



## **Safeguarding Policy**

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Includes Event Code of Conduct & Reporting Procedure

*Updated May 2023*

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## Introduction

Craft Scotland promotes the welfare, health and safety of all those in our community in relation to the work that we do.

Safeguarding is the action that an organisation takes to promote the welfare of children, young people and vulnerable adults and to protect them from harm including physical, emotional, sexual and financial harm and neglect. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, harm from abuse or neglect.

Craft Scotland's policy goes further and extends to a commitment to safeguard all members of our community in relation to the work that we do. We will promote a safe environment and culture for all. This includes making sure that the appropriate policies, practices and procedures are put in place.

We will ensure that all those involved in Craft Scotland's work know about their responsibilities in recognising, reporting and recording safeguarding issues. We will review our Safeguarding Policy and good practice annually.

This policy should also be read in conjunction with our Event Code of Conduct, our Equal Opportunities Policy and Dignity at Work Policy, which set out expected standards of behaviour and Craft Scotland's commitment to prohibiting discrimination, harassment and bullying in relation to the work that we do.

## Terms

- For the purposes of this policy, a child or young person is someone up to the age of 18 and a vulnerable adult is someone aged 16 or over who is provided with a type of care, support or welfare service.
- Programme participants include makers, curators, tutors, speakers or selectors who are involved in Craft Scotland's online and in-person exhibitions, showcases, learning and development sessions and workshops, residencies etc.
- Visitors are defined as attendees of Craft Scotland's online and in-person public events, exhibitions, conferences and workshops.

## The purpose of this policy statement is:

To protect children, young people and vulnerable adults who are involved in Craft Scotland's activities from harm. To protect adults who are involved in Craft Scotland's activities from harm. This includes participants in our programme and projects, and visitors who attend our events/venues.

To provide all of those who work with us with the overarching principles that guide our approach to safeguarding.

## This policy applies to anyone working on behalf of Craft Scotland:

- Board of trustees
- Director and paid staff
- Members of advisory group
- Sessional workers and freelance support
- Agency staff, volunteers, interns and apprentices

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://nspcc.org.uk/childprotection).

Scotland additionally has three key statutes that provide a legal framework for the support and protection of adults at risk of harm: Adults with Incapacity (Scotland) Act (2000), Mental Health (Care and Treatment) (Scotland) Act (2003) and Adult Support and Protection (Scotland) Act (2007).

We recognise the different types of harm:

- Self-neglect
- Modern Slavery
- Domestic Abuse
- Discriminatory
- Organisational
- Physical
- Sexual
- Financial or Material
- Neglect and Acts of Omission
- Emotional or Psychological

#### Four Additional Types of Harm

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

- Cyber Bullying
- Forced Marriage
- Mate Crime
- Radicalisation

## Safeguarding Children, Young People and Vulnerable Adults

We recognise that we have a duty to safeguard children, young people and vulnerable adults from and protect them from abuse in relation to the work that we do. As such Craft Scotland and anyone working with us must:

- Take all reasonable steps to ensure the health, safety and welfare of any child, young person or vulnerable adult in relation to their contact with us.
- Not physically, emotionally or sexually abuse any child, young person or vulnerable adult in contact with us.
- Take all reasonable steps to prevent any staff member, persons working for us or member of the public from putting any child, young person or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety.
- Take all reasonable steps to prevent any staff member, persons working for us or member of the public from physically, emotionally or sexually abusing any child, young person or vulnerable adult.

We will review our programme regularly to identify any occasions which might involve these groups and, in every case, will endeavour to keep children, young people and vulnerable adults safe by:

- Training staff to be aware of our responsibilities and to identify at risk situations.
- Adopting child protection and safeguarding best practice through our policies and procedures.
- Identifying when the intended audience may be comprised of vulnerable people and ensure that all or makers involved become members of the PVG scheme if they will be carrying out regulated work under the scheme.
- Including safeguarding reviews in all risk assessments.
- Providing safeguarding guidance to all participants taking part in public events.
- Ensuring that no participant that we engage is ever directly responsible for the care of vulnerable individuals or group of such individuals.
- Requiring that any individual or group of such vulnerable people are accompanied by an identified and responsible person.
- Ensuring that no participant, who is a child, young person or vulnerable adult, is ever alone with a visitor.
- Ensuring that our partner organisations have a Safeguarding Policy.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

# Safeguarding for all

## We recognise that:

- The welfare of programme participants and visitors is paramount in all the work we do and in all the decisions we take.
- Working in partnership with programme participants and visitors and other agencies is essential in promoting good welfare.
- All programme participants and visitors, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital status or pregnancy/maternity have an equal right to protection from all types of harm or abuse.
- Some programme participants and visitors may be additionally vulnerable because of the impact of previous experiences, communication needs or other issues, including any disability.
- Extra safeguards may be needed to keep programme participants and visitors who are additionally vulnerable safe from abuse.

## We will seek to keep programme participants and visitors safe by:

- Valuing, listening to and respecting them.
- Appointing a lead board member for safeguarding.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures confidently and competently.
- Recruiting and selecting staff safely, ensuring all necessary checks are made.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance.

- Sharing information about safeguarding and good practice with programme participants via our website, contracts, onboarding process and one-to-one discussions.
- Sharing information about safeguarding and good practice with visitors/attendees to our events via our website, event information, Event Code of Conduct, and one-to-one discussions.
- Making sure that programme participants and visitors, and their families know where to go for help if they have a concern.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that ensure that all staff and those engaged to work for us are aware of the Dignity at Work Policy, which will help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our programme participants and visitors by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff, programme participants and visitors are treated with respect and are comfortable about sharing concerns.



