

**Helium Arts offers art workshops and art camps both online and in person according to the following Terms of Service:**

### **1. PARENT/GUARDIAN RESPONSIBILITY**

All parents/guardians are provided with an information sheet in advance of each workshop, camp or remote programme. Please take the time to read this as it provides you with a full understanding of the content of that particular workshop, camp, or programme, as well as our supporting policies and procedures.

### **2. ELIGIBILITY**

Helium Arts Programmes are for children aged 6-18 years living with a long-term health condition.

Upon registration, please provide the contact details of a GP, consultant or social/health care provider who can confirm your child's eligibility for the programme.

The programme is not suitable for children with a complex disability, severe mental health needs, or those in a crisis situation.

### **3. HEALTH AND SAFETY**

**Safety:** Art workshops and camps are hands-on and require children to use art equipment and materials. We take every precaution possible to avoid accidents. Children are supervised at all times and will be given age-appropriate activities. Parents/guardians should be aware, however, that participation for teenagers could involve craft knives, sharp scissors, glue guns, soldering irons, etc. By completing the registration process the parent/guardian releases Helium Arts, the directors, staff, and volunteers from all liability for injuries and/or damages incurred in connection with attendance in an art workshop except where Helium Arts is not permitted by law to so exclude its liability.

**Health:** Helium Arts wishes to ensure that appropriate safety procedures are in place for the children taking part in our programme. Due to the vulnerability of the children we work with, we ask all parents/guardians to remain relatively close to the workshop venue during the workshop. Trained health professionals, who have EMT qualifications as a minimum, will be on site to provide medical care if needed. Please provide all details of your child's condition and current treatment so that on-site medics can best support your child if any medical needs arise during a Helium Arts workshop.

**Additional Needs:** Helium Arts endeavours to ensure that our programme is as inclusive as possible. To help us to do this, we ask parents/guardians to share information on their child's intellectual and physical needs so we can design the workshops to best support their full participation.

**4. MEDICAL CONSENT:** In the event of an accident or emergency every effort will be made to contact a parent/guardian or emergency contact, but in the event that they can not be reached, by completing the online registration form you authorise Helium Arts to act on behalf of the best interests of your child and give permission for medical treatment to be administered to your child by a qualified health professional. You also agree that your

contact information and details about your child's condition, medication and current treatment can be shared with health professionals.

**5. ATTIRE:** Workshop participants are asked to come dressed for mess!

**6. SANITATION:** Helium Arts staff ensure proper hand washing after using the bathroom, sneezing and coughing and we ask you to encourage your child to do the same. Handwashing is the single most important activity that can be done to prevent illnesses.

**7. SCHEDULING:** Helium Arts reserves the right to cancel camps or classes. Every effort will be made to inform you as far as possible in advance.

**8. ALLERGIES AND DIETARY RESTRICTIONS:** It is your responsibility to inform Helium Arts of any allergies or dietary restrictions your child has. This information should be filled in on the online registration form.

**9. CANCELLATIONS:** Workshop bookings are taken on a first come, first served basis. We ask that you notify Helium Arts as soon as possible if your child is not able to attend.

**10. DROP OFF AND PICK UP TIMES:** These must be strictly adhered to. Helium Arts only takes responsibility for children from the time of arrival at the workshop venue to the time of departure from the workshop. You are responsible for your child during his/her travel to and from the workshop venue.

**11. PHOTO/VIDEO OR OTHER RECORDING CONSENT:** Helium Arts does not take and display or otherwise use identifiable photos or videos of children without written consent from a parent/guardian. You will be asked to sign a separate Media Consent form for this purpose, which is optional. Otherwise, Helium Arts artists photograph artwork and process only (e.g. hands drawing) - not children's faces.

**12. IMAGES OF CHILDREN'S ARTWORK:** Parents/guardians give permission for Helium Arts to use and display the artwork children create in the following ways:

- share (publish) images of the artwork online for promotional and awareness-building purposes.
- share and reproduce images of the artwork in reports for funders and other stakeholders for advocacy purposes.
- showcase the artwork in exhibitions or showcases, sharing the work publicly as part of our annual collaborative art production.
- in relation to the remote programme, the artwork may be shared with other participants online and through the post to facilitate the art-making process.

Helium Arts will give you the option of using your child's first name and age with the artwork during our annual exhibition and showcase, through a separate consent process.

**13. DATA PROTECTION:** You understand and agree that any personal data relating to you and your child collected by Helium Arts in connection with the programme (including the workshops) will be processed as described in [Helium Arts Data Protection Policy](#).

#### **14. REMOTE PROGRAMME**

**Parent/guardian Responsibility:** You must take full responsibility for your child during their participation in the Remote Creative Health Programme, during offline art-making activities and during any online activity, including the use of any online platforms or apps. You should remain in close proximity to your child if they are online during the programme to ensure their safety.

**Use of the Post:** Your child will receive art materials, written prompts/messages and artworks-in-progress in the post from the artist.

You will be offered the opportunity to 'opt-in' for your child to participate in the PostPal aspect of the programme in which they can correspond with another child through the post. If you choose to participate in PostPal, you will need to consent to giving your address to one other family participating in the programme to facilitate this process.

**Use of Teenagers' Email Addresses - Teenager programme only:** You will be given the opportunity to 'opt-in' to use of your teenager's email address to facilitate use of platforms such as Google Classroom or Padlet or simply to streamline the communication process between the artist and co-facilitator for the remote programme activities. Otherwise, your email address will be the point of contact for the entire Remote Programme.

**Video Communications:** If the Remote Programme uses video communications for virtual workshops, drop-in studios or for virtual family sharing, these are all done by Zoom.

Helium Arts provides suitable adult supervision with at least two adults including an artist and co-facilitator and/or moderator. If the video communications are recorded by Helium Arts, the recordings are solely for participants to watch in retrospect and no images/audio of a participant will be retained by Helium Arts or made available to any outside parties.

**Remote Programme and Additional Needs:** Helium Arts endeavours to ensure that remote creative engagements are as inclusive as possible. However, we are also aware of the limitations of remote and digital media to meet all needs. Where possible we will try to accommodate your child's needs, but please bear in mind that if your child is younger and/or has additional needs, they may need assistance from an adult or older sibling to complete the activities. We recommend that children 13 years and over participate independently of adults, however, they will require soft skills such as patience and focus to take part in virtual workshops. When registering your child for any of our workshops, camps, or remote programmes, please provide details of any additional needs which we should know about to ensure your child's welfare.

Helium Arts' policies and procedures including our Health and Safety Statement, our Child Safeguarding Statement, and Privacy Policy are available to read at [www.helium.ie](http://www.helium.ie)

***Please read and keep this document for your own reference.***