SPEYFEST 2027

POLICY & SAFEGUARDING PACK

General Safeguarding • Child Safeguarding • Sexual Harassment & Crime • Environmental • Equality

Prepared for Speyfest 2027

Speyfest Association

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GENERAL SAFEGUARDING POLICY

Speyfest Association is committed to providing a safe, inclusive and welcoming festival environment for everyone. This policy applies to the festival site, temporary accommodation used by the festival, festival activities and events, and anyone working on behalf of or attending Speyfest. This policy sits alongside the Speyfest Child Safeguarding Policy, Equality Policy, Safeguarding Policy – Sexual Harassment and Crime, Noise Management Plan and other operational procedures. It provides the overarching safeguarding framework for the festival.

1. Purpose

- The purpose of this policy is to ensure that safeguarding is treated as a shared responsibility across Speyfest and that concerns about abuse, neglect, exploitation, harassment, violence or other harm are recognised, reported and responded to appropriately.
- To promote the safety, dignity and wellbeing of everyone attending or working at Speyfest.
- To provide clear expectations for trustees, committee members, staff, volunteers, contractors, performers, security and other people working on behalf of the festival.
- To ensure that concerns are taken seriously and dealt with promptly, sensitively and appropriately.
- To provide additional protection and support to children and adults who may be at increased risk of harm.
- To work appropriately with parents, carers, emergency services, Police Scotland, health services and relevant statutory agencies where required.

2. Who this policy protects

- Safeguarding at Speyfest applies to everyone. Particular consideration will be given to people who may be more vulnerable because of age, disability, illness, mental or physical infirmity, dependency, previous experiences, communication needs, intoxication, isolation or other circumstances.
- Children and young people under 18.
- Adults who may meet the definition of an adult at risk under Scottish adult support and protection legislation.
- People experiencing sexual harassment, sexual assault, domestic abuse, violence, exploitation or other crime.
- People who are distressed, missing, lost, intoxicated, injured or otherwise unable to keep themselves safe.
- Volunteers, staff, performers, contractors and others who may experience harassment, abuse or other safeguarding concerns while working at the festival.

3. Our safeguarding principles

- The safety and wellbeing of people will be treated as a priority.
- Everyone will be treated with dignity, respect and without discrimination.
- People raising concerns will be listened to and taken seriously.
- Information will be handled sensitively and shared only where appropriate and lawful.
- Safeguarding concerns will not be ignored because the person involved is a volunteer, performer, contractor, sponsor, attendee or otherwise connected with the festival.
- The festival will work with relevant agencies where specialist intervention, protection or investigation is required.

- Safeguarding is everyone's responsibility: anyone working for Speyfest who becomes concerned about someone's safety must report the concern through the appropriate route.

4. Recognising safeguarding concerns

- Safeguarding concerns may arise in many forms. Staff and volunteers should report concerns where they believe someone may be experiencing, or may be at risk of experiencing:
- Physical abuse or violence.
- Sexual abuse, sexual assault or sexual harassment.
- Psychological or emotional abuse, intimidation, bullying or coercive behaviour.
- Neglect or failure to provide necessary care or support.
- Financial abuse or exploitation.
- Discrimination, victimisation or harassment.
- Exploitation, trafficking or other criminal behaviour.
- Domestic abuse or stalking.
- Self-neglect or circumstances in which someone is unable to safeguard their own wellbeing.
- Any other behaviour or circumstance that causes a reasonable concern for someone's safety or welfare.

5. What to do if someone raises a concern

- Anyone receiving a safeguarding disclosure or becoming concerned about someone's welfare should remain calm, listen and respond supportively. They should not investigate the allegation themselves.
- Take the concern seriously and listen without judgement.
- Allow the person to explain what has happened in their own words.
- Do not promise absolute confidentiality. Explain that information may need to be shared to keep someone safe.
- Do not ask leading or unnecessary questions and do not attempt to establish whether an allegation is true.
- If there is an immediate danger or medical emergency, contact emergency services and/or the on-site medical team as appropriate.
- Report the concern promptly to the appropriate Speyfest safeguarding lead, site manager, security supervisor or other designated senior person.
- Record the concern factually, including what was reported, when and where it occurred, who was informed and what action was taken.
- Do not discuss the matter with people who do not need to know.

