

Fèis rois



# SAFEGUARDING AND CHILD PROTECTION POLICY

Referred to as Appendix I in the Fèis Rois Business Plan 2025 - 28

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## Child Protection Policy Review

<b>Policy Reviewed</b>	June – December 2023
<b>Approved by the Board of Directors</b>	April 2024
<b>Guidance Consulted</b>	Scottish Government Guidance on Child Protection, 2021 – updated 2023
	Scottish Government Guidance on Disclosure and PVG, 2022
	NSPCC Safeguarding and Child Protection Guidance, 2022
	Creating Safety, Creative Scotland
	Highland Child Protection Committee Guidance for Third Sector Groups
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# 1 Purpose and Scope of Safeguarding & Child Protection Policy

## Policy Statement

At Fèis Rois we take great pride in helping to develop the next generation of traditional musicians. In the course of our work, we teach and develop children and young people age 8 and over <sup>1</sup>, and interact with approximately 7,000 children and young people across Scotland and beyond each year.

This means that we are in a unique and privileged position to model the expected standards of safeguarding, child protection, and adult support and protection (where applicable), and to act as adult role models and guardians of the welfare of the children and young people in our care and learning environments.

## Purpose of Policy Statement

The purpose of this policy statement is:

- to protect children and young people who participate in Fèis Rois activities from harm.
- to provide staff, freelancers and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- to take account of local inter-agency safeguarding guidelines for children, young people and vulnerable adults.<sup>2</sup>

The overall aims and activities of Fèis Rois illustrate the relevance of our work to child safeguarding and child protection. A summary of the most relevant aims and activities are set out below.

## Our Aims:

- To provide excellent learning experiences and performance opportunities in traditional music and Gaelic culture.
- To pass on the unique cultural heritage of Scotland to a new generation for them to interpret and make their own.
- To build community, friendship, and new collaborations through shared cultural experiences.
- To place wellbeing at the centre of all that we do.
- To inspire and empower people to achieve their full potential.
- To enable wider access to traditional music.
- To promote Scotland's unique traditional music and Gaelic culture internationally and to make connections throughout the world.
- To contribute to the creative economy of the Highlands & Scotland.

<sup>1</sup> Generally our work is designed for children over 8 years old. From time to time we provide classes and resources for younger children and, where this is applicable, parents and guardians are present.

<sup>2</sup> As a charity with its roots and administrative centre in Ross-shire, the Highland Child Protection Committee Guidance for Third Sector Groups has been followed in the round. References are also provided for other relevant local authority areas.

## Our Objectives / Activities:

- To deliver a traditional music and arts education programme locally, nationally and internationally.
- To provide opportunities for learners and professional artists to perform, compose, experiment and create.
- To increase engagement in, and grow audiences for, traditional music and Gaelic cultural activities.
- To reduce loneliness and social isolation by bringing people together to enjoy music-making experiences.
- To invest in person-centred approaches to ensure equal opportunities for people to access high quality music-making experiences.
- To build and develop local, national and international partnerships that maximise mutual benefits and help to create an ecology in which artists and creative people can thrive.
- To contribute to the development of a diverse and skilled sector through the delivery of training and professional development opportunities for artists and creative people.
- To provide employment opportunities for professional artists, creative individuals and young people.

## Principles of the Policy

### The principles of the policy are:

- The welfare of all children, young people and vulnerable adults is always the paramount consideration.
- Protecting children, young people and vulnerable adults is everyone's responsibility.
- Every child, young person and vulnerable adult must be treated as an individual and has a right to a positive sense of identity.
- All children, young people and vulnerable adults have the right to be protected from all forms of abuse, neglect and exploitation.
- Everyone has the right to express their views on matters affecting them and for their views to be taken seriously.

### To promote these principles Fèis Rois will:

- Treat everyone with respect and take measures to ensure that all involved with the organisation do the same.
- Promote the rights to privacy and dignity of all participants.
- Respect confidentiality and ensure that information is only shared when it is appropriate and to those with a need to know.
- Act to stop any inappropriate physical or verbal behaviour including bullying.
- Treat all concerns and allegations seriously with care and sensitivity in line with procedures.
- Identify the Chief Executive as the nominated person for safeguarding and the Chairperson of Fèis Rois as the nominated Board member.
- Provide safeguarding awareness and training for staff, freelancers and volunteers.

## Who this Policy Applies to:

This policy applies to anyone working on behalf of Fèis Rois including senior managers and the board of directors, paid staff, volunteers, sessional and freelance workers, and students.

## 2 Legal Framework for Safeguarding and Child Protection in Scotland

- 2.1** In Scotland, the Scottish Government is responsible for child protection. It sets policy, legislation and statutory guidance on how the child protection system works.
- 2.2** Child Protection Committees (CPCs) are responsible for coordinating statutory, multi-agency policies, procedures and guidance in each local authority area. Fèis Rois is not part of these arrangements however, it has a responsibility to report concerns through the relevant local authority arrangements.
- 2.3** The latest guidance on child protection<sup>3</sup> in Scotland was published by the Scottish Government in November 2021 and updated in 2023. The Fèis Rois approach to safeguarding and child protection is informed by this guidance.
- 2.4** In Scotland the legal definition of child varies in different contexts, however, in relation to child protection, statutory guidance includes all children and young people up to the age of 18 as recognised by the Children and Young People (Scotland) Act 2014<sup>4</sup> and the UN Convention on the Rights of the Child.
- 2.5** The Adult Support and Protection (Scotland) Act 2007<sup>5</sup> applies to young people over the age of 16. An Adult at Risk is defined by the Act as an adult aged 16 or over who is unable to protect themselves from someone harming them, or from exploitation and neglect or safeguard their own well-being, property, rights or other interests; is at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected. All three of these criteria must be met.

Due to the Fèis Rois objective of widening access and participation to wider demographics and its work with young people who are over 16 who may be vulnerable or at risk, it is therefore important to read this policy in conjunction with the separate policy on the Protection of Vulnerable Adults.

- 2.6** The graphic below summarises the relationship between the national framework and where the work of Fèis Rois fits into the safeguarding and child protection landscape.



Figure 1 Safeguarding and Protection of Children and Young People and Vulnerable Adults

<sup>3</sup> <https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/>

<sup>4</sup> <https://www.legislation.gov.uk/asp/2014/8/contents/enacted>

<sup>5</sup> <https://www.legislation.gov.uk/asp/2007/10/contents>

## 3 How We Keep Children and Young People Safe

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues (please also see our Adult Support and Protection Policy)
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a Nominated Child Protection Officer for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, freelancers and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and freelancers through supervision, support, training and quality assurance measures so that all staff, freelancers and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

## 4 Relevant Procedures

This policy seeks to outline Fèis Rois' policy in relation to Safeguarding, Child Protection and Adult Support and Protection (where applicable to young people).

In practice, there are a range of supporting policies, procedures and practices that support Fèis Rois to implement this policy. The following list illustrates the links and cross-over between these important operational procedures for staff, freelancers and volunteers and the safeguarding and protection of the children, young people and vulnerable adults we serve through our aims and activities.

