

Fèisean nan Gàidheal

Code of good behaviour and good practice

You should ALWAYS

- Respect everyone as an individual
- Provide a good example of acceptable behaviour
- Respect everyone's right to privacy
- Be available as a listening ear, and if necessary, refer for more appropriate help
- Be sensitive to other people's likes and dislikes
- Try to ensure that your 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
- Check sleeping arrangements for adults, children and young people is appropriate
- Seek parental consent for photographs/videos

You should NEVER

- Permit abusive behaviour e.g., bullying, harassment, and discrimination
- 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 (bear in mind that letters/emails/phone calls (mobile and landline) to children, young people and vulnerable adults should be checked for meaning and tone, and used with care and discretion)
- Believe it could never happen to me

Disclosure or Discovery of Abuse Type of abuse

- Physical - actual or intended injury to a child or vulnerable adult
- Emotional - lack of love and affection
- Sexual - adults or other children using children or vulnerable adults for sexual gratification
- Neglect - failure to care for children or vulnerable adults

What should you do if abuse is disclosed or discovered?

- Do not delay
- Do not act alone
- Do not start to investigate
- Do consult with the person to whom you are directly responsible
- Do not discuss the abuse with anyone other than those who need to be involved
- Do not discuss the abuse with the parents/guardian of the child or vulnerable adults (or any alleged abuser), unless guided to do so by Social Work/Police

What should you do if a child or vulnerable adult tells you that they have been abused?

- You must never promise the child or vulnerable adult you will not tell anyone
- Show acceptance of what the child or vulnerable adult says
- Your reaction should be neutral
- Do not press for information or ask leading questions
- You should be aware the child or vulnerable adult may have been threatened
- As soon as possible afterwards you should write down what the child or vulnerable adult has told you
- DATE and SIGN the record of allegations/concerns (see below)

If you are a committee member, volunteer or tutor you should contact your designated Fèis Child Protection Officer who will then inform the Fèisean nan Gàidheal Collator/Child Protection Officer and/or the appropriate authority. The form for recording allegations/concerns of abuse should be completed immediately, by the person to whom the abuse is disclosed/by whom the abuse is discovered.

Under no circumstances should any individual member of staff, volunteer, or the organisation itself attempt to deal with the problems of abuse alone.