**Important Information and Consent Form for children attending a Polka Zoom activity**

* Consider what’s in the background of your frame – check there is no personal data visible. Ideally the child should be in a communal space in the home, preferably with a parent or guardian sharing the space.
* **Recording and screenshots of the session are not permitted.**
* The Host (Polka Practitioner) is the only one that can record the workshop, but this will not happen unless permission has been obtained. However, Polka cannot guarantee that other participants will not use other software or devices to record or screenshot.
* Workshop Participants should be suitably dressed for a practical session.
* An adult should be present with each Participant at the start of workshops until all Participants have been verified.
* All Participants are to join with their Video ON and sound on MUTE to allow the Host (Polka Practitioner) to verify participants.
* The Participants video can be on during certain times of the workshops if the parent or guardian agrees.  This improves a sense of connection and balances the conversation between Polka Practitioner and Participants.
* There will be times when the Host mutes the Participants to ensure as best a quality experience for everyone as possible.
* All Participants are responsible for their own health and safety when taking part. Please keep hydrated throughout the workshop. The Host will highlight any risks related to physical activities during the session.
* All Participants must take responsibility for their conduct during the online workshop. Any conduct deemed inappropriate or unsafe for other Participants will be removed from the session.

Please note all our Zoom workshops are delivered and hosted by Polka staff members and professional Polka practitioners who are Zoom Licenced Users and who hold an Enhanced DBS check.

Please sign here to say that you agree to all the above;

Parent / Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember**

* No recordings or photos
* No personal things shown on the screen
* All participants wear appropriate clothing
* All participants be sensible and kind