

Pathfinder Money Workshops – Terms and Conditions

Terms and Conditions

The following outlines our expectations from those booking our workshops. Booking a workshop with The Money Charity (TMC) will constitute your agreement to these terms. Failing to comply with these terms can result in the charity needing to reconsider working with you in the future.

Expectations from Organisations During the Workshop:

- **A before and after survey must be completed by all participants.** This is a minimum requirement and should be completed using the tool and method shared with the contact making the booking request. (If completed on paper, these must be handed to the presenter immediately before/ after the session is delivered).
- **A follow up survey (within three months) may be required** and pupils will be invited to complete this with a minimum percentage for completion required.
- Anonymous information from these evaluation forms may be used in our reports or on our website or in other ways deemed appropriate by the charity.
- Unless otherwise agreed, workshops require **a minimum of 10 participants and a maximum of 40.** Failure to meet this class size on the day could result in the session being cancelled and a cancellation fee being charged. **Organisations are exempt from any charges if the participant numbers change due to Covid-19.**
- For face-to-face workshops, the presenter must be met at reception and accompanied to the delivery room **at least 15 minutes prior to the workshop start time.** For virtual workshops, organisations must join the meetings **at least 10 minutes prior to the workshop start time.**
- All equipment for the workshop, including projectors and laptops, should be set up and ready 15 minutes before the workshop is due to start.
- **A responsible person must accompany the presenter throughout the duration of both virtual and face-to-face workshops.** In the case of schools/colleges, this must be a teacher. This person is responsible for behaviour management and must address any behavioural issues during workshops.
- This responsible person is expected to be involved in the workshop. This will result in more engaged participants. **In virtual workshops, this person will be required to join the meeting as a ‘co-host’ and may be expected to support with the delivery of activities.** They should also support the presenter with any IT related issues.
- If the workshop is being delivered virtually, this responsible person may need to admit each young person into the virtual meeting, ensuring that only participants who are known to the organisation enter the workshop.
- **All participants should have a pen/pencil.**
- Participants may be required to complete a short evaluation form at the end of the session. Anonymous information from these evaluation forms may be used in our reports, on our website or in other ways deemed appropriate by the charity.
- **Workshop presentations, exercises, activities, and other printed material are the intellectual property of TMC; they may not be used in any form without our express permission.**
- **Recording of any workshop is prohibited without the consent of TMC and soft copy resources shared with organisations must be deleted after the workshop.** If consent is given, the recording must be deleted within 7 days of the workshop.

Cancellation Fee Policy:

- Workshops cancelled at short notice cost the charity money. If a workshop is cancelled with under 24 hours' notice, the organisation will be charged £100 + VAT for the first workshop cancelled that day, and £50 + VAT for any subsequent workshops on the same day. If more than 24 hours' notice is given, no charges will be incurred.
- At our absolute discretion, TMC may decide to waive the fee in exceptional circumstances, or for circumstances which are deemed by TMC to be outside of the organisation's control e.g. Covid-19 related cancellations.
- TMC reserves the right to cancel workshops if required. We will always aim to inform the organisation within a timely manner.

Covid-19 Safety Policy (for face-to-face delivery):

TMC Presenters:

- Have been fully briefed on government guidelines relating to Coronavirus and completed a Covid-19 Awareness course.
- Will bring face masks and hand sanitiser with them and will wash and sanitise hands on arrival and departure. If required to handle equipment and distribute resources, they will use tech-safe disinfectant wipes.
- Will adhere to social distancing rules at all times.
- Will bring their own refreshments which they will dispose of appropriately.
- Will wear a clear-window mask or visor during delivery if required by government guidelines or the host organisation.
- For multiple workshops on the same day, the same consultant will deliver all the sessions.
- Use of resources will be minimised and where necessary, will be packed in advanced and sealed. Consultants will only open the packs during the workshop having sanitised their hands in advance. If preferred, a member of the host organisation can distribute to attendees.

Requirements of the Host Organisation

- Provide TMC with the organisation's Covid-19 safety policy at least one week in advance of the workshop.
- Adhere to government guidelines on social distancing and room ventilation.
- Provide hand-washing and hand-sanitising facilities for consultants.
- Avoid room changes where possible if more than one session has been booked.
- Comply with NHS Test and Trace and inform TMC if there have been any cases of Covid-19 in the organisation within 2 weeks of a workshop delivery.
- Inform TMC if adjustments need to be made to delivery because of high risk staff and/or attendees.
- Inform TMC if a workshop needs to be cancelled due to Covid as soon as possible. Charges will not apply for Covid related cancellations.

The Money Charity

- Will comply with all government regulations relating to Covid-19 and will discuss any specific requirements from host organisations in advance of the workshop.
- Will maintain records of all workshop delivery to assist with NHS Track and Trace services.
- Will give the host organisation as much notice as possible if a workshop needs to be cancelled due to a consultant testing positive or needing to self-isolate.

Technical Information

IMPORTANT PLEASE NOTE – Presenters will have the following equipment/requirements:

Face-to-Face Workshops:

- Desktop Computer/Laptop with Adobe to open PDF files
- Screen/Projector (Presenters will bring a USB stick containing their presentation.)

Virtual Workshops:

- A responsible person from the organisation will be required to join the meeting as a 'co-host' and will therefore need to have a Zoom account (free options are available).
- Ability to join and participate in a Zoom meeting, ensuring that participants are fully prepared, on time and able to meet the platform's minimum technical requirements.
- Preference is for all young participants to have their own computers. You must make us aware in advance of the workshop if this is not the case.