Procedure/Practice	Board of Directors	Staff and Volunteers	Freelancers & Contract Workers
<b>Role description for the nominated safeguarding officer (see appendix A)</b>	Approved by Board	Referenced in policy and staff training	Referenced in staff policy and pre-event training
<b>Dealing with disclosures and concerns about a child or young person (see appendix B)</b>	Approved by Board	See Procedure for Responding to Child Protection Concerns	See Procedure for Responding to Child Protection Concerns & Pastoral Care Pack
<b>Managing allegations against staff, freelancers and volunteers (see appendix C)</b>	Approved by Board	See appendix C	See appendix C
<b>Recording concerns and information sharing (see appendices B)</b>	Approved by Board	See Procedure for Responding to Child Protection Concerns	See Procedure for Responding to Child Protection Concerns & Pastoral Care Pack
<b>Code of conduct for staff and Freelancers (see appendices D and H)</b>	Approved by Board	See Staff Handbook	See Tutor Guidelines which includes Code of Conduct for Freelancers (see appendix D)
<b>Behaviour codes for children and young people (see appendix E)</b>	Approved by Board	See Codes of Conduct for Children and Young People, see appendix E, child protection policy	See Codes of Conduct for Children and Young People, see appendix E, child protection policy
<b>Photography and sharing images guidance (see appendices F and G)</b>	Approved by Board	See guidance for staff and freelance tutors ref photography and images – appendix F	See guidance for staff and freelance tutors ref photography and images/appendix F  See also Pastoral Care Pack (appendix H)

<b>Safer recruitment</b>	Approved by Board	See Staff Handbook and PVG Policy (appendix L)	See PVG Policy (appendix L)
<b>Online safety (appendix I)</b>	Approved by Board	See Working Online guidance	See Working Online guidance
<b>Anti-bullying (See appendix J)</b>	Approved by Board	See appendix J	See appendix J
<b>Managing complaints (See appendix M)</b>	Approved by Board	See Making a Complaint Procedure, Staff handbook and Managing Allegations of Abuse Procedure	N/A
<b>Whistleblowing</b>	Approved by Board	See separate Whistleblowing Policy	See separate Whistleblowing Policy
<b>Health and safety</b>	Approved by Board	See separate Health and Safety Policy	See separate local instructions for each event
<b>Induction, training, supervision and support</b>	Approved by Board	See separate Staff Handbook	See separate local instructions and training for each event.
<b>Adult to child supervision ratios. (See appendix L)</b>	Approved by Board	See appendix L	See appendix L

## 5 Contact Details

Nominated child protection lead	Chief Executive
Name	Fiona Dalgetty
Phone/email	Fiona.dalgetty@feisrois.org
Board Member lead for child protection	Chair
Name	Jennifer Marshall
Phone/email	Mark 'Confidential for the attention of the Chair of the Board' and email: <a href="mailto:fios@feisrois.org">fios@feisrois.org</a>

## References

<https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/>  
<https://education.gov.scot/resources/safeguarding-and-child-protection/>  
<https://learning.nspcc.org.uk/child-protection-system/scotland>  
<https://hcpc.scot/>  
<https://www.mygov.scot/pvg-scheme>

# Appendix A - Nominated Child Protection Lead

## Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Fèis Rois.

To promote the safety and welfare of children and young people involved in Fèis Rois activities at all times.

## Name of Child Protection Lead

Chief Executive, Fiona Dalgetty

## Duties and responsibilities

1. Take a lead role in developing and reviewing Fèis Rois' safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Fèis Rois' safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Fèis Rois' activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Fèis Rois including the board members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Fèis Rois and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in Fèis Rois' activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Fèis Rois may present a risk to children or young people. This includes:
  - a. assessing and clarifying the information
  - b. making referrals to statutory organisations as appropriate
  - c. consulting with and informing the relevant members of the organisation's Board of Directors
  - d. following the organisation's safeguarding policy and procedures.
  - e. undertaking risk assessments
  - f. following any other relevant policies such as grievance and disciplinary for staff, or invoking contract provisions for freelancers.

7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
  - a. the local authority child protection services – Guidance should be sought from the relevant local authority area in which the child is normally resident.
  - b. the police.

This includes making formal referrals to agencies when necessary.

8. PVG checks for staff and volunteers are carried out and recorded/stored effectively
9. Records are kept and referrals are made to Disclosure Scotland in cases where staff or volunteers are suspected or known to have harmed a child, and that these individuals are removed from unsupervised contact with children/adults 'at risk' until such time as a decision is made whether their names should be added to the Disqualified from Working with Children list
10. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
11. Work closely with the Board of Directors to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
12. Report regularly to the Board of Directors on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding, and child protection requirements are being followed at all levels of the organisation.
13. Be familiar with and work within inter-agency child protection procedures developed by the local child protection committees in Highland.
14. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
15. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Fèis Rois.
16. Seek additional support for non-routine child protection matters that the designated officer is not familiar with or knowledgeable about. Your role is not to have all the answers but to ensure that the organisation does what it can within its resources to safeguard and protect children and young people.

## PVG/Disclosure

Appointment to this role is subject to satisfactory vetting and barring checks.

## Training

Child protection leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly, and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

# Appendix B: Procedure for Responding to Child Protection Concerns

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## 1 Introduction

- 1.1 It can be very hard for children and young people to speak out about abuse. Often they fear there may be negative consequences if they tell anyone what's happening to them.
- 1.2 Some may delay telling someone about abuse for a long time, while others never tell anyone, even if they want to.
- 1.3 It is vital that children and young people are able to speak out and that whoever they tell takes them seriously and acts on what they've been told.
- 1.4 Even if a child doesn't tell someone verbally about what's happened to them, there may be other indicators that something is wrong. People who work with children need to be able to recognise the signs and know how to respond appropriately.
- 1.5 As an organisation providing musical, artistic and cultural programmes to children and young people, the very nature of our work, encourages children and young people to express their thoughts, feelings and emotions. In this context, children and young people may disclose personal things about themselves and therefore it is important for Fèis Rois to respond sensitively to any concerns raised.
- 1.6 In today's teaching environment, there are many elements of safeguarding and child protection to watch out for so that the children and young people in our care are safe, supported and protected. These include online and offline environments which are often viewed the same way by children and young people.

## 2 Identifying Concerns

### 2.1 Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Not all disclosures will lead to a formal report of abuse or a case being made or a case being taken to court, but all disclosures should be taken seriously.

It takes extraordinary courage for a child to go through the journey of disclosing abuse.

It's vital that anyone who works with children and young people undertaking this journey is able to provide them with the support they need.

### 2.2 How disclosure happens

- 2.2.1 Children and young people may disclose abuse in a variety of ways, including:
  - Directly – making specific verbal statements about what's happened to them
  - Indirectly – making ambiguous verbal statements which suggest something is wrong
  - Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
  - Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.
- 2.2.2 Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour.
- 2.2.3 Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture. They may withhold some information because they:
  - are afraid they will get in trouble with or upset their family
  - want to deflect blame in case of family difficulties as a result of the disclosure
  - feel ashamed and/or guilty
  - need to protect themselves from having to relive traumatic events.
- 2.2.4 When children do speak out it is often many years after the abuse has taken place. Equally, we are mindful that in our residential settings, it may be because of something that has happened during the week that has raised concerns. In any case, it is important to proceed with care and take all and any allegations seriously.

### 2.3 Barriers to disclosure

- 2.3.1 Some children and young people are reluctant to seek help because they feel they don't have anyone to turn to for support.
- 2.3.2 They may have sought help in the past and had a negative experience, which makes them unlikely to do so again.
- 2.3.3 They may also:
  - feel that they will not be taken seriously
  - feel too embarrassed to talk to an adult about a private or personal problem
  - worry about confidentiality
  - lack trust in the people around them (including parents) and in the services provided to help them
  - fear the consequences of asking for help
  - worry they will be causing trouble and making the situation worse
  - find formal procedures overwhelming
- 2.3.4 Not all children and young people realise they have experienced abuse, for example if they have been groomed.

## 2.4 Spotting the signs of abuse

- 2.4.1** Children and young people who have been abused may want to tell someone, but not have the exact words to do so. They may attempt to disclose abuse by giving adults clues, through their actions and by using indirect words.
- 2.4.2** Adults need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this.
- 2.4.3** You should never wait until a child or young person tells you directly that they are being abused before taking action. Instead, ask the child if everything is OK or discuss your concerns with your organisation's designated safeguarding lead.
- 2.4.4** Waiting for a child to be ready to speak about their experiences could mean that the abuse carries on and they, or another child, are put at further risk of significant harm.
- 2.4.5** Not taking appropriate action quickly can also affect the child's mental health. They may feel despairing and hopeless and wonder why no-one is helping them. This may discourage them from seeking help in the future and make them distrust adults.
- 2.4.6** Being alert to signs and symptoms:

People who abuse others often do so in a manner that makes it difficult for children, young people and adults 'at risk' to tell someone else if they are being abused. However, there may be signs which make you concerned and may be an indication of abuse or neglect.