6. Immediate risk and emergency situations

- Where there is an immediate risk of serious harm, the priority is to make the person safe and obtain appropriate assistance. Festival staff and volunteers should not put themselves or others at unnecessary risk.
- Contact Police Scotland where a crime is in progress, there is an immediate threat to safety, or police involvement is otherwise required.
- Contact the on-site medical team where immediate medical assistance is required.
- Inform the appropriate senior member of the festival team and security.
- Preserve relevant evidence and avoid disturbing the location of an alleged incident where practicable.
- Follow any directions given by emergency services or other competent authorities.

7. Sexual harassment, sexual assault and crime

- Speyfest will respond sensitively and seriously to reports of sexual harassment, sexual assault or other crime. The existing Speyfest Safeguarding Policy – Sexual Harassment and Crime should be followed where such an incident is reported.
- A person reporting an incident should be offered support and, where appropriate, taken to the Safespace/Safeguarding area.
- The person should be given information about available options without pressure to make a particular decision.
- Where a sexual assault is reported, clothing and other potential evidence should not be disturbed or cleaned where practicable.
- The site of an incident should be identified and preserved where practicable.
- The person's wishes, dignity and immediate welfare should be respected while recognising that there may be circumstances in which information must be shared to protect them or others.
- Where a child is involved, the Child Safeguarding Policy and child protection procedures must also be followed.

8. Children and young people

- The Speyfest Child Safeguarding Policy remains the specific policy governing children and young people. All staff and volunteers must be familiar with it and follow it when a child is involved.
- The welfare of children is paramount.
- Children must not be left unattended during children's activities.
- Safeguarding concerns involving children must be escalated promptly.
- The nominated Child Protection Lead is Clare Alexander: Clare.Alexander@speyfest.com / 07971053354.
- Where a child is lost, the festival's safe-space arrangements and site procedures must be followed.

9. Adults at risk

- Speyfest recognises that some adults may be unable to safeguard their own wellbeing, property, rights or other interests and may be at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity. Scottish adult support and protection legislation applies to adults aged 16 and over who meet the statutory criteria.
- Concerns about an adult at risk should be reported promptly to the appropriate senior festival representative and, where required, to the relevant local authority Adult Support and Protection service or Police Scotland.
- A person's consent and views should be respected wherever possible, but consent is not an absolute barrier to sharing information where there is a lawful basis or a need to protect someone from serious harm.
- Information sharing should be proportionate, relevant, recorded and directed to the appropriate person or agency.
- Festival staff and volunteers should not attempt to conduct an adult protection investigation themselves.

10. Safeguarding and the Safespace

- The festival's Safespace arrangements provide a point of support for people who are distressed or who report sexual harassment, sexual assault or other concerns. Safespace volunteers should follow the relevant incident procedures and escalate concerns appropriately.

- Safespace should provide a calm, supportive and non-judgemental environment.
- A person should be supported to contact friends, family, medical services, security or the police where appropriate.
- Safespace volunteers should report relevant safeguarding concerns to the appropriate festival lead or senior person.
- Safespace volunteers should not promise confidentiality where there is a significant risk to the person or others, where a child is involved, or where another legal or safeguarding obligation requires information to be shared.

11. Safeguarding responsibilities

- Trustees and festival management are responsible for ensuring that safeguarding arrangements are in place, communicated and reviewed.
- Volunteer and team leaders are responsible for ensuring their teams understand this policy and know how to raise concerns.
- All volunteers and staff are responsible for acting appropriately, reporting concerns and maintaining professional boundaries.
- Security personnel are responsible for responding to security incidents and escalating safeguarding concerns through the agreed festival arrangements.
- Contractors, performers and other third parties working at the festival are expected to comply with Speyfest safeguarding requirements and raise concerns appropriately.

12. Safer recruitment, training and supervision

- Speyfest will take appropriate steps to recruit and select staff and volunteers safely, including relevant checks where required.
- Volunteers and staff will be given appropriate information about safeguarding responsibilities and reporting procedures.
- People undertaking roles involving children will be subject to the relevant safeguarding and PVG requirements.
- Safeguarding information will be reinforced through briefings, inductions and team communications.
- Where appropriate, volunteers will be supported and supervised by team leaders or designated senior personnel.

