



Therapeutic Art Service for schools

Effective Date: 03.01.2025

Review Date: 03.01.2026

1. Purpose

This policy outlines the terms and conditions under which therapeutic art services will be provided by Gemma Deas a sole trader, to schools. The aim is to ensure clarity, consistency, and high-quality service delivery to support the emotional needs of children and young people.

2. Scope

This policy applies to therapeutic services offered by Creative Minds Project to schools, including one to one and group therapeutic art sessions.

3. Services Offered

- **One-on-One Therapeutic Art:** Personalized sessions focusing on individual children's needs. These will be tailored to the child or young person dependant on their current situation and identified needs for support.
- **Group Therapeutic Art:** Sessions designed for small groups of children and young people with similar life experiences or needs. These will be focussed on a particular topic e.g. domestic abuse awareness, self-esteem, managing emotions, relationships etc.

4. Service Delivery

- **Session Scheduling:** All sessions will be scheduled in advance and confirmed with the school. These will ideally be arranged for the same day and time each week to maintain consistency for the children and young people. Changes or cancellations must be communicated as soon as possible.
- **Location:** Therapeutic art sessions will be conducted at the school's premises or another agreed-upon location.
- **Duration:** Each session will be one hour and a minimum of 6 sessions will be completed, with the option for additional sessions if it is felt this would be beneficial to the child or young person.
- **Materials:** Any materials required for the sessions will be provided by Gemma unless otherwise agreed.

5. Responsibilities

- **Service Responsibilities:**

- Provide high-quality, personalized therapeutic art services.
- Maintain confidentiality and professionalism at all times.
- Report any concerns about a student's well-being or progress to the appropriate school authorities.
- Keep accurate records of sessions and share any concerns when necessary.
- Evaluation report to be completed by Gemma on completion of service delivery and sent to the appropriate person/s.
- **School Responsibilities:**
 - Provide an initial referral, explaining the child or young person's needs and the reason for service intervention.
 - Provide a suitable and private space for sessions – a room with a table.
 - Ensure children and young people are available and prepared for their sessions.
 - Communicate any relevant information about children or young people that may impact the process.
 - Address any issues or concerns raised by the service promptly.

6. Confidentiality

All information shared during the sessions will be kept confidential. Information will only be shared with school staff on a need-to-know basis, and with the child or young person's consent where appropriate, except in cases where there is a risk of harm to them or others.

7. Safeguarding and Child Protection

Creative Minds Project is committed to safeguarding and promoting the welfare of children and young people. Any concerns regarding an individual's safety will be reported to the designated safeguarding lead at the school immediately. Creative Minds Project will adhere to the school's safeguarding policies and procedures.

8. Code of Conduct

Creative Minds Project will:

- Treat all individuals with respect and dignity.
- Foster a supportive and inclusive environment.
- Act with integrity and professionalism.
- Avoid any form of discrimination, harassment, or bullying.

9. Fees and Payment

- **Fees:** The fees will be agreed upon in writing before the commencement of services.
- **Payment Terms:** Invoices will be issued when the work has been completed, and payment is due within 5 days of the invoice date.
- **Late Payments:** A late fee of 10% per month may be applied to overdue payments.

10. Feedback and Complaints

Feedback from schools, children and young people is encouraged to improve the quality of services. Any complaints should be addressed to Gemma Deas in writing, and a response will be provided within 2 working days.

11. Review and Amendments

This policy will be reviewed annually or as needed. Any amendments will be communicated to all relevant parties in writing.

Approved by: Gemma Deas

03.01.2025

Contact Information:

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By adopting this policy, both Creative Minds Project and the school commit to maintaining a professional, safe, and effective mentoring relationship that supports the emotional wellbeing of children and young people.