The child, young person or adult may:

- have unexplained bruising or bruising in an unusual place
- appear afraid, quiet or withdrawn
- spend more time than is usual online/away from peers
- appear afraid to go home
- be left unattended or unsupervised at collection times
- have inappropriate levels of responsibility for their age
- be acting out in a sexually inappropriate way
- be misusing drugs or alcohol

The parent/partner/carer may be:

- acting in a violent or sexual manner towards a child, young person or adult who is less able to protect him/herself
- misusing drink or drugs whilst caring for a child, young person or adult who is less able to protect him/herself
- verbally abusive towards a child, young person or adult who is less able to protect him/herself

If you notice any of these signs and/or are worried, please take action to protect the child, young person or adult who is less able to protect him/herself. Report any concerns arising from this directly to the Chief Executive. Please see section 3.2.

## 3 Helping children disclose abuse

- 3.1** It's important to create an environment where children and young people are comfortable about speaking out if anything is worrying them. They need to:
  - be able to recognise abuse and know it is wrong
  - know who they can talk to about it.

The people they choose to disclose to need to listen, understand and respond appropriately so the child gets the help, support and protection they need.

### 3.2 Responding to disclosures

Good practice from the NSPCC recommends the following interpersonal approaches;

- show you care, help them open up: Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- take your time, slow down: Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.
- If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

### 3.3 Non-biased approach

It's vital that any child who is trying to disclose abuse feels that they are being listened to and taken seriously.

But there can be a risk that if professionals just believe the child's account without thoroughly investigating the situation, this can lead to unfair bias against the alleged abuser as formal investigations progress (Ref; NSPCC, Child Protection Resource, 2021; Transparency Project, 2018).

This means it's important to maintain an unbiased approach when responding to disclosures and follow your organisation's procedures to ensure each case is treated in a fair and transparent manner and that the child gets the protection and support that they need.

### 3.4 Making notes

It's important to keep accurate and detailed notes on any concerns you have about a child or young person. If you are a staff member or a freelance tutor, you will need to share these with your nominated child protection lead.

Include:

- date and time of disclosure
- name of the person making the report
- the child's details (name, age, address)



- nature of the concern
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- any observations about the concern or what was happening at the time of disclosure
- any information the child has given you about the alleged abuser.

Both the author of the report and the Fèis Rois Designated Child Protection Officer should sign this report. It is then the responsibility of the Designated Child Protection Officer to decide if the matter requires passing on to a statutory agency and to ensure that this information reaches them in a timely manner. **It is important for the Designated Child Protection Officer to consult with the relevant local authority procedures for sharing information relating to concerns about a child.**

## 4 Information sharing

### 4.1 Why information sharing is important

Sharing information about a child's welfare helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing.

Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.

You should refer to your local multi-agency arrangements in the relevant local authority to ensure you are following the information sharing processes that are most appropriate for your role.

### 4.2 When to share information

Timely information sharing is key to safeguarding and promoting the welfare of children. People who work with children may need to share information about the children and families they are involved with for a number of reasons. These include:

- you are making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm (this is the most likely reason for Fèis staff and freelance tutors)
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

It is important to have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.

It is important to make sure you are not putting a child's safety and welfare at risk by sharing information about them. The Nominated Child Protection Officer will assess what is the most appropriate course of action.

Always seek consent to share information about a child and their family. However if consent isn't given, you can still share information with relevant professionals under certain

circumstances, for example if you are protecting a child from significant harm.

The Data Protection Act 2018 and General Data Protection Regulation (GDPR) do not affect this principle.

### 4.3 What information to share

You need to decide what specific information is appropriate to share and who to share it with. Prioritise the safety and welfare of the child and anyone else who may be affected by the situation.

Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.

Identify how much information should be shared. This will depend on the reasons for sharing it. Use language that is clear and precise. Different agencies may use and understand terminology differently.

Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

### 4.4 Facts and opinions

When working with children and young people you will gather information from a variety of sources. How you interpret this information can depend on:

- any previous information received
- your knowledge of child protection
- your own frame of reference.

When recording information you should be as factual as possible. If you need to give your own or somebody else's opinion make sure it is clearly differentiated from fact. You should identify whose opinion is being given and record their exact words.

### 4.5 Seeking consent to share information

Children should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions ask their parent or carer (unless doing so would put the child at risk of harm).

You should always seek consent to share information about an adult. See Adult Support and Protection Policy.

Tips for getting consent:

- be open and honest
- make sure the person you're asking for consent understands what information will be shared and why
- explain who will see the information and what it will be used for
- make sure the person you're asking for consent understands the consequences of their information not being shared
- get the consent in writing, in case there are any disputes in the future. If it's only given verbally, make a written record of this
- make sure the person knows they can withdraw consent at any time.

#### 4.6 Sharing information without consent

If consent is refused or if you're unable to seek consent, you can still share information with relevant professionals if this is in the public interest.

This includes protecting children from significant harm and promoting the welfare of children.

The Data Protection Act 2018 and General Data Protection Regulation (GDPR) do not affect this principle.

When deciding whether to share information without consent, you should consider each case individually.

Decide if the need to share information is in the public interest and whether it outweighs the need to maintain confidentiality.

Consider all the implications of sharing the information, for example if you are sharing sensitive details about a person's life.

If you're sharing information without consent keep a written record explaining:

- what steps you took to get consent
- the person's reasons for not giving consent (if known)
- why you felt it was necessary to share information without consent.

Pass a copy of this record on to the agency/agencies you're sharing the information with.

#### 4.7 Confidentiality

Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help. If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also contact Childline online.

### 5 Reporting concerns

If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child's or their parent's consent.

If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger:

- Follow your organisation's safeguarding policies and procedures as soon as possible. These should provide clear guidelines on the steps you need to take if a child discloses abuse. They will state who in your organisation has responsibility for safeguarding or child protection and who you should report your concerns to.
- Contact your local child protection services. Their contact details can be found on the website for the local authority the child lives in.
- Contact the police. They will assess the situation and take the appropriate action to protect the child.

If you have made a verbal referral to local children's services you should follow this up with a written referral as soon as possible, ideally within 48 hours.