13. PVG Scheme and Safer Recruitment

- Speyfest Association will comply with the Protecting Vulnerable Groups (PVG) scheme requirements applicable in Scotland.
- Speyfest will assess relevant paid and voluntary roles to determine whether they are regulated roles involving children, protected adults or both. PVG membership is required only where the role meets the statutory criteria for a regulated role.
- An individual must be a member of the PVG Scheme for the relevant group before carrying out a regulated role. Speyfest will not permit an individual to undertake a regulated role until the applicable PVG requirements have been met and the appropriate PVG scheme disclosure has been received.
- Where a PVG application is required, Speyfest Association will initiate the appropriate application process for the worker or volunteer.
- PVG requirements apply to both paid and unpaid regulated roles.

- From 1 April 2026, PVG scheme membership is time-limited to five years for new applicants and for existing members as they move onto the five-year scheme. Speyfest will keep its organisational records and interest in PVG scheme members up to date and will respond appropriately to renewal information from Disclosure Scotland.
- Speyfest will notify Disclosure Scotland when an individual stops carrying out a regulated role for Speyfest, where required, and will comply with any legal duty to make a referral to Disclosure Scotland following harmful behaviour.
- PVG membership does not replace safer recruitment, safeguarding training, appropriate supervision, risk assessment or the duty to report safeguarding concerns.

14. Recording and information sharing

- Safeguarding concerns and actions taken should be recorded factually and securely.
- Records should distinguish between facts, observations and information reported by another person.
- Information should be shared with those who need it to protect someone or respond appropriately.
- Records should be stored securely and handled in accordance with applicable data protection requirements.
- Where information is shared, the reason for doing so should be recorded where practicable.

15. Confidentiality

- Confidentiality is important but cannot be guaranteed in every safeguarding situation. Information may need to be shared where there is a significant risk to an individual or other members of the public, where a child is involved, where a crime is ongoing, or where disclosure is otherwise necessary or legally required.
- Only relevant information should be shared.
- Information should be shared with the appropriate person or agency.
- The person raising the concern should be told, where appropriate, what will happen next.
- Safeguarding discussions must not take place casually or with people who have no role in responding to the concern.

16. Review and implementation

- The Speyfest Association Trustees, management and volunteer leaders will endorse this policy and ensure that it is implemented across festival operations. The policy will be reviewed annually and following any significant safeguarding incident, legislative change or identified learning.
- This policy is intended to operate alongside, and not replace, the Speyfest Child Safeguarding Policy and Safeguarding Policy – Sexual Harassment and Crime.

17. Key contacts

- Child Protection Lead: Clare Alexander – Clare.Alexander@speyfest.com – 07971053354.
- General Safeguarding Lead: To be confirmed by Speyfest Association.
- Site Manager / Senior Festival Representative: To be confirmed for 2027.
- Security Supervisor / Coordinator: To be confirmed for 2027.
- On-site medical / first aid arrangements: As published in the 2027 event operational plan.
- Emergency services: Contact the appropriate emergency service where immediate assistance is required.

Policy status

- Festival: Speyfest 2027

- Dates: 23rd–25th July 2027
- Policy owner: Speyfest Association
- Review cycle: Annual and following significant safeguarding learning or legislative change

Speyfest Association

CHILD SAFEGUARDING POLICY

Speyfest Association Trustees are committed to prioritising the protection of children and young people who attend the festival. This policy applies to the main festival operations as well as any temporary accommodation we may occupy from time to time. This policy applies to anyone working on behalf of Speyfest including the board of trustees and volunteers.

Our safeguarding principles

- 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, race, religion or belief 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;
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Keeping children and young people safe

- We will seek to keep children and young people safe by:
- Valuing, listening to and respecting them;
- Appointing a nominated child protection lead for children and young people;
- Adopting child protection and safeguarding best practice through our policies and procedures;
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made. Where a staff or volunteer role is a regulated role involving children, the individual must be a member of the PVG Scheme for the relevant group and Speyfest must receive the appropriate PVG scheme disclosure before the individual undertakes that regulated role.
- Recording and storing information professionally and securely, in line with data protection legislation and guidance;
- Sharing information about safeguarding and good practice with children and their families via the workshop booking form;
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy to help us deal effectively with any bullying that does arise;
- Ensuring that we have a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance;
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- At no point during children's activities will the children be left unattended.

Safeguarding contact

Nominated child protection lead

Clare Alexander

Clare.Alexander@speyfest.com

07971053354

- Children under the age of 18 must be accompanied by an adult over the age of 21. Children will be identifiable with a different colour of wristband to those of adults. Guardianship checks will also be performed at the gates by security.
- If a child gets lost at the festival, the guardian should make contact with the nearest steward or go to the safe space located within the first aid tent. This will be clearly sign posted on site.

