

The Assemblage Workshop – Terms and Conditions

1. Overview

These Terms and Conditions apply to participation in *The Assemblage Workshop* (“the Workshop”), run by Jayne Phidd (“the Facilitator”).

By booking or attending the Workshop, participants, carers, or booking organisations agree to these Terms.

2. Purpose of the Workshop

The Workshop is designed to promote wellbeing, creativity, and social connection through guided collage and art-based activities.

It is **not a clinical art therapy service**, psychological treatment, or medical intervention. Activities are provided for enjoyment, relaxation, and self-expression only.

3. Eligibility

- The Workshop is suitable for **elderly adults** and **adults with mild to moderate additional needs**.
- Participants requiring one-to-one support, medical care, or supervision must have a **carer or support worker present** throughout the session.

- The Facilitator is not responsible for providing personal care, administering medication, or managing medical or behavioural needs.

4. Health & Safety

- All sessions are delivered in line with current **health and safety legislation** and the Facilitator's **risk assessment procedures**.
- Participants and/or care providers must inform the Facilitator of **any relevant medical conditions, allergies, or mobility limitations** before the session.
- The Facilitator will provide **non-toxic and age-appropriate materials** and ensure a safe, inclusive working environment.
- In the event of an accident or emergency, the Facilitator will follow venue or household emergency procedures and contact carers or emergency services if necessary.

5. Safeguarding and DBS Compliance

- The Facilitator holds a valid **Enhanced DBS Certificate** for working with vulnerable adults.
- All sessions are conducted in line with the Facilitator's **Safeguarding Policy**, which follows the principles set out by the **Care Act 2014** and **local authority safeguarding guidance**.

- Any safeguarding concerns observed during a session will be reported to the appropriate safeguarding authority or designated safeguarding lead (if within a care organisation).
- For home sessions, at least one other responsible adult (family member, carer, or support worker) should ideally be present unless otherwise agreed in advance.

6. Workshops Held in Participants' Homes

- In-home sessions are offered by prior arrangement and are subject to a basic **risk assessment** for safety and suitability.
- The working area should be clean, smoke-free, and free from hazards, with a suitable table or flat surface for creative work.
- The Facilitator will bring materials and tidy their area afterward but is not responsible for general cleaning or rearranging furniture.
- The Facilitator reserves the right to refuse or discontinue a home visit if the environment is unsafe, unhygienic, or inappropriate.
- Travel fees may apply depending on distance; these will be confirmed before booking.
- For safeguarding reasons, the Facilitator will not conduct private one-to-one sessions with a vulnerable adult **without a responsible adult present**, unless this has been explicitly agreed in writing and is in line with safeguarding procedures.

7. Workshops Held on the Facilitator's Premises or Venue

- Workshops may also be held at the Facilitator's own studio, community venue, or hired space ("the Venue").
- The Venue will comply with all relevant **health, safety, and accessibility standards**, including fire safety and public liability coverage.
- Participants and carers are expected to follow any **site-specific safety instructions** provided on arrival.
- The Facilitator will carry out a **risk assessment** prior to each session to ensure the space and materials are safe and suitable for the group.
- Reasonable adjustments will be made to accommodate accessibility needs where possible - please inform the Facilitator of any requirements in advance.
- The Facilitator cannot be held responsible for loss or damage to personal belongings brought to the Venue.
- Any property damage caused by participants or accompanying carers may be charged to the booking party where appropriate.
- For safeguarding reasons, carers or support workers should remain on-site during the session for participants who require ongoing assistance.

8. Booking and Payment

- Bookings must be made in advance through online purchase / online booking.
- Payment is due at ordering / booking via online purchase / online booking.
- Group or organisation bookings are confirmed once payment or a purchase order is received.
- All bookings are subject to availability and confirmation from the Facilitator.

9. Cancellations and Refunds

- Cancellations made **more than 7 days before** the workshop will receive a full refund.
- Cancellations made **within 7 days** of the workshop may forfeit the fee unless the place can be filled.
- If the Facilitator cancels due to illness, emergency, or unforeseen circumstances, a full refund or rescheduled date will be offered.
- For home sessions, if the Facilitator arrives and is unable to proceed due to unsuitable conditions or absence of a responsible adult (where required), the session fee may still apply.

10. Conduct and Participation

- The Workshop aims to create an inclusive, kind, and creative environment.
- Participants are encouraged to express themselves freely, but **respectful behaviour** towards others is expected at all times.
- The Facilitator reserves the right to end a session early or refuse participation if behaviour poses a risk to safety or wellbeing.

11. Photography and Media

- Photographs or short video clips may occasionally be taken for documentation or promotional purposes.
- **Written consent** will always be obtained before using any identifiable images of participants.
- Participants or carers may withdraw consent for photography at any time.

12. Intellectual Property

- All workshop plans, materials, and teaching resources remain the property of the Facilitator.
- Participants retain full ownership of the artwork they create.

13. Privacy and Data Protection

- Personal data is handled in accordance with **UK GDPR** and the **Data Protection Act 2018**.

- Information such as names, contact details, and relevant health notes is collected solely for booking and safety purposes.
- Data will not be shared with third parties without consent, except where required by law or safeguarding duties.

14. Insurance and Liability

- The Facilitator holds **Public Liability Insurance** and **Professional Indemnity Insurance** suitable for community arts and wellbeing work.
- The Facilitator is not responsible for loss, damage, or injury arising from participation, except in cases of proven negligence.
- Participants (or carers) are responsible for ensuring the safety and suitability of their own environment during private sessions.

15. Safeguarding Contact

If you have any safeguarding concerns related to the Workshop, please contact the Facilitator directly or, if urgent, your local authority's **Adult Safeguarding Team**.

16. Contact Information

For bookings, accessibility requests, or safeguarding enquiries,
please contact:

Jayne Phidd

Email: info@jaynephidd.co.uk

Website: <https://jaynephidd.co.uk>

DBS Certificate Number: Available on request.