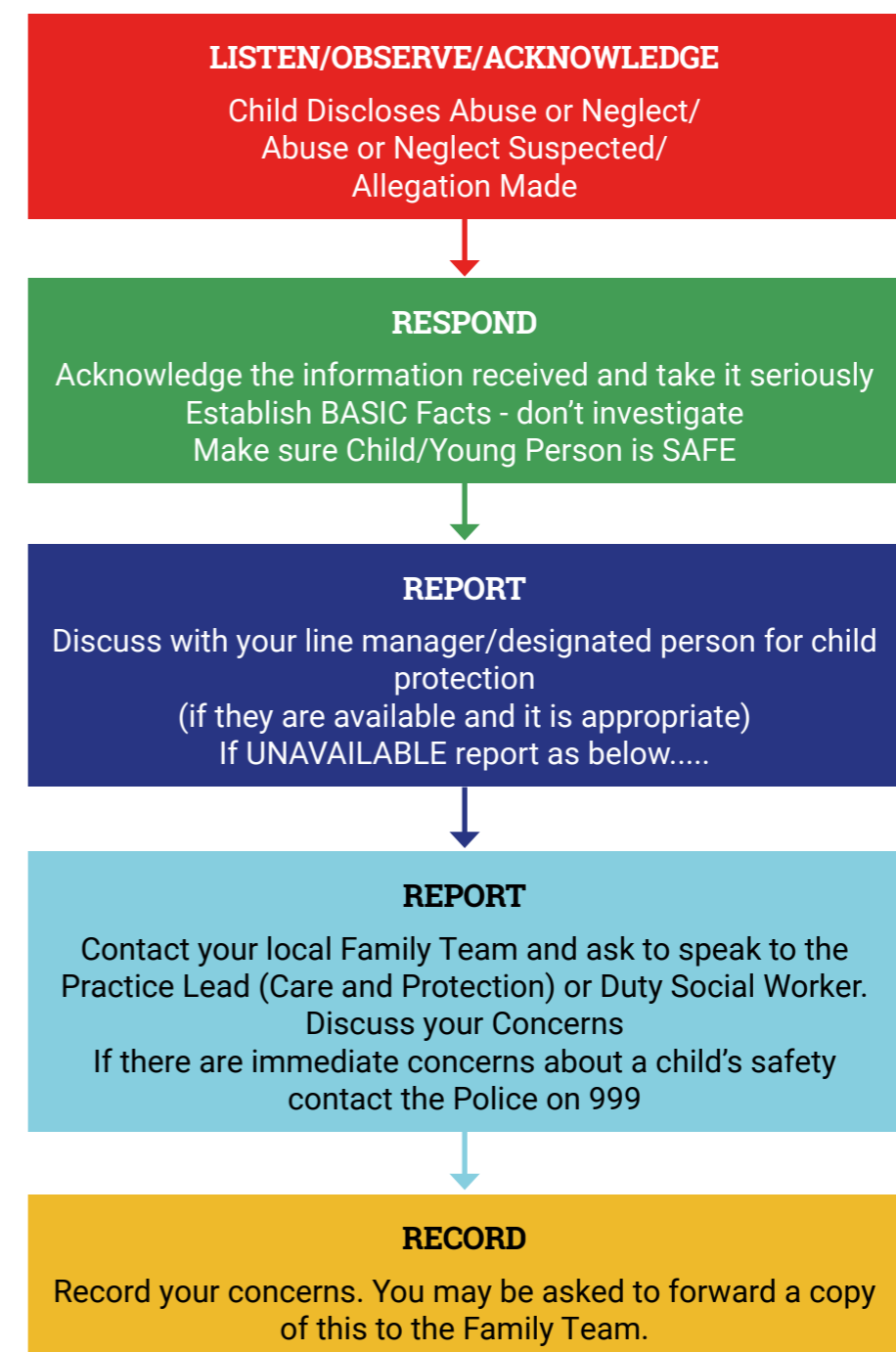
### 6 Whistleblowing

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future.

If you have concerns about;

- your organisation doesn't have clear safeguarding procedures to follow
- concerns aren't dealt with properly or may be covered up
- a concern that was raised hasn't been acted upon
- you are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future. Please refer to the Fèis Rois Whistleblowing Policy for further details.



# Appendix C: Managing allegations against or concerns about people who work or volunteer with Fèis Rois

## 1 Introduction

Any allegation or concern that an employee, freelancer or volunteer has behaved in a way that has harmed, or may have harmed, a child or young person will be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Depending on the situation, an appropriate response may involve:

- Reporting the matter to the police who may investigate a possible criminal offence
- Referring the matter to the local child protection services who may make enquiries and/or assess whether a child needs support
- following the relevant disciplinary procedures/contractual provisions with individuals concerned.

We will also take steps to ensure any children/young people involved are given appropriate support.

This procedure outlines the steps Fèis Rois will take when managing allegations or concerns about abuse by someone who works or volunteers with children and young people.

## 2 Procedures for managing allegations and concerns

This procedure forms part of our safeguarding and child protection policy. It outlines Fèis Rois procedures for dealing with allegations of abuse, complaints, or concerns about a member of staff, freelancer or volunteer.

All staff, freelancers and volunteers must read and understand Fèis Rois' policies and procedures for managing allegations.

## 3 Roles and responsibilities

A reminder that the nominated child protection lead for the organisation is the Chief Executive Officer, Fiona Dalgetty. You will find her contact details below. The responsibility of this role is set out in appendix A of the safeguarding and child protection policy.

## 4 Whistleblowing

Staff, freelancers and volunteers should feel confident about challenging the behaviour of others and voicing concerns. They should also know who to contact if they feel unable to report an incident within Fèis Rois and should consult the whistleblowing policy for further information.

## 5 Responding to concerns and allegations

Fèis Rois takes any concerns raised about staff, freelancers or volunteers seriously, regardless of who the person is, how long they've been involved with the organisation, or whether they are directly employed or not, by Fèis Rois.

### Step 1 Gather the facts

It is not the role of Fèis Rois to investigate the matter, but it is our responsibility to gather the facts of the case and keep written records, and to pass the relevant information on to those who need it i.e., statutory agencies, families/carers/guardians if appropriate.

If an allegation is made that a staff member or volunteer has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children.

### Step 2 Make a report to the relevant local authority child protection agencies

Fèis Rois will report this immediately to the relevant agencies, for example, the relevant local authority's child protection services, and the police.

Fèis Rois will liaise with your local child protection services and the police to ensure that we are responding appropriately.

### Step 3 Confidentiality and support

Fèis Rois will make every effort to maintain the confidentiality of all parties while an allegation or concern is being investigated. Fèis Rois will make sure everyone involved in the investigation understands this.

We will consider how best to support the children/young people involved, their parents or carers, and individuals who have had an allegation made against them. This includes:

- telling parents or carers and the employee, freelancer or volunteer concerned about the allegation as soon as possible (if this does not place any children at further risk of harm)
- telling them how we are going to manage the allegation
- keeping everyone informed about the progress and outcomes of the case.

### Step 4 Record keeping

It's important to keep a clear and comprehensive summary of:

- all allegations that have been made
- details of how allegations have been followed up and investigated
- decisions made about the allegation and actions taken.

### Step 5 Duty to refer unsuitable people to criminal records agencies

Fèis Rois provides what are known as regulated activities or work for children and young people, therefore we have a legal duty to refer anyone who has left our organisation because they harmed or might have been at risk of harming a child. Regardless of whether the person was dismissed or left of their own accord, a referral should be made to Disclosure Scotland. Failure to do this is a criminal offence.

Employers must make a referral if a person shows harmful behaviour and they're:

- dismissed as a result
- would have been dismissed but left before they could be
- permanently moved away from work with children or protected adults

If any of these actions were taken, the employer must make a referral to Disclosure Scotland within **3 months** of making the decision.

A report to other appropriate regulatory bodies might also be made. These could include:

- regulators for Fèis Rois such as the OSCR, the Scottish Charity Regulator
- regulators for particular professions (for example the General Teaching Council in Scotland).

### What is regulated activity or work?

Regulated activity or work refers to the types of work with children, young people or vulnerable adults which people can be barred from doing. Disclosure Scotland sets out their criteria for what constitutes regulated activity or work. There are 2 types of regulated work – work with children and work with protected adults. Fèis Rois activities includes

- teaching or supervising children and/or protected adults
- working directly with children and/or protected adults

We, therefore, have a duty to inform Disclosure Scotland.

### When to make a referral to Disclosure Scotland

It's important to follow your organisation's child protection, disciplinary and/or contractual procedures to establish facts and gather evidence before making any referral.

A referral must be made to Disclosure Scotland, if a person has left your organisation because evidence has been found that they:

- harmed a child
- pose a risk of harm to a child
- accessed or have been in possession of sexual abuse material relating to children
- accessed or have been in possession of sexually explicit images depicting violence against someone
- sexually abused a child
- or have received a caution or conviction for a relevant offence.

A referral can be made if none of this conduct has taken place, but it is still believed that a person may harm a child or put a child at risk of harm.

With the information provided, Disclosure Scotland will decide if the person should be added to their barred list to prevent them from working in a regulated activity or work with children again in the future.

Even if there has been no police involvement, or the decision has been made not to take criminal proceedings further, a referral can still be made to Disclosure Scotland. If the designated child protection officer has doubt about making a referral, it is best to seek advice from Disclosure Scotland. <https://www.mygov.scot/pvg-referrals/how-to-make-a-referral>

### What your referral should include

When making a referral, it's important to provide Disclosure Scotland with as much supporting evidence as possible to enable them to make their decision.

Along with the person's name, personal information and employment details it's important to include:

- proof of the person's identity (name, address, date of birth, national insurance number)
- details of the type of regulated work they're employed to do
- the person's PVG scheme number, if they have one
- information on the harmful behaviour
- details and documentation of the employer's investigation and outcome

You should not identify any children or protected adults by name. Use a coded reference instead, like "child A - age 12, male, victim".

### Step 6 Learning lessons

If an allegation is substantiated it is vital to think about lessons that can be learnt. This should include:

- considering any factors that may have contributed to or failed to prevent abuse occurring
- reviewing safeguarding and child protection measures to ensure ongoing vigilance
- making changes to organisational policies and procedures as necessary.

## 6 Resignations and 'settlement agreements'

If someone resigns from their post or refuses to cooperate with the process, this must not prevent an allegation being followed up.

'Settlement agreements' (where a person agrees to resign, and the employer agrees not to pursue disciplinary action) must not be used in cases of alleged abuse.

