Risk Management and Policies

Safe Place Policy

This policy forms part of the Fèisean nan Gàidheal policy portfolio

Date Approved	13/03/26
Purpose	To lessen the risks to participants under the age of 18 and vulnerable adults, and to outline for staff and volunteers the procedure for responding to reports of abuse or neglect.
Summary	The policy outlines how Fèisean nan Gàidheal implements its arrangements for the protection of children and vulnerable adults attending or participating in its events. It also raises awareness of possible risks to children and vulnerable adults in respect of abuse or neglect and sets out the responsibilities of the PVG Officer - a necessary appointment within each member Fèis.

Fèisean nan Gàidheal: Safe Place Policy

Purpose and Principles

Young people and vulnerable adults deserve to feel safe and secure while participating in activities organised or funded by Fèisean nan Gàidheal. Fèisean nan Gàidheal will take all reasonable measures to engage participants in inclusive and positive experiences. We will ensure the safety and well-being of all participants, members, organisers and tutors and protect them from physical, sexual and emotional abuse, or neglect. Fèisean nan Gàidheal advises Fèisean of their obligation to do likewise as a condition of funding and membership.

The Safe Place policy is clear about prohibited behaviour so that a safe and inclusive environment can be maintained. It works alongside safeguarding policies, namely our PVG Policy, which outlines how we meet the mandatory legal requirements of the PVG Scheme and also includes a Code of Conduct, Whistleblowing Policy, Access Policy and our Equalities, Diversity & Inclusion Plan, all accessible on the organisation's website.

This Safe Place policy applies to all activities organised or funded by Fèisean nan Gàidheal, whether delivered online or in-person, and to any person involved in these activities.

The principles of our Safe Place policy are as follows:

- Volunteers and staff are responsible for creating a welcoming and inclusive atmosphere.
- Discriminatory behaviour is not acceptable and will be dealt with promptly.
- Everyone has a right to be in a safe and supportive environment.

The onus is on adults, not on young people, to distance themselves from inappropriate relationships. This continues to apply after the Fèisean nan Gàidheal, or Fèis, event or project.

Prohibited Behaviour

Harassment, discrimination, abuse or inappropriate behaviour of any kind will not be tolerated. This could include, but is not limited to:

- Being under the influence of alcohol or drugs whilst responsible for young people at any time, while in the care of, employed or contracted by, Fèisean nan Gàidheal or a Fèis.
- Establishing private contact with young people outside Fèisean nan Gàidheal or Fèisean activities through phone, social media, or other online channels without a clear and appropriate reason.
- Discriminatory speech including offensive, dismissive or derogatory verbal comments related to age, gender, sexual orientation, gender identity or expression, disability, physical appearance, race, ethnicity, political affiliation or religion.
- Threatening behaviour including deliberate intimidation, stalking, inappropriate photography/filming, inappropriate or violent physical contact.
- Sexual attention or advances, suggestive comments or gestures, requests for sexual favours or other verbal or physical conduct of a sexual nature.

Those who engage in prohibited, or other inappropriate behaviour should be in no doubt that, where it is reported, it will be acted upon and could result in instant dismissal.