## What you should do if you have a safeguarding concern

It is the responsibility of all those who carry out work on behalf of Craft Scotland and/or its events to prevent harm to the safety or welfare of children, young people, vulnerable adults and programme participants. All those who carry out work on behalf of Craft Scotland have a duty to report any harm or abuse which is discovered, disclosed or suspected.

Any concerns that a child, young person, vulnerable adult and/or programme participant's welfare or safety may be at risk should be reported immediately to the Director. These concerns may arise from:

- Behaviour on the part of adults employed or engaged by Craft Scotland.
- Behaviour of programme participants or visitors at a Craft Scotland event.
- An allegation or other disclosure made by the child, young person, vulnerable adult and adult participant.
- Where a child's, young person's, vulnerable adult's or adult participant's behaviour suggests that he/she may be at risk of significant harm or that he/she may present a risk of significant harm to others.

If you have any other safeguarding concerns in relation to yourself or another person these should also be reported to the Director:

Irene Kernan, Director, Craft Scotland via phone (0131 357 3283) or via email

[irene@craftscotland.org](mailto:irene@craftscotland.org).

If you are at an event and the Director is not available, you can make a personal report to a member of the Craft Scotland team by:

- Contacting a staff member, identified by STAFF badges.

When taking a personal report from you, we will ensure you are safe and cannot be overheard.

Once safe, we will ask you to tell us about what happened. This can be upsetting, but we will handle it as respectfully as possible, and you can have someone present to support you. You will not be asked to confront anyone.

Any report made to us under this policy will be treated in the utmost confidence and will only be shared with those who need to know.

## What action will follow

If an allegation or suspicion of abuse or a breach of safeguarding involves an employee of Craft Scotland that person may be subject to our Disciplinary Procedure and suspension from work may be required in order to allow an investigation to be carried out. Allegations that are upheld may result in dismissal.

Any allegations involving a volunteer, member of staff from another organisation, participant or visitor at a Craft Scotland event may result in that person being asked to leave and their involvement with Craft Scotland terminated.

Depending on the nature of the concerns raised, a referral may be made to the police or local authority social work department. Such a referral would be discussed with the any relevant family members or carers at the earliest possible opportunity, except in situations where this could endanger a child's or vulnerable adult's safety or interfere with a police investigation.

It may also be necessary for information to be passed to Disclosure Scotland.

## Event Code of Conduct

This Code of Conduct is a statement of the standards of behaviour expected at events, workshops, meetings and conferences organised by Craft Scotland, whether online or in person.

The Code applies to all programme participants and visitors at our events, including those at our office and external venues. We also expect programme participants and visitors to follow this Code at all event venues and event-related social activities.

Craft Scotland is dedicated to providing an event experience where everyone is treated with dignity and respect regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, class or religion.

We do not tolerate harassment at our events in any form.

Event visitors and programme participants violating these rules may be sanctioned or expelled from the event (without a refund) at the discretion of the event organizers.

Harassment, in general terms, is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Harassment includes, but is not limited to:

- Verbal comments that reinforce social structures of domination (related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, class, religion).
- Verbal or written harassment through jokes, offensive language, gossip and defamatory references.
- Deliberate intimidation, stalking, or following of people.
- Photography or recording that has the prohibited effect.
- Sustained disruption of talks or other events.
- Inappropriate physical contact.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

Please note, that any sexual images, language or activities will have a trigger warning detailed within event descriptors, and within event signage. Gratuitous sexualized images, activities, or other material will not be tolerated. Programme participants should not create or enable a sexualized environment and advice should be taken from Craft Scotland before any content of a sexual nature is used in an event.

## Reporting

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible.

### Email Report

Please email Irene Kernan, Director at [irene@craftscotland.org](mailto:irene@craftscotland.org).

### Personal Report – During the event

You can make a personal report at a Craft Scotland event by contacting a staff member, identified by STAFF badges.

## Enforcement

Programme participants or visitors engaging in any harassment will be asked to stop and will be expected to comply immediately. We retain the right to take any action to maintain an environment free from harassment and this may include asking any participant or visitor to leave the event (with no refund).

Event organisers may also take action to address anything designed to disrupt an event or make the environment hostile for any participant or visitor.

If an allegation of a breach of this Code involves an employee of Craft Scotland that person may be subject to our Disciplinary Procedure and suspension from work may be required in order to allow an investigation to be carried out. Allegations that are upheld may result in dismissal.

Any allegations involving a volunteer, member of staff from another organisation, participant or visitor at a Craft Scotland event may result in that person's involvement with Craft Scotland being terminated.

Depending on the nature of the concerns raised, a referral may be made to the police in line with our Safeguarding Policy.

## Contacts

### Nominated Safeguarding Team Lead

**Name:** Irene Kernan

**Title:** Director

**Email:** irene@craftscotland.org

### Nominated Safeguarding Board Lead

**Name:** Sandra Gunn

**Title:** Chair, Craft Scotland Board

**Email:** chair@craftscotland.org

# Craft

## SCOTLAND

## About

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Craft Scotland is the national development agency for craft.

We put makers at the heart of all we do, championing diverse and high-quality contemporary craft.

We help people learn about, appreciate and buy craft, promoting the contribution of craft to Scotland's cultural, economic and social well-being.

Through our exhibitions and events programmes, digital platforms and strategic partnerships, we provide leadership for the sector.

We create opportunities for makers to develop their creative and business practice,

and to exhibit and sell work in Scotland and beyond.

Scotland has a proud history of making and its skilled makers have a well-deserved international reputation.

Makers are using traditional and cutting-edge techniques across a wide range of practices including; ceramics, glass, metalwork, textiles, basketry, furniture and jewellery.

Their creativity supports Scotland's economy and its international reputation for innovation and entrepreneurship.

We are a registered charity supported by Creative Scotland.

## Contact

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