## 7 Legislation and guidance on managing allegations

Local safeguarding and child protection committees in the relevant local authority area have child protection procedures in place that should be consulted by the nominated child protection officer.

The nominated child protection officer should also establish contact with the relevant local authority child protection lead for guidance and support with any concerns they have. It is always better to ask for assistance than to remain uncertain.

## Appendix D: Code of Practice

### 1 Introduction

Fèis Rois has adopted the model Code of Practice for music practitioners and tutors from the Musicians' Union. This applies to all staff, freelancers and volunteers. There are some areas that are not applicable to staff and volunteer roles, however, in the main, the principles apply to everyone working with Fèis Rois.

### 2 Code of Practice

This code provides a set of quality statements concerning aspects of music learning that all music practitioners and teachers should follow.

### 3 Be well-prepared and organised

- Work effectively and possess the appropriate specialist knowledge and skills.
- Negotiate with contractors and employers the aims, objectives and desired outcomes for the work, and maintain communication for the duration of the project.
- Understand the context of a programme or project and plan effectively to ensure the success of the activity for the participants.
- Adopt appropriate attitude, behaviour and dress code.
- Manage time effectively, starting and finishing as planned and agreed.
- Be aware of the support needed and request help when necessary.
- Keep up with relevant paperwork, such as course planning documents, handouts, evaluation forms, invoices and budgets.
- Charge appropriately for services.

### 4 Be safe and responsible

- Take reasonable steps to ensure the safety of everyone attending sessions, especially children and vulnerable adults.
- Ensure that the activity is adequately insured.
- Ensure that Risk Assessments are carried out and manage any risks accordingly.
- Understand the contractor's policies, routines and procedures, e.g., child protection, equal opportunities, behaviour management, data protection.
- Provide references for work and a disclosure certificate, where necessary.

### 5 Have appropriate musical skills

- Demonstrate musical expertise, creativity and versatility.
- Adapt and react to changing circumstances by drawing on appropriate musical resources.

### 6 Evaluate and reflect on your work

- Collect monitoring data for your contractors and employers.
- Collect feedback from contractors, employers and participants.
- Reflect on work and continually strive to improve your practice.

### 7 Commit to professional development

- Improve and update your skills, knowledge and creativity via regular training, personal reflection and membership of professional bodies.
- Maintain a professional portfolio and CV.

## Fèis Rois TUTOR GUIDELINES

Example of a document that is adapted and included in the tutor information pack for a week-long Fèis Rois course

Fèis Rois provides a high level of care and support to the young people who take part in our residential activities. The following are guidelines that should be read thoroughly by every tutor.

The pre-Fèis meeting will look at child protection issues and provide you with an opportunity to ask for clarification on any of the areas below.

### TUTOR CODE OF CONDUCT

Fèis Rois aims to build mutually respectful professional working relationships with all of its tutors and will support all of our tutors throughout the week in all aspects of their teaching. We will:

- Pay professional fees
- Reimburse all reasonable expenses
- Provide comfortable accommodation and good quality meals

Fèis Rois expects all tutors to:

- Arrive in good time and be fully prepared for every class
- Be fit to teach every class
- Refrain from consuming alcohol or smoking when in the company of participants
- Consume alcohol moderately (if you choose to consume any at all) when off duty
- Refrain from all illegal drugs
- Behave professionally and treat everyone with care and respect; and always follow safeguarding and child protection policies.

Any tutor failing to comply with any aspect of this code of conduct, could:

- See their fee reduced
- Be asked to leave the event
- Find themselves no longer being invited to teach for Fèis Rois

### IN GENERAL WHEN WORKING WITH YOUNG PEOPLE

You should quickly get to know the individuals in each of your classes. Please:

- Learn their names
- Find out if there is anything you need to put in place to support an individual's learning
- Check the enclosed confidential sheet for any medical conditions that a child in your class might have

Please encourage participants to look after each other and all property throughout the week. We are very fortunate to have the use of our venues and we wish to maintain our good relationship with them. Please remind the participants not to eat or drink in any of the classrooms.

Fèis Rois takes bullying very seriously. If you observe any behaviour that could be perceived as bullying, please report this to a member of the Fèis Rois staff team who will support you in addressing the issue with the participants involved. All participants have signed a Code of Conduct agreement.

## HEALTH ISSUES

Any concerns about health should be acted upon immediately and with genuine concern. In the first instance, if you consider the problem to be an emergency, phone 999. If you are in any doubt, seek a second opinion from a Fèis Rois staff member and decide on an appropriate course of action.

## ACCIDENT / INCIDENT REPORTING

All incidents, whether they have taken place during the day or in accommodation at night, must be recorded in the incident reporting folder. You have incident reporting sheets in your tutor pack, which can be completed and added to the folder if necessary. Report all accidents/incidents to the Fèis Rois staff member leading this event.

## IN THE EVENT OF A FIRE

If there is a fire alarm during class time, tutors must escort their class safely to the designated area and take a register. If there is a fire alarm at any other time (e.g. break time, lunch time or in the evening), supervisors are responsible for escorting the young people to the rendezvous point and taking a register.

## Appendix E: Code of Conduct for Children and Young People

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These are examples of the Code of Conduct forms that Fèis Rois asks children and young people to sign before attending an event.

For Primary School aged children:

### Junior Fèis Participants' Code of Conduct

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Fèis Rois offers young people the opportunity to take part in a week-long programme of traditional music tuition.

All participants are expected to conduct themselves in a responsible and acceptable manner at all times while under the care and supervision of Fèis Rois.

By signing this code of conduct I agree to:

- Be kind and considerate towards other participants.
- Take due care of all Fèis Rois property, including instruments, and likewise be respectful of the spaces I am in, including classrooms and accommodation.
- Follow all guidelines issued to me by Fèis Rois staff, tutors and supervisors relating to my general safety, wellbeing and enjoyment of the week and to at all times treat staff with respect.

Fèis Rois reserves the right to send home any young person whose behaviour is compromising the enjoyment, wellbeing, or safety of others. In these circumstances we expect your parent or guardian to collect you.

**Signature of Participant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Participant (please print):** \_\_\_\_\_

For Secondary School aged young people:

## SENIOR FÈIS Participants' Code of Conduct

Fèis Rois offers young people the opportunity to take part in a week-long programme of traditional music tuition.

All participants are expected to conduct themselves in a responsible and acceptable manner at all times while under the care and supervision of Fèis Rois.

**By signing this code of conduct I agree to:**

- Be kind and considerate towards other participants
- Take due care of all Fèis Rois property, including instruments, and likewise be respectful of the spaces I am in, including classrooms and accommodation.
- Follow all guidelines issued to me by Fèis Rois staff, tutors and supervisors relating to my general safety, wellbeing and enjoyment of the week and to at all times treat staff with respect

Fèis Rois has a strict no smoking policy.

Any person found smoking, vaping, taking alcohol or illegal drugs will be immediately removed from the event.

Fèis Rois reserves the right to send home any young person whose behaviour is compromising the enjoyment, wellbeing or safety of others. In these circumstances we expect your parent or guardian to collect you.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

Name of Participant (please print) \_\_\_\_\_

For young people aged 16 to 25 taking part in The Ceilidh Trail programme:

## The Ceilidh Trail CODE OF CONDUCT AGREEMENT

I understand that the Ceilidh Trail gives young musicians the opportunity to work in a professional, safe and supported environment. I understand that I am expected to conduct myself in a professional manner at all times while contracted by Fèis Rois.

**By signing this Code of Conduct I agree to the following:**

- 100% attendance at all training and rehearsal days unless exceptional circumstances are agreed beforehand with Fèis Rois staff;
- 100% attendance at performances unless exceptional circumstances are agreed beforehand with Fèis Rois staff;
- Arriving on time and fit to perform at all Fèis Rois Ceilidh Trail events;
- Always giving due consideration to other Ceilidh Trail participants and members of the Fèis Rois staff team;
- If under 18, not consuming alcohol at any point during my contract with Fèis Rois;
- If over 18, to act responsibly if choosing to consume alcohol, setting a good example to younger participants, including abstinence from alcohol before and during performances;
- Complete abstinence from all illegal drugs and other mood altering substances unless prescribed for me by a medical professional to treat a diagnosed condition;
- Taking due care of all Fèis Rois property, including instruments, PA and other equipment;
- Acting as an ambassador for Fèis Rois and traditional Scottish music at all times throughout the Ceilidh Trail. I will be mindful of this when using social media;
- My contract being terminated should I breach this Code of Conduct.