PVG and regulated roles

- Speyfest will assess roles involving children to determine whether they meet the statutory criteria for a regulated role.
- PVG membership and the appropriate PVG scheme disclosure must be in place before an individual undertakes a regulated role involving children.
- PVG membership is one part of safer recruitment and does not replace appropriate supervision, safeguarding procedures or training.

Implementation

- The management and volunteer leaders will endorse this policy and ensure compliance to demonstrate the festival's commitment to protecting children and young people from harm.

SAFEGUARDING POLICY – SEXUAL HARASSMENT AND CRIME

Speyfest Safespace

- If someone reports a crime or suspicious behaviour to any volunteer or member of Safespace, they should be encouraged and enabled to report it to the police or security as soon as possible. This is important to prevent the situation happening again and to ensure the safety and wellbeing of the individual.
- If the person does not want to report the crime themselves, Safespace can report on the person's behalf, with their consent. Safespace should take down details of what happened. Even if the person refuses to report the crime, Safespace should inform the Security Coordinator as soon as possible, giving anonymous facts as they know them.

Sexual Assault

A report of a sexual assault at an event, like anywhere, is an extremely sensitive, frightening and distressing situation that must be treated very seriously and sympathetically. While details of exactly what happened may never be known to volunteers, the priority for the Safespace service and volunteers must be to respond supportively and offer comfort to someone seeking assistance. All NHS staff working in the safe space must follow the Rape and sexual assault referral pathways provided on the intranet of the NHS Grampian Health Board, as well as following these onsite guidelines.

- The Safespace team at the festival will provide support to anyone who has experienced sexual harassment or assault and if the person is willing it is advised to take the person to the Safespace/Safeguarding tent.
- If the incident involves a child under the age of 13 this will require an immediate response and Child Protection Protocols must be followed. A referral must be made to Police, the event Child Protection Contact notified, and the child safeguarded. For young people aged 13, 14 and 15 years old the underage sex child protection protocol is to be actioned and they are to be given the same confidentiality rights as any adult.

Safespace can support the person but it is useful for all volunteers and staff to be aware of the following:

- The person may be very scared and distressed and we should offer support and comfort and possibly try to make arrangements for them to stay somewhere else.
- They may want our assistance to try to contact their friends on site or someone at home.
- They may want to leave the event and we can try to arrange help to make this as smooth as possible for them.

At the same time, it is important to be aware of the need to prevent further incidents at the event. If someone comes to the Safespace reporting that they have been sexually assaulted at the event, discreetly inform the Safespace shift supervisor/manager immediately. The shift manager should inform an appropriate person in the event organiser's team as soon as practicable. This would be the Speyfest Vice Chair/H&S Lead or Security Supervisor. A team member of the same sex should stay with the person (unless it is a same-sex assault allegation). It is important to gain confirmation from them that they are happy to remain with that person The person's clothing should not be disturbed, removed or cleaned. The person should not wash or clean themselves, but if they insist on this, then this should not be prevented The site of the incident should be identified and not disturbed. The Safespace team can give the person a

blanket and make the person as comfortable as possible. Unfortunately giving someone a drink may destroy evidence, although this may be necessary if it is in the person's best interest.

If the person is in need of immediate medical attention, the on-site medics should be contacted. The Safespace team should outline options to the person; any information should be passed on face to-face, factually and sensitively. These could include:

- If the person wishes to report this formally themselves they can speak directly to the Security Coordinator or the Police.
- If the person wishes they could see a medic
- If the person wishes, Safespace can enable them to try to contact their friends at the event or someone off-site. The team can try to do this on their behalf, if they prefer.

If the person wants to talk, listen to what they describe as having happened. Inform the person that later you will make a confidential note of what they have said. You will be expected to provide a statement to the Police should an investigation commence.
Do not discuss the matter with anyone outside the team, except to give factual information to the medics, head of security or site manager or police, if they are involved.
If the person does not want to speak to anyone outside the Safespace team, this wish should be respected (see note on confidentiality**). Safespace can (gently and without any pressure) point out that by speaking to the police/security etc, it may help to identify an offender and keep others safe from harm.
In some circumstances when the person does not want to speak to anyone, Safespace are still required to report the incident to the Security Coordinator or Site Manager as soon as practicable. Details should be described as what was reported and where and when the incident happened, but no personal details. The victim may remain anonymous.

