you.

## **Covid-19 Symptoms**

If your child or anyone in your family is experiencing any of the government recognised symptoms of Covid-19 (please visit [www.nhs.uk](http://www.nhs.uk) for an up to date symptom list) on the day of your child's workshop, please **do not** travel to the studio.

Telephone the studio on [07921025788](tel:07921025788) if you can, to inform us. If it is not possible to telephone, please send us an email at [poppyseedshome@yahoo.com](mailto:poppyseedshome@yahoo.com). Unfortunately, we cannot refund the cost of your workshop due to illness. The resources would have already been purchased and staff scheduled. As a goodwill gesture at this time, we are happy to issue you a credit note for the remaining balance of the workshop once the resources costs have been deducted. This credit note can be used on another workshop or to use as part payment towards a workshop, within 1 year of date of issue.

## **Arrival and departure procedures**

Please use the hand sanitizer at the gate before you enter. Children must be accompanied to the studio door where we will be waiting to welcome you. We will 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 alongside an emergency phone number please. An adult is 18 and over. Once you have collected your child from the workshop, please leave promptly, remember to social distance.

We are a fully inclusive setting; However, unfortunately at this time, we feel as a studio we cannot accommodate children who class themselves in the vulnerable and shielding category during this Covid-19 pandemic. This is for their safety and well-being. We do offer Craft and Create kits to do at home, all our kits are available to order through our website. We are happy to tailor make a kit, please enquiry with us.

## **Why book with us?**

All our tutors hold an enhanced DBS certificate, these are displayed on our studio wall and are always available if you wish to view them. Our tutors are experienced professionals and most currently teach in local primary and secondary schools. Between us, we have many years of teaching and crafting our skills. All our tutors are first aid aware and have had Herts County safeguarding training. Tracey Dallow is the named first aider and holds a first aid certificate which is displayed on our studio wall. Tracey will always be in attendance.

Depending on numbers booked onto the workshop and ages of the children, depends on the number of tutors in attendance. In addition to our DBS tutors, we may at times have students aged 15 years and above volunteering at a workshop as part of their Duke of Edinburgh award.. Children under the age of 16 do not require a DBS certificate, they are not part of the tutoring ratios and they remain under the responsibility of the tutor.

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 workshop, please leave promptly, remember to social distance.

## 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 and on our website.

If your child is attending a workshop, consent will be sought at the time of booking. Please do not feel under any pressure to give your consent. We are equally pleased just to photograph your child's beautiful work and hands whilst crafting.

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. However, we will take photos of their work and hands whilst crafting and their finished creations.

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.

**This policy has been written by Tracey Dallow and in accordance with the UK governments guidelines on Covid-19. This policy is subject to copyright and cannot be copied in full or in part.**

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