If for any reason I am unable to carry out my duties at a Ceilidh Trail event, I understand that my fee could be reduced accordingly.

If I break any aspect of this code of conduct, I understand that Fèis Rois has the right to terminate my contract and either reduce or withhold my fee.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix F: Photography and Filming Policy and Procedure

## 1 Purpose and Scope

Fèis Rois works with children and young people as part of its activities.

The purpose of this policy statement is to:

- protect children and young people who take part in Fèis Rois' workshops, performances, events and activities, specifically those where photographs and videos may be taken, including, for example, at residential Fèisean, weekly classes, on The Ceilidh Trail.
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and freelancers associated with Fèis Rois.

## 2 Legal framework

Across the UK, criminal and civil legislation aims to prevent a range of abusive activities online including:

- Stalking
- Harassment
- improper use of a public communications network
- sending indecent, offensive, false or threatening communications
- sending private sexual photos or videos of another person without their consent.
- encourage or assist another person to self-harm

The Online Safety Act 2023 sets out the legal framework.

## 3 Principles

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the

- potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

### We will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents, carers or guardians before taking and using a child's image (See parental consent form in appendix G)
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- not naming, or changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo, unless, in some circumstances, the image is part of a schools' project and has separate consent via the school)
- making sure children, their parents and carers/guardians understand how images of children will be securely stored and for how long, including how we will control access to the images and their associated information
- reducing the risk of images being copied and used inappropriately by:
  - a. only using images of children in appropriate clothing
  - b. avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused. This is an unlikely scenario given the nature of our activities being mainly music and the arts.
  - c. using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

## 4 Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children and young people that they need to give consent for Fèis Rois to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and young people, their parents and carers/guardians before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.



## 5 Photography and/or filming for Fèis Rois' use

We do not permit our staff and freelance tutors to use photography and filming as an aid music teaching. However, if this is considered essential then permission should be sought from the chief executive and only be done using our equipment.

If filming is taking place at an event, children, young people, parents and carers will be made aware that photography and filming is part of the programme and give written consent via the parental consent form.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

## 6 Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Fèis Rois) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Fèis Rois will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If Fèis Rois is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

## 7 If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer/staff member of freelancer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

## 8 Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

Images of events will be archived indefinitely to preserve the history of the organisation and its contribution to the life and culture of Gaelic and traditional music in Scotland. No identifying features such as names, addresses or other identifying information shall be retained. This does not affect a person's right to be forgotten.

## 9 Contact details

### Photography and images co-ordinator

Name: Office and Finance Manager, Lorraine Aburrow  
Phone/email: Lorraine.Aburrow@feisrois.org

### Senior lead for safeguarding and child protection

Name: Chief Executive, Fiona Dalgetty  
Phone/email: Fiona.dalgetty@feisrois.org

## Appendix G: Example of Parental Consent Form

### CONFIDENTIAL PARENTAL CONSENT FORM

AINM (Participant's Name): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SEOLADH (Home Address): \_\_\_\_\_

FON: Telephone number where parent/guardian may be contacted

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone Number: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

Second Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to participant: \_\_\_\_\_

#### **Please read the following very carefully and \*delete as appropriate**

- I agree to my \*child/ward taking part in a five-day residential course organised by Fèis Rois.
- I understand the nature of the activities and consider my \*child/ward fit to take part.

Either:  My \*child/ward does not suffer from any medical condition requiring regular treatment/attention.

Or:  My \*child/ward suffers from (please give details including medication details)

- I \*consent/do not consent to any necessary medical treatment being given in an emergency. (Please note that young people over the age of 16 may consent to their own treatment).
- Please give any details of any special dietary/nutritional requirements or allergies.
- Please also give details of anything we might be able to put in place to support your child's learning throughout the Fèis (additional support, recognition of cultural/religious customs)
- I \*consent/do not consent to my child/ward being photographed or videoed for Fèis Rois publicity, including the Fèis Rois website, social and mainstream media and for the purposes of reporting to our funders.
- I \*consent/do not consent to my child/ward being photographed or videoed for personal use i.e., at events or final concerts of the Fèis children may be filmed by other families.

Name of Parent/Guardian (BLOCK CAPITALS): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H: Pastoral Care

Example of the contents page / list of information that is routinely put together to include in a supervisor / house parent pack at a Fèis Rois event:

### SUPERVISOR PACK

In this pack you will find:

- Good Practice Guidelines
- Fèis Rois Safeguarding Policy Summary
- Risk Assessment form for your Accommodation
- Bed Plan / Room Plan for your Accommodation
- Confidential list of medical / dietary / support requirements
- Supervisor Daily timetable
- Tutor Daily Timetable
- Evening Activity Schedule
- Map of School / Layout of Classes
- Emergency Contact Numbers
- Accident / Incident Reporting Form
- Supervisor Feedback Form
- Blank Paper for Notetaking

1. Keep this pack with you at all times.
2. Do not leave this folder lying in public places as it contains confidential information.
3. Return this folder to Feis Rois at the end of the week for shredding.

*Example of a document that is adapted and included in the pastoral care information pack for a week-long Fèis Rois course*

### SUPERVISOR / HOUSE PARENT / PASTORAL CARE GUIDELINES

Fèis Rois provides a high level of care and support to the young people who take part in our residential activities. The following guidelines should be read thoroughly by every supervisor. The pre-Fèis meeting will provide you with an opportunity to ask for clarification on any of the areas below.

Fèis Rois aims to build mutually respectful professional working relationships with all its supervisors and will:

- Support our supervisors throughout the week. There will always be a member of the Fèis Rois staff team available for all supervisors to come to in confidence about any issues that may arise during the week
- Pay professional fees
- Reimburse all reasonable expenses

Fèis Rois expects all supervisors to:

- Refrain from consuming alcohol for the entire duration of the time in which children are in their care
- Refrain from smoking when in the company or sight of young people
- Refrain from all illegal drugs
- Behave professionally and treat everyone with care and respect; and to always follow safeguarding and child protection policies.

Depending on the seriousness of the compliance issue, supervisors failing to comply with aspects outlined in this document could:

- See their fee reduced or withdrawn
- Be asked to leave the event
- Find themselves no longer being invited to work for Fèis Rois
- Face further consequences from police, social work or other authorities

## SUPERVISORS' ROLES AND RESPONSIBILITIES

On the evening prior to the children and young people arriving, supervisors are expected to:

- Familiarise themselves with the individual requirements of each child that will be in their care, e.g. learning, medical and dietary needs.
- Familiarise themselves with the Code of Conduct agreement signed by each child.
- Ensure that accommodation providers are aware of all dietary requirements for the participants staying in the venue. Confidential medical information should not be disclosed to the accommodation provider unless, following discussion with the Child Protection Officer it is deemed necessary to do so.
- Discuss nighttime security of the premises with the accommodation provider and ensure that, on the return of your group each evening, the building has been secured.
- Discuss fire procedure with accommodation provider.
- Complete a risk assessment form for the accommodation where you are supervising.
- Identify the safest route to walk from the accommodation to the various Fèis venues being used, e.g. school, village hall, sports centre.
- Ensure relevant staff working for the accommodation provider are familiar with emergency numbers, e.g. mobile numbers for supervisors on site and the senior staff working at the event.
- Find out where the first aid box is kept in their accommodation venue.
- Find out who the First Aider(s) is/are for the event and first aid procedures for during the day
- Ensure that you have all appropriate phone numbers stored to your phone, e.g. the Child Protection Officer, the First Aider, other supervisors, etc.

On the first day of the event, supervisors are expected to:

- Ensure that the participants are familiar with emergency procedures for their accommodation.
- Get to know the names of the group of young people in your care.
- Welcome these young people to the event and explain to them that you are responsible for their care and wellbeing for the duration of the event, e.g. you will accompany them to the different Fèis venues and activities; they should come to you in the first instance if they have any worries or concerns during the event; if they feel they cannot talk to you, they should go to the member of Fèis Rois staff running the event.
- Introduce all the participants in your care to each other and ask them to look after each other and all property throughout the week.