** Note on confidentiality: In these circumstances there is an obligation to act upon the information and inform the Police or other authorities. Exceptions to confidentiality would be:

- A significant risk to other members of the public
- The matter involves a child
- A crime is ongoing at that time, other people are at risk and require protection

Support Resources

- All volunteers and committee members should make themselves aware of the following resources in respect of supporting a victim of sexual assault:
- Rape Crisis Scotland: https://www.rapecrisisscotland.org.uk/
- Scottish Women's Rights Centre: https://www.scottishwomensrightscentre.org.uk/
- Victim Support Scotland: https://www.victimsupportsco.org.uk/
- Police Scotland: http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/sexual-crimes/ ; http://www.scotland.police.uk/keep-safe/

ENVIRONMENTAL POLICY

Speyfest Association

Speyfest Association Trustees are committed to minimising their impact on the environment and building on work we are currently doing to achieve this. This policy applies to the main festival operations as well as any temporary accommodation we may occupy from time to time.

Aims

- The following aims reflect the long-term strategic commitment of Speyfest Association.
- Progress towards achieving the aims will be incremental year on year and managed through each festival's detailed annual implementation plans.
- To comply with the requirements of environmental legislation and approved codes of practice.
- To sustainably manage the use of all resources, energy, water and procurement.
- To raise awareness, encourage participation and train all our Volunteers in environmental matters.
- To expect similar environmental standards from all suppliers and contractors and supporters.
- To assist performers and festival goers to participate in the festival in an environmentally sensitive way.
- To continuously seek to improve performance and reduce impacts from pollution, emissions and waste.
- To encourage more sustainable forms of transport.
- To assess the likely and actual environmental impacts of current and future operations.

Implementation

- The management and volunteer leaders will endorse this policy and ensure compliance to demonstrate the festival's commitment.

NOISE MANAGEMENT PLAN

Fochabers Playing Fields, East Street, Fochabers

- We have been asked by Environmental Health officer to consider the management and control of noise from Speyfest Music Festival 2027.
- We have committed to proactively manage noise and ensure that noise does not cause a public nuisance and any sound complaints are dealt with.
- The Festival Site is situated at Fochabers Playing Fields. The event will be held from Friday 23rd July 5pm until Sunday 25th July 11pm 2027.
- The site will consist of two sound stages inside tents, one main tent, a secondary tent and a 3rd bar/chillout tent. All sound systems will point in the same direction in order to take advantage of the natural terrain which acts as a barrier to noise transmission.
- The maximum Music Noise Level is expressed as an LAeq & should not exceed 65 dB(A) over a 15-minute period at the nearest property. This will be regularly checked in accordance to the law to ensure this level is not breached.
- Low frequency noise can be seen as one of the main disturbances to surrounding communities and the organisers acknowledge this. Research and guidance concludes that a level of up to 65dB in either of the 63hz or 125Hz octave frequency band is satisfactory; whilst a level of 80dB or more in either of those octave frequency bands causes disturbance at distances over 2km. This will be regularly monitored and any anomalies will be rectified during the event to minimise impact on the surrounding areas.
- **Sound System Design and Setup**
- Our systems will be set up in such a way that will minimize noise pollution on the external environment.
- The sound system will be configured to have a narrow horizontal and vertical dispersion to reduce overspill from the intended coverage areas. Careful positioning and alignment of the system will be ensured for optimal coverage on the intended audience areas and balance this against off site environmental noise impact. Cardiod Sub arrays can be used to cancel the bass frequencies behind the sound system and keep the sound contained to within the audience areas.
- The use of delay speakers where possible will also be used to be able to limit the need for excessive sound from the main stages.
- **Noise Control Procedures – Monitoring During the Event**
- Prior to the event, all sound engineers and stage managers will be briefed by the organisers on the importance on minimizing any noise on the external environment.
- All sound engineers on site have performed previous duties at similar or previous events. On site noise levels will always reflect the size of the audience (for example earlier on in the festival the levels will be relatively low and will gradually increase in accordance to crowd size) Our onsite sound engineers will be advised to leave some “headroom” early on in the event to provide a safety margin to allow for some upward movement of levels, whether that's to maintain audience satisfaction or to permit headline acts. Throughout the event relevant personnel will remain responsible for noise safety, this will be achieved through conducting measurements at predetermined locations both internally and externally to the venue. Such locations will be determined upon the completion of the site layout. This person/persons will also make personal observations and react accordingly to issues of public nuisance and noise.
- Measurements will be conducted over a 15-minute period, although shorter measurement periods may be undertaken. All measurements will be recorded and made available for inspection at any time by the regulatory authority during the course of the event.