Preventative Action

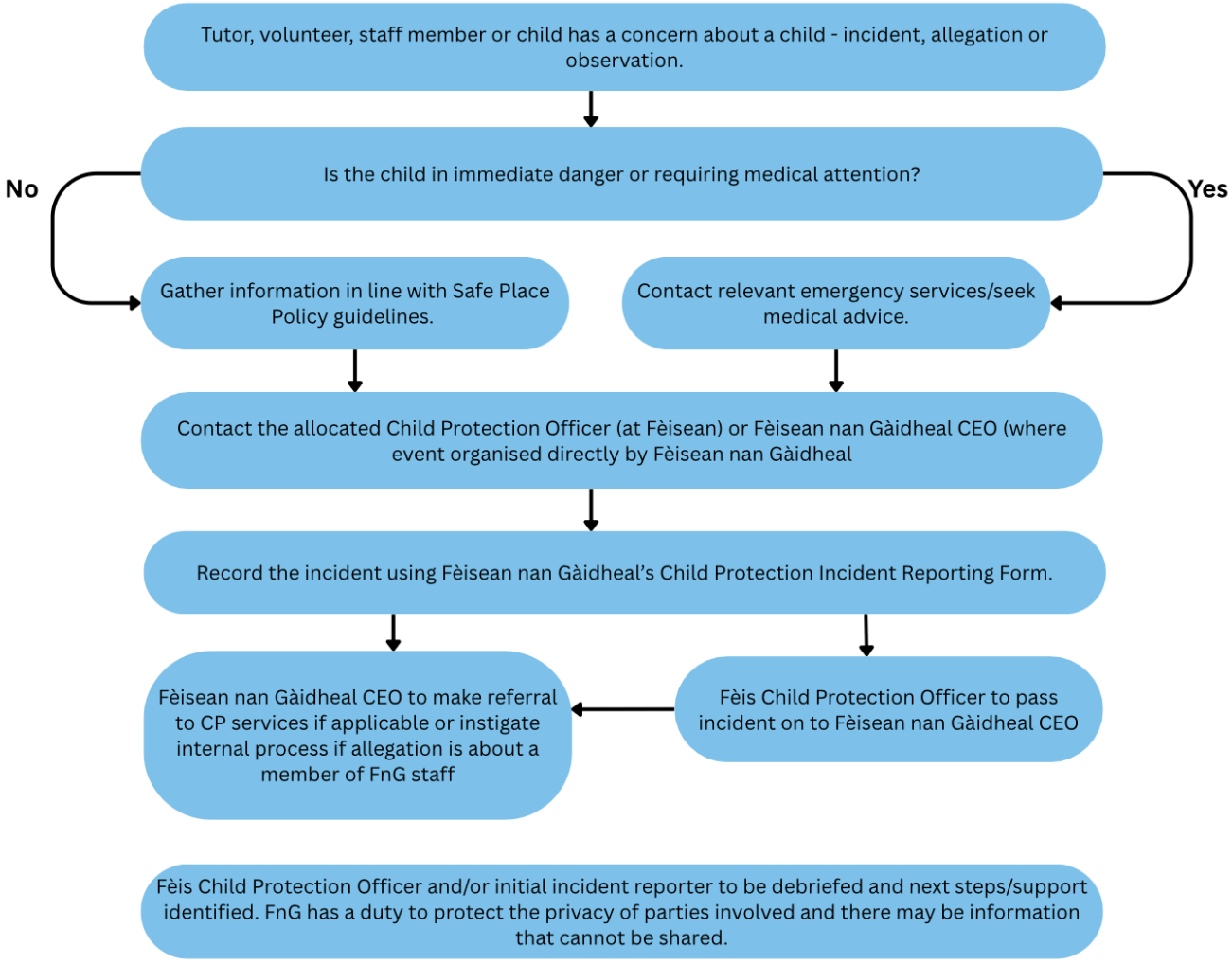
- We will ensure policies and procedures are fit for purpose and that volunteers, staff, participants and parents/carers are aware of them.
- Through conditions of funding, Fèisean must adhere to Fèisean nan Gàidheal's policies, appoint a PVG Officer and have safeguarding measures in place.
- We will support all volunteers, staff and participants who witness inappropriate or prohibited behaviour to speak out at the time.
- Unacceptable behaviour will be addressed promptly and appropriate action will be taken
- All contracts will set out our policies and the consequences of inappropriate behaviour.

For both Fèisean nan Gàidheal and Fèisean activities, all volunteers, staff, contractors and participants will be briefed about acceptable/unacceptable behaviour in pre-event meetings so that everyone is clear how they should behave. The designated PVG Officer will be identified and participants, in particular, are clear about the procedure for reporting incidents.

Corrective Action

If preventative measures fail and there is concern about the conduct of an individual, or a complaint received, appropriate action should be taken. Under no circumstances should any individual volunteer, staff member or participant attempt to deal with the problem alone.

If a young person or vulnerable adult is at risk, it is crucial that individuals share their concerns immediately following the steps laid out on the flow chart below and using the Fèisean nan Gàidheal Child Protection Incident Reporting Form.



While it may be difficult to express concerns about colleagues, it is important such concerns are communicated and that those sharing concerns have confidence they are safe to do so. It is your duty as an adult in a position of trust to report these concerns.

Review

This policy shall be reviewed by the Board of Fèisean nan Gàidheal every three years as per our policy review schedule, or more often if necessary. Updates will be published on the organisation's website and, if applicable, members informed when revisions have been made.