At all times, supervisors are expected to:

- Ensure that their confidential folder containing all consent and medical/dietary requirements forms is kept in a safe place, but is accessible to them at all times throughout the duration of their stay.
- Respect everyone as an individual .
- Be an excellent role model, e.g. provide examples of acceptable and professional behaviour.

- Respect everyone's right to privacy.
- Be available as a listening ear and if necessary refer for more appropriate help, e.g. to the Child Protection Officer or to the member of the Fèis Rois staff team with overall responsibility for the event you are working at.
- Be sensitive to the likes and dislikes of other people.
- Try to ensure that their actions cannot be misunderstood or cause offence.
- Show understanding when dealing with sensitive issues.
- Where possible plan activities which involve more than one person being present or at least within sight or hearing.
- Report to the member of Fèis Rois staff responsible for the running of the event if you have any concerns whatsoever about how another individual (supervisor, tutor or participant) is conducting himself/herself at the event.

Supervisors should never:

- Permit abusive behaviour e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with others.
- Jump to conclusions or make assumptions about others without checking facts.
- Encourage inappropriate, attention-seeking behaviour.
- Show favouritism to anyone.
- Make suggestive and or personal remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation.
- Believe it could never happen to me!

## BULLYING

Fèis Rois takes bullying very seriously. If you observe any behaviour that could be perceived as bullying, please report this immediately to the Fèis Rois staff member with overall responsibility for the event. S/he will support you in addressing the issue with the participants involved.

All participants have signed a Code of Conduct agreement stating that they will adhere to Fèis Rois's policy on bullying and looking after others as well as property. Anybody breaking the Code of Conduct should be reported to the Fèis Rois staff member with overall responsibility for the event who will take appropriate action.

## HEALTH ISSUES

Any concerns about health should be acted upon immediately and with genuine concern. If you consider the problem to be extremely urgent, phone 999 immediately.

If the problem is not life threatening, but you consider it to be serious, phone the doctors' surgery immediately. The telephone number for the doctors' surgery is **XXX**.

If you are in any doubt, seek a second opinion from a qualified First Aider at the event. All incidents however small, and whether they have taken place during the day or in accommodation at night, must be recorded and added to the accident reporting folder.

## IN THE EVENT OF A FIRE

If there is a fire alarm during class time, tutors must escort their class safely to the relevant area and take a register. If there is a fire alarm at any other time (e.g. break time, lunch time or in the evening), supervisors are responsible for escorting the young people to the rendezvous point and taking a register.

# Appendix I: Working Online Guidance

This is taken from guidance prepared by the Fèis Rois Education Manager for musicians working with schools online using Microsoft Teams.

## Safety / Security

- If an unidentified person accesses the meeting, be ready and know how to end the meeting for all parties, if required. Contact the school office and Fèis Rois to let us know what happened.
- If you see anything happening in the class which could be deemed as unsafe, disruptive, or inappropriate behaviour, calmly flag it up with the teacher and ask for their help. Remember you might have a better view of the class than the teacher does, if they are sitting behind the pupils.
- Do not share your login details with anyone else. Only login using your own details.
- Do not get into any negative, or inappropriate, conversations via the chat function. Be aware that chat history is recorded and can be monitored by the Council (even once deleted).
- A class teacher must be present at all times – they are responsible for the safety of the pupils.
- See notes below on screensharing.
- If for any reason you feel unsafe whilst delivering a session online, end the meeting and put a simple message in the chat function for the teacher to say you are unable to continue with the session and you will be in touch. Contact the Education Manager immediately.

## The Set-Up

- Look professional and presentable.
- Use your Fèis Rois banner and be aware of your background – what will the class see? How can you use your background to your advantage?
- Check your camera angle. Make sure the light is in front of you, not behind you.
- Use a space away from other people in your house.
- Be aware of background noise in your house (washing machines, traffic if you're near a busy road etc). Think about all these things before starting the lessons and make sure you are in a suitable space.
- Know your own device well.
- Know how to change the audio settings – both input and output.
- Put your phone on silent and turn off computer notifications.
- Check out the brightness of your screen – both for your own view and what the class will see.
- When presenting look directly at the camera on your device.
- Use the mute function to prevent an echo from happening.
- Have fun trying out the different functions on MS Teams! There are also apps available to you via your Glow login, so check these out too.
- Allow a few seconds gap between you playing and speaking – it takes the computer microphones a second to adjust. If you speak straight after playing it is likely that your sound will be distorted.

- If doing clapping games, don't be too close to the mic and allow a few seconds again before speaking.
- Have water / juice ready in case needed.

## Screensharing

- Be aware that when you 'screenshare' you will become really small or even disappear. End the screenshare when you need them to be able to see you.
- Have the files you are going to share ready before the start of the lesson. Be aware that having other windows / files / websites open can take up more bandwidth and will therefore reduce the quality of your video / audio.
- Check all files you are sharing are appropriate e.g., if sharing a film from YouTube, watch the whole clip and make sure it is appropriate and check comments which will be visible under the film. If using YouTube clips – don't log in to your own account. This will avoid the pupils seeing what is next on your suggested 'watch next' list.
- You can use 'Stream' as a way to upload films for sharing – this way the class teacher can play the film at their end, or you could put the link into the chat function and again the teacher could play the video at their end, rather than screensharing.
- Be aware of what you have on your computer and what the class will see.
- Be aware of what is in your favourites or frequent sites visited / browser history etc.

## Technology

- Be patient with the schools – this is new for them too and the teachers may need help.
- Be ready to offer support and also to go with the flow and do the best you can with what is available. Use the chat function if needed to interact with the class.
- Be pro-active about Teams / online learning when speaking to class teachers. Don't focus on what can't be done, or make the pupils feel like they are missing out. Keep things positive.
- Be aware that connections can vary from class to class and also that your internet connection will vary throughout the day too. This is out of everyone's control, so be ready with a backup plan. If the problem continues, please get in contact.
- It can be tiring working online / performing to a screen. Find ways to keep motivated and energetic! Work in a space with good lighting, take breaks away from the screen in between sessions, keep hydrated, get fresh air and look after yourself.
- Contact the Education Manager if there are unresolved problems with technology, or if you need help with anything.

# Appendix J Anti-bullying Policy:

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## Purpose and Scope

### The purpose of this policy statement is:

- to prevent bullying from happening between children and young people who take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

### Who this policy applies to:

This policy statement applies to anyone working on behalf of Fèis Rois including senior managers and the board of trustees, paid staff, freelance musicians, pastoral care staff, volunteers, sessional workers, and students.

### Separate documents set out:

- our code of conduct expectations for children, young people, staff and freelancers
- our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation.

## What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.

### We recognise that:

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### We will seek to prevent bullying by:

- upholding our codes of conduct that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, children and young people who use our organisation about bullying and how to prevent it
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying
- putting clear and robust anti-bullying procedures in place.

### Our regular discussions with staff, volunteers, children and young people will focus on:

- group members' responsibilities to look after one another and uphold the code of conduct
- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well.

## Responding to bullying

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole.

We will review the plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

## Diversity and inclusion

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers, children and young people
- welcoming new members to our organisation.

### Nominated anti-bullying lead

Name: Chief Executive, Fiona Dalgetty

Phone/email: [Fiona.dalgetty@feisrois.org](mailto:Fiona.dalgetty@feisrois.org)

## Appendix K: Supervision Ratios for Tutors: Children and Protected Adults

### Number of staff/freelancers on site

We endeavour to have two responsible members of staff/freelancers present for all activities. Further guidance is below.

### Children under 8 years old

Fèis Rois does not generally offer activities for children younger than primary 4 but in the event of a project being offered for children under the age of 8 (e.g. Primary 1 to 3), there would be a minimum of one member of staff to 8 participants (with a minimum of two present on site).

In any instance where Fèis Rois offered activities to pre-school aged children outside of a formal education setting, these children would be expected to be accompanied by their parents/guardians.

### Children and young people aged 8 to 18 years old

We aim to have a minimum of two members of staff (including freelancers) present for all activities involving children. This varies according to the type of activity being delivered as outlined below.

