



Poppyseeds
home
ART AND CRAFT STUDIO

Terms and Conditions for Workshops -

With Covid-19 Updates as of 10th September 2020

With Covid-19 updates as of 2nd December 2020

With Covid-19 updates as of 3rd December 2020

Workshop Booking

- All workshops are bookable in advance, with full payment due at the time of the booking.
- By booking a workshop, it is understood that you have read and agreed to our terms and conditions.
- Unfortunately, **due to Covid-19, we cannot accommodate any adults or children in the studio who are not booked onto the workshop.**
Currently, we are unable to provide drinks or snacks at some of our workshops. Please ensure that you bring your own please. Any disposable bottles or cartons must be taken home with you.

Poppyseeds home definition of a workshop

We are a registered limited company and we are a retail and educational setting, where we provide workshops and parties that a tutor delivers by modelling the skill and giving verbal instructions. We provide enriching activities with safe social interactions within the group, thus promoting well-being. We are confident in our continued provision that we are meeting the current UK governments Covid-19 guidelines/rules on social gatherings under the education and retail sections. If you seek further understanding of the current guidelines/rules, please visit www.gov.uk for clarification.

Covid-19 Secure

- To ensure we maintain our Covid-19 secure status, the following actions **must be** adhered to. Failure to do so puts your health at risk alongside your fellow crafters and Poppyseeds home staff members.
1. Use the available hand sanitizer before entering the gate.
 2. Once at the studio door, please sanitize your hands again before entering.
 3. Once in the studio, you will be shown where to put your belongings and shown to your workstation.

4. Please stay at your dedicated workstation throughout the workshop. Resources will be brought to you.
5. Each crafter will have the sole use of their own tools and resources. These will be sanitized in between workshops sessions. However, on some of our workshops such as block printing, some of the printing blocks may be shared. We will minimise Covid-19 transmission by wiping the blocks with disinfectant wipes before sharing.
6. There will be two crafters per table; with each crafter positioned 1+ metres apart on the shared table, front facing.
7. There are three crafting tables in the studio, spaced apart.
8. If you wish to use the toilet, please only 1 person at a time and adhere to all notices within the toileting area. These have visuals alongside the text for easy access of instructions.
9. Please be mindful of social distancing if you do need to move from your dedicated workstation and on entering and exiting the site.
10. At times, we as tutors may need to assist you with your crafting at your workstation, which would mean we are closer to you than the recommended 1m+ guidance. This is deemed an acceptable distance during these unprecedented times. Where this is the case, PPE visors will be worn by the tutor to keep both you and the tutor safe. If we have to administer first aid, we will again wear PPE visors. **All tutors will always wear a visor.**
11. Following the UK governments guidelines, all windows and doors will be open for ventilation throughout the workshop. Please dress appropriately.
12. **All adult visitors and crafters are now asked to wear a face covering whilst in the studio unless you are exempt on medical grounds.**
13. A full risk assessment is available on the website alongside all other policies. Customers are advised to familiarize themselves with these.
14. By booking onto a workshop, you agree for us to contact you using the details provided at the time of booking for Track and Trace reasons. **It is the responsibility of each person who attends a party to contact Poppyseeds home on 07921025788 or email poppyseedshome@yahoo.com if you later develop symptoms of Covid-19 within 14 days of your visit to the studio.** If we are advised you may have come into contact with someone who later tests positive for Covid-19, you will be contacted. You are advised to follow the latest government guidelines which you can find at www.gov.uk/coronavirus **We will NOT give out your personal details to any third party. Following the latest guidelines/law we need to keep your contact details for 21 days and make them available if requested by the NHS Test and Trace or local public health officials to help contain clusters or outbreaks.**

Venue

- Our lovely studio is situated in the owner of Poppyseeds home garden. Any play equipment or garden furniture in the garden is strictly out of bounds.
- As we are in a residential area, please park with consideration. Do not block our neighbours' driveways or park on the pavements.
- We have limited washroom facilities which are **not** on the main drainage system. Please only use small amounts of toilet tissue and please **no** sanitary products or nappies in the toilet, please use the bin provided.
- We have posters in our bathroom area showing the correct way in which to wash your hands, please adhere to these guidelines.

Cancellations

- If you need to cancel your Workshop booking, please ring us asap and advise us in writing clearly stating your reason.
- We will endeavour to re-book you onto the next available (same) course and transfer your payment over.
- Under our usual terms and conditions of cancellation, we do not offer any refunds or credit notes for cancellations or missed parts of courses. However, during these unprecedented times with Covid-19, if we cannot accommodate a re-booking of the course you originally booked, then as a goodwill gesture we will;
 1. Deduct the cost of the resources (as these would have already been purchased by us), then issue you a credit note for the remainder.
 2. This can be used on any other course within the following 12 months from the date of issue or to purchase in full or part payment towards a Craft and Create kit, which are available on our website.
- If we need to cancel a workshop due to the tutor be ill, you will be given a full refund via the method you paid.
- **If a government lockdown/change in guidelines is enforced due to Covid-19 and your booking cannot go ahead, then we will offer you a new date once restrictions are lifted. If a new date cannot be rebooked for example the workshop is a seasonal workshop, then you will be given a credit note for the full value of your workshop to be used within 12 months of the date of issue.**

Photography

Poppyseeds home would love to take photos of you and your children whilst they are crafting in our studio. However, we take the safeguarding of children very seriously; we will not do so without the consent of parents/guardians.

How to consent:

- Read and complete a photography consent form, remembering to sign and date the form. Copies of the consent form can be obtained from the Poppyseeds home website.
- Return it to Poppyseeds home, either by post or hand it in at the studio on the day of your workshop.

Customers should not feel any pressure to consent - photographs of your creations can be taken without you being in the shot.

Please note; Aprons will be provided to protect clothing, these will be washed between workshops. However, due to the ingredients in some of the products used, some staining may occur if they are accidentally spilt on clothes. Poppyseeds home will not be held liable for any damage to clothing and advise customers dress appropriately. Poppyseeds home will not be held liable for any personal belongings that are damaged or stolen whilst on their premises. It is advised that mobile phones are not left out on the crafting table. Thank you.

***By booking onto one of our workshops, it is understood that you have read our terms and conditions and all other relevant policies. We have provided all the information for you on our website, Poppyseeds home would like to remind its customers that it is their**

responsibility to ensure policies are read prior to booking and adhered to throughout the workshop experience.

This policy has been written by Tracey Dallow and in accordance with the UK government's guidelines on Covid-19. This policy is subject to copyright and cannot be copied in full or in part. We reserve the right to update this policy at any time.

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