- Complaints may occur because persons in the surrounding area can hear music and consequently perceive it to be loud. In fact topographical and climatic conditions can often influence this and this will be closely monitored throughout the event. The purpose of the monitoring is to determine the nature of the impact.
- The event organisers ensure that appropriate means of communications will be open with local residents through Facebook, newspaper and door advertisement prior to the event; informing them of the start and finish times of the festival and a dedicated phone line to voice any concerns. A dedicated contact number will be provided for noise complaints. Should a complaint be received it'll be investigated immediately and if noise levels are deemed to be unacceptable, necessary action will be implemented to reduce the level of the noise source through the sound engineers. The event organiser will have full control over the sound levels at all times throughout the event and will liaise with sound engineers to control sound levels in the event of complaints/decibel limit breaches.
- A complaints log will be maintained by the site manager, the log will contain addresses of complaints, times and the necessary actions that were taken in dealing with the issue. This will be available to the relevant regulatory bodies upon request.
- Following completion of the event, a report will be made detailing sound observations and any actions taken.
- The noise and feasibility plan presented above aims to address all challenges and ensure that an acceptable equilibrium is maintained between the needs of the event organisers and the local residents.
- As discussed all relevant actions have been taken to reduce the noise impact on the surrounding area, sound monitoring will also be taking place throughout the event and complaints will be recorded and dealt with accordingly.

EQUALITY POLICY

Speyfest Association

Policy Statement

- SPEYFEST Association recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Association and its Volunteer Supporters to utilise the skills of the total Community. It is the aim of the Association to ensure that support worker or job volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
- Our aim is that our workforce (volunteer team) will be truly representative of all sections of society and each of our support workers feels respected and able to give of their best.
- We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all as Association members.
- All Association Members will be treated fairly and with respect. Selection/Job allocation will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the employees/support volunteer team will be fully utilised to maximise the efficiency of the organisation.
- Our Association members will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Entertainment provided by Speyfest
- This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

Our Commitment

- To create an environment in which individual differences and the contributions of all Speyfest Association Support Team are recognised and valued.
- Every employee/support volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all Team members.
- To promote equality which we believe is good management practice and makes sound business sense.
- We will review all our working practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by The Speyfest Executive Team and has been agreed with Team Representatives.
- The policy will be monitored and reviewed annually

Responsibilities of Management

- Responsibility for ensuring the effective implementation and operation of the arrangements will rest with The Speyfest Association Executive. Team who will ensure that they and the Team Leads operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Team Lead will ensure that:
- all their team are aware of the policy and the arrangements, and the reasons for the policy;

- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Responsibilities of Support Team

- Responsibility for ensuring that there is no unlawful discrimination rests with all of the Support Team and the attitudes of all are crucial to the successful operation of fair work practices. In particular, all support team members should:
- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other team members or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their Team Lead if they become aware of any discriminatory practice.

Third Parties

- Third-party harassment occurs where a Third Party employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Speyfest Association will not tolerate such actions by and/or against its Support Volunteer Team(s), and the relevant person concerned should inform their Team Lead/Executive Member at once that this has occurred. Speyfest Association Team will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Related Policies and Arrangements

- All employment policies and arrangements have a bearing on equality of opportunity. The Speyfest Association policies will be reviewed regularly and any discriminatory elements removed.

Rights of Disabled People

- The Speyfest Association attaches particular importance to the needs of disabled people.
- Under the terms of this policy, all Team Members are required to:
- give full and proper consideration to disabled people who apply to assist, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to volunteer where possible.
- include disabled people in training/development programmes;

Equality Training

- A series of regular briefing sessions will be held for all Team Members on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.
- Training will be provided for The Speyfest Executive Team on this policy and the associated arrangements. All Team Leads who have an involvement in the recruitment and selection process will receive specialist training.

Monitoring

- The Speyfest Association deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on Team Support by gender, marital status, ethnic origin, sexual orientation, religion / beliefs.
- There will also be regular assessments
- We will maintain information on all Team Members who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

Grievances / Discipline

- All Team Support Members have a right to pursue a complaint concerning discrimination or victimisation
- Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with accordingly

Review

- The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of The Speyfest Executive Committee.
- Speyfest Association SCIO a registered Scottish Charity Ref No: SCO46959