#### Fèisean (holiday courses)

We provide a minimum of 1 adult for every 8 children of primary school age.

We provide a minimum of 1 adult for every 10 children of secondary school age.

#### Weekly Classes

There will be member of staff on site plus the freelance tutor, or more than one freelance tutor on site if a staff member is not present. Ratio is 8 children to one tutor in classes for

primary school aged children, and 1 tutor/staff member for up to 10 if the participants are of secondary school age.

#### Schools Projects

The class teacher is always present alongside the freelance musician(s) from Fèis Rois.

### Young People aged 18-25

Fèis Rois provides pastoral care for young people up to the age of 25. In this instance, the ratio can be one staff member for up to 15 young people, but it is often much smaller

For Ceilidh Trail participants (*generally 16- to 25-year-olds*), there is always one supervisor available 24/7 for each band. Band numbers may vary but, in general, there are no more than 5 young musicians in each band.

### Protected Adults Aged 16 plus

Appropriate ratios of staff to vulnerable children or adult participants are risk assessed on a case-by-case basis, considering:

- the age, ability and needs of the children or adults at risk;
- the nature of the activity;
- the experience of the staff leading the activity;
- and the number of other staff present supporting the project in pastoral or management roles.

## Appendix L: PVG (Protecting Vulnerable Groups) Policy

### 1 Introduction

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy applies to regulated work with children and protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

Fèis Rois aims to ensure that all children and protected adults are kept safe from harm while they are with staff, freelancers or volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Fèis Rois has an obligation to ensure that disclosure checks are kept up-to-date and does this through an arrangement with umbrella body, Fèisean nan Gàidheal.

### 2 Regulated Work

The PVG Scheme doesn't apply to all jobs and volunteering. It only applies to 'regulated work'. There are 2 types of regulated work – work with children and work with protected adults.

Fèis Rois is engaged in regulated work as part of its regular activities in teaching, supervising children and young people and working directly with children and young people.

Regulated work is usually jobs including:

- caring responsibilities
- teaching or supervising children and/or protected adults
- providing personal services to children and/or protected adults
- working directly with children and/or protected adults

Regulated work can also apply to certain positions of trust within organisations, even where the role doesn't involve any direct contact with children or protected adults. Examples of this include:

- trustees of charities focused on children
- trustees of charities focused on protected adults

Both of these apply to Fèis Rois and therefore all trustees will be subject to PVG/disclosure checks.

### 3 Selection

#### Staff

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be asked to provide references.

- The successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.

### Freelancers

- Freelancers will always be required to confirm there is no reason that would prevent them from working with the Fèis Rois (self-declaration).
- Freelancers are selected by the relevant project lead and approved by the Chief Executive.

## 4 Screening

Prior to taking up the post or a freelance contract, all staff and freelancers will be subject to PVG/disclosure checks.

## 5 Training

The successful applicant will receive induction training, which will give an overview of the organisation to ensure they know its' purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practicing skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff, freelancers (where appropriate) and volunteers and will be regularly reviewed.

## 6 Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. For freelancers, this supervision is provided by the project lead and the Chief Executive.

## 7 Reporting Abuse

Fèis Rois understands that in addition to making a referral (a written report) to Disclosure Scotland (see item 11 for further guidance), child protection or adult protection issues concerning workers (paid/unpaid), freelancers, children and young people must always be referred to the child and/or adult protection agencies (i.e., social work and/or police) for appropriate investigation. Any issues of a criminal nature will be reported to the police.

Fèis Rois will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

## 8 Legal issues

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

## 9 Processing PVG/disclosure checks

Fèisean nan Gàidheal acts as an Umbrella Body (a body which countersigns applications for Standard or Enhanced Disclosures or makes declarations in relation to PVG disclosure requests on behalf of other organisations) for Fèis Rois.

As the intermediary body, Fèisean nan Gàidheal provides support to Fèis Rois to process and handle disclosure applications.

Fèisean nan Gàidheal store all personal data relating to PVG.

## 10 Payment for a PVG/disclosure

Payments for disclosures checks are met by Fèis Rois and in some cases by Fèisean nan Gàidheal.

## 11 Duty to Refer

### Types of conduct

1. The duty to refer exists when an individual in a regulated work role is responsible for one of the following:
  - harming a child or protected adult
  - placing a child or protected adult at risk of harm
  - inappropriate behaviour involving pornography
  - inappropriate behaviour of a sexual nature involving a child or protected adult
  - giving inappropriate medical treatment to a child or protected adult

### Harm

2. 'Harm' can include:
  - physical harm (including assault or inappropriate restraints)
  - psychological/emotional harm (for example, placing a child/protected adults in a state of fear, alarm or distress)
  - damage to property, rights or interests, such as theft, fraud, embezzlement or extortion
  - attempts to harm
  - trying to make others cause harm
  - encouraging someone to self-harm

These lists are not exhaustive.

3. Placing at 'risk of harm' is a wide-ranging category but may include behaviour or incompetence that may cause someone to be harmed (even if unintentional and/or where harm does not actually occur).
4. The conduct does not need to have happened in the workplace. But it must be something the organisation becomes aware of, that then leads to one of the actions below.

## When to refer to Disclosure Scotland

5. A referral to Disclosure Scotland about a person's conduct only needs to be made if the behaviour meant that the employee or volunteer involved:
  - was dismissed as a result
  - would have been dismissed but left before they could be. For example, they resigned from the organisation immediately after the incident(s) or before a disciplinary process is complete, or when an individual's probation or fixed term contract is not extended because of their conduct
  - was transferred permanently away from work with children or protected adults. For example, being moved to another role in the organisation that does not involve regulated work with those groups
6. The referral must be made within 3 months of the decision of Fèis Rois to either dismiss/permanently remove the individual from regulated work, or within 3 months of the date that the individual would have been permanently removed had they not left.
7. The 3-month period to submit referrals to Disclosure Scotland is a legal requirement, regardless of any dismissal appeals or appeal periods etc. Even where an individual appeals against a decision to permanently remove from regulated work, the 3-month period begins on the date of the decision to either dismiss or permanently remove them from regulated work.
8. The type of conduct committed by the individual must be in relation to the group that the individual is in regulated work with, whether that regulated work is for Fèis Rois or another organisation. At Fèis Rois, regulated work comprises both categories, children and young people and vulnerable adults.

## How to refer an individual to Disclosure Scotland

- Guidance on making a referral can be found here:  
<https://www.mygov.scot/pvg-scheme>

## Appendix M: Making a complaint

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Despite our best efforts, we know that sometimes things do go wrong.

If you would like to contact us to make a complaint, we will do our very best to put it right.

We view complaints as an opportunity to learn and improve for the future and we value your views on the learning opportunities and services we provide.

If you need to make a complaint, you can contact us:

By email

[fios@feisrois.org](mailto:fios@feisrois.org)

By phone

01349 862600

By post

Fèis Rois Ltd, Robertson House, Greenhill Street, Dingwall, IV15 9JQ

**What happens next?**

We try to resolve the issue at the earliest possible stage.

If you call us, please explain the nature of your complaint to the staff member who will seek to resolve any difficulty while you are on the line. If we're unable to do so, we will tell you when we will be back in touch, discuss how long it may take and ask how you would like to be updated.

If you choose to write to us by post or email, we will review your complaint fully, taking into account all the points raised in your correspondence, and respond in writing within 10 working days from receipt.

If resolving your complaint will take longer than this, we will inform you of its progress and give you an indication of when a full reply will be given.

**What should I do if I'm not satisfied with the outcome of my complaint?**

If you are unhappy with how we have handled your complaint to date, you can appeal our decision by writing to the Chair of the Board, using the same details above.

They may investigate the facts of the case personally or delegate to another suitable staff or Board member. This may involve reviewing all the relevant case information and speaking with other colleagues involved in order to resolve the issues you have raised.

The Chief Executive or Chair of the Board will respond in writing within 10 working days of receiving the complaint.

If you remain unhappy about our response to your complaint, you are entitled to contact OCSR, the charities regulator in Scotland. They can be contacted here <https://www.oscr.org.uk/about-charities/raise-a-concern/> or by calling 01382 220446.



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