

Safeguarding Policy Statement

1. Introduction

At TRACS (Traditional Arts and Culture Scotland) we believe that everyone we come into contact with - regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background - has the right to be protected from all forms of harm, abuse, neglect and exploitation.

More specifically, TRACS aims to ensure that everyone:

- has a positive and enjoyable experience when engaging with TRACS activities, in a safe environment, including where appropriate a child-centred approach.
- is protected from abuse whilst participating in TRACS activities or whilst engaging with TRACS at all other times outside of such activities.

At TRACS we are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice requirements and OSCR requirements.

We recognise that TRACS has responsibilities for the safety and care of children under the [Children \(Scotland\) Act 1995](#) and the [Children and Young People \(Scotland\) Act 2014](#). The organisation recognises and meets its responsibilities under the [National Guidance for Child Protection in Scotland \(updated 2023\)](#). We also recognise our responsibilities in safeguarding Adults at Risk of Harm under the [Adult Support and Protection \(Scotland\) Act 2007](#). The organisation will act in accordance with the [Domestic Abuse \(Protection\) \(Scotland\) Act 2021](#) and all relevant legislation.

We acknowledge that some people, including the deaf and disabled or those from Black, Asian and minoritised ethnic communities, can be particularly

TRACS: Traditional Arts and Culture Scotland

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Scottish Charity No. SC043009 VAT Registration No. 269 2679 51



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vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

2. What is Safeguarding?

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand safeguarding to mean protecting *everyone* - particularly children and at-risk adults - from harm arising from:

- the conduct of staff or personnel associated with TRACS
- the design and implementation of TRACS' programmes and activities

In practical terms, safeguarding involves:

- taking all reasonable steps to prevent harm - particularly sexual exploitation, abuse and harassment - from occurring
- protecting people, especially vulnerable adults and children, from such harm
- responding appropriately if harm does occur

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

3. Policy Statement

TRACS is committed to the protection and safety of everyone we come into contact with, including children and adults at risk involved as visitors and as participants in all of our activities, both on and off site. We also have a duty to safeguard and support:

- all people who benefit from our work – such as those accessing our services, facilities or benefiting from any grants or funds that we may provide
- staff, consultants or contractors working on our behalf
- volunteers
- donors and supporters

TRACS' Safeguarding policies and procedures lay out the commitments we make to protect people from harm, informing staff and associated personnel of their responsibilities in relation to safeguarding.

These policies and procedures do **not** cover:

- Sexual harassment in the workplace (dealt with under TRACS' Anti-Bullying and Harassment Policy)
- Safeguarding concerns in the wider community not perpetrated by TRACS or associated personnel

TRACS' Safeguarding policy and procedures will be widely promoted and are mandatory for everyone involved in TRACS. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

4. Reporting a safeguarding concern

Anyone who has a complaint or concern relating to safeguarding should report it immediately to one of the nominated Safeguarding leads below.

4.1. Key Contacts

	Name & role	Availability	Phone	Email address
Safeguarding Lead	Steve Byrne (TRACS CEO; male)	Mon-Fri	07944 434815	steve@tracscotland.org
Deputy Safeguarding Lead	Joanne Urwin (Storytelling Development Officer; female)	Mon-Thurs	07966 904772	joanne@tracscotland.org
Board Champion for Safeguarding	Jackie Ross (TRACS Board Secretary; female)	Any reasonable time	07741 502074	jackietales@msn.com

N.B. In a safeguarding emergency, where a vulnerable person is at immediate risk of harm, call 999.

4.2. How we will respond

TRACS will:

- **ensure** appropriate action is taken in the event of all incidents or concerns, from lower-level concerns and poor practice to more serious abuse.

- **follow up** on reports of safeguarding concerns promptly and according to due process.
- **apply** appropriate disciplinary measures to staff found in breach of policy.
- **offer** support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

5. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

6. Glossary of Terms

At-risk adult

Section 3(1) of the Adult Support and Protection (Scotland) Act 2007 defines an 'adult at risk' as someone over the age of 16* who meets all of the following three criteria:

- that they are unable to safeguard their own well-being, property, rights or other interests;
- that they are at risk of harm; and
- that because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.

*Responsibilities for persons aged 16-18 can extend beyond adult protection legislation, as other legislation exists which includes persons up to 18 (sometimes up to age 26 or beyond).

Child / children

Anyone who has not yet attained the age of 18 years (Children and Young People (Scotland) Act 2014)

Harm

Physical, psychological (see below) and any other infringement of an individual's rights. Specific types of harm include:

- physical or emotional abuse

- sexual abuse and sexual harassment
- financial harm or coercion
- exploitation and abuse of positions of trust
- bullying and harassment
- neglect, including self-neglect
- extremism and radicalisation
- discrimination

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Sexual abuse

The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

Vulnerable Person

A person less able to take care of themselves or protect themselves from exploitation, for example a person with mobility problems, a person with mental health difficulties, and children.

Young Person / Young People

The Children and Young People (Scotland) Act 2014 guidance uses these terms to refer to older children (e.g. 12 – 17 years old) and those adults still eligible to receive a "children's service" (e.g. care leavers aged 18 – 25 years old).