



Access Policy

(updated July 2017)

Fèis Rois
16-17 High Street
Dingwall
IV15 9RU
feisrois.org

Access Policy

CONTENTS

Section	Page
1: Overview	3
2: Potential Barriers to Engagement	4
3: Employment	4
4: Training & Marketing	4
5: Monitoring, Evaluation & Consultation	4
6: Action Plan	5

RELATED DOCUMENTS

Fèis Rois Equality, Diversity and Inclusion Action Plan

Section 1: Overview

The purpose of this policy is two-fold:

- To ensure equality of opportunity in the access granted to participants in events run by the organisation, or on the organisation's behalf.
- To ensure equality of opportunity in the access granted to staff, volunteers and applicants in their dealings with Fèis Rois.

Fèis Rois aims to address or remove physical, social, financial, cultural and other barriers to participation in activities. Fairness and respect are the main cornerstones of this policy.

Policy Statement

Fèis Rois is committed to equality of opportunity in the access granted to participants in events run by the organisation and to ensuring that individuals (including staff, participants, volunteers, contract workers and tutors) who wish to take part, can participate in any event run by Fèis Rois – regardless of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability or religious beliefs.

It is the duty of all Fèis Rois staff to ensure that fairness of access and opportunity are applied. However specific responsibilities fall upon the Fèis Rois Chief Executive and Board members.

In the case of unfair treatment regarding a Fèis Rois event, the matter may be raised the member of staff responsible for the event and if unresolved, with the Chief Executive of Fèis Rois, or the Chairperson, if the Chief Executive is involved. Anybody who believes that s/he has been treated unfairly may raise the matter initially with the Chairperson of Fèis Rois, or the Chief Executive of Fèis Rois if the Chairperson is involved.

Fèis Rois is committed to making this policy properly effective, and will regularly review its effectiveness through evaluation of events, and reviewing practices with regard to recruitment and marketing of events.

Section 2: Potential Barriers to Engagement

These could include:

- Physical and Sensory Barriers
- Cultural Barriers
- Attitudinal and Emotional Barriers
- Intellectual Barriers
- Financial Barriers

When designing activities, Fèis Rois considers the potential barriers above and ensures that individual needs are met. The organisation seeks to be welcoming and understanding to all participants and members of the public with whom it comes into contact, and to try to make participation an enjoyable and meaningful experience for all concerned. Events run under the Fèis Rois banner are situated in public buildings such as halls and schools. They are selected for ease of accessibility and use by the able bodied, those restricted in movement, those who experience sensory loss (such as deafness or visual impairment), and those using a range of mechanical aids for mobility.

Access Policy

Approved by the Fèis Rois Board on 22 November 2017

Fèis Rois plans projects in response to the cultural needs of the communities in which it works and regular training events are run within the organisation which help staff and volunteers to understand the potential barriers. Where the barrier is financial, bursaries or other sources of funding may be available.

Fèis Rois does not currently own property, and rents offices and other premises from private landlords and public organisations and local authorities, in a range of buildings ranging from listed period buildings to modern purpose-built offices, with some staff working within their own homes. This, in effect, means that there may be limitations on structural work that may be carried out.

Section 3: Employment

(Including staff, contract workers, tutors and volunteers)

Fèis Rois undertakes to treat all applicants for positions within the organisation fairly. The organisation is committed to ensuring that individuals are selected on the basis of relevant merits and abilities. Fèis Rois aims to ensure that no potential or actual employee, contract worker, tutor or volunteer receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability or religious beliefs.

It is a contractual obligation on the part of all staff to accept responsibility for ensuring that fair employment practices are applied, but specific responsibilities fall upon the Chief Executive and Board members involved in recruitment, and staff involved in employee administration.

Any employee who believes that s/he has been treated unfairly may raise the matter with the Chief Executive of Fèis Rois, or the Chairperson, if the Chief Executive is involved. Fèis Rois will not tolerate unfair discrimination against any member of staff, a job applicant, a contractor, a tutor, or a participant, by a Fèis Rois employee or by someone appointed to the service of Fèis Rois.

Fèis Rois operates a policy of flexible hours working (where appropriate) and offers time off in lieu (TOIL) for hours worked in addition to the designated number of hours for that post. Maternity and Paternity Leave is available, and also entitlement to time off for dependents, and compassionate leave. Staff training and professional and personal development are considered at staff appraisals, and sabbaticals and secondments are available for eligible staff. All of these possibilities are considered in consultation with the Chief Executive and/or line manager.

Section 4: Training and Marketing

The organisation offers training opportunities to staff, volunteers and tutors – each opportunity is discussed with the individual and the costs and benefits are evaluated. Staff can also request training if they feel that it is required.

The ability of individuals with physical, sensory, learning, or other disabilities and the needs and sensibilities of all, regardless of race, colour, ethnic or national origins, marital status, sex, sexual orientation, disability or religious beliefs are considered in all marketing materials relating to Fèis Rois, and portray the organisation as a welcoming and inclusive body.

Section 5: Monitoring, Evaluation & Consultation

Fèis Rois is committed to making this policy properly effective, and will regularly review its effectiveness through evaluation of events, and reviewing practices with regard to recruitment and marketing of events.

Fèis Rois keeps up-to-date with legislation and guidance in all areas of access, including equal opportunities, employment, inclusion, and disability. It draws its board members from many different employment and experiential backgrounds, and regularly attends sector briefings with relevant training providers and organisations.

By 2020, it is expected that the makeup of the Fèis Rois Board will be:

- 50/50 gender split;
- Minimum 25% under the age of 25 to reflect that a large proportion of our work is with young people;
- Minimum 25% have a protected characteristic.

Section 6: Action Plan

This policy will be reviewed annually, or following an incident or significant change. The policy will be reviewed by the Board of Directors, in consultation with the Chief Executive and other staff. The staff team will also be involved in feeding into this process and with necessary review following an incident or significant change.