

Oban Pride Policies & Procedures

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DISCIPLINARY POLICY

This section sets out how Oban Pride will take disciplinary action against its committee members & volunteers.

COMMITTEE MEMBER DISCIPLINARY

1. SCOPE

This policy applies to individuals who have been ratified, or who are seeking ratification, as committee member of Oban Pride

A committee member commits a disciplinary offence if they do any of the following:

- a. fail to maintain and observe the professional standards expected of them;
- b. fail to abide by any of Oban Pride's policies and procedures.

A disciplinary matter shall be dealt with by an "Independent Person". To avoid a conflict of interest, the Independent Person will normally be a person chosen by Oban Pride committee, who is not:

- a. In a personal relationship with the volunteer who is the subject of the disciplinary matter;
 - b. in a personal relationship with any committee members
 - c. Through their involvement in the subject of the disciplinary matter, would make it impossible for them to remain objective
 - d. otherwise unsuitable to investigate a complaint for any other reason,
2. Disciplinary action may be taken either as the result of a complaint received or following information received by any of Oban Pride's volunteers or Committee members.
 3. The Independent Person shall initially investigate in a style that is reasonable in the circumstances.
 4. The Independent Person will report back to the other Oban Pride Chair or secretary who will then write to the committee member setting out the allegations against them and the possible disciplinary sanctions which might be applied to them. The person complained about will have the opportunity to respond to the allegations made about them.
 5. The Independent Person will hold a meeting with the committee member to discuss the disciplinary matter. The committee member is entitled to be accompanied by a witness of their choosing.
 6. Following the meeting the Independent Person shall consider all the evidence and determine whether, on the balance of probabilities, the committee member

has committed a disciplinary offence and whether a disciplinary sanction should be imposed, and report back to the Oban Pride Chair or secretary.

7. After the Independent Person has reached a decision, the Oban Pride Chair or secretary shall inform the committee member of this in writing.

8. Sanctions

The following sanctions may be imposed:

- a. Removing the committee member from the committee and removing them from a volunteer capacity from Oban Pride.

9. Appeal

There shall be no right of appeal against any decision taken or sanction imposed in accordance with this Policy

All disciplinary decisions made by the Oban Pride Committee will be held on the committee members file with Oban Pride for a period not exceeding 24 months.

VOLUNTEER DISCIPLINARY

1. SCOPE

This policy applies to individuals who have been ratified, or who are seeking ratification, as a volunteer representative with the Oban Pride

A volunteer commits a disciplinary offence if they do any of the following:

- a. fail to maintain and observe the professional standards expected of them;
- b. fail to abide by any of Oban Prides policies and procedures.

A disciplinary matter shall be dealt with by an "Independent Person". To avoid a conflict of interest, the Independent Person will normally be a person chosen by Oban Pride committee, who is not:

- a. In a personal relationship with the volunteer who is the subject of the disciplinary matter;
- b. in a personal relationship with any committee members
- c. Through their involvement in the subject of the disciplinary matter, would make it impossible for them to remain objective
- d. otherwise unsuitable to investigate a complaint for any other reason,

2. Disciplinary action may be taken either as the result of a complaint received or following information received by any of Oban Pride's volunteers or Committee members.

3. The Independent Person shall initially investigate in a style that is reasonable in the circumstances.

4. The Independent Person will report back to the Oban Pride committee who will then write to the volunteer setting out the allegations against them and the possible disciplinary sanctions which might be applied to them. The person complained about will have the opportunity to respond to the allegations made about them.
5. The Independent Person will hold a meeting with the volunteer to discuss the disciplinary matter. The volunteer is entitled to be accompanied by another volunteer or witness of their choosing.
6. Following the meeting the Independent Person shall consider all the evidence and determine whether, on the balance of probabilities, the volunteer has committed a disciplinary offence and whether a disciplinary sanction should be imposed, and report back to the Oban Pride Committee.
7. After the Independent Person has reached a decision, the Committee shall inform the volunteer of this in writing.

8. Sanctions

The following sanctions may be imposed:

- a. Removing the volunteer from any events in a volunteer capacity planned within 6 months of their disciplinary

9. Appeal

There shall be no right of appeal against any decision taken or sanction imposed in accordance with this Policy

All disciplinary decisions made by the Oban Pride Committee will be held on the volunteer's file with Oban Pride for a period not exceeding 12 months.

SAFEGUARDING POLICY

This policy applies to all volunteers and committee members and anyone working on behalf of Oban Pride.

The purpose of this policy is: -

- (1) To protect children and young people who engage with any events ran by Oban Pride from fear of abuse, neglect or exploitation.
- (2) To protect adults who engage with any events ran by Oban Pride from fear of abuse, neglect or exploitation.
- (3) To protect volunteers by clearly setting out their responsibilities to act in a way which safeguards welfare and wellbeing of all who engage with any events ran by Oban Pride

Context for the purposes of this policy, 'children and young people' means a person aged 17 or under.

The term 'adult' means a person aged 18 or above.

TYPES OF ABUSE

Abuse may consist of a single act or repeated acts.

It may occur as a result of a failure to undertake action or appropriate care. It may be an act of neglect or an omission to act, or it may occur where a person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual.

The Department of Health 'No Secrets' 2000 report suggests the following as the main types of abuse: -

Physical
Sexual
Psychological
Financial or Material
Neglect & Acts of Omission
Discriminatory

There can be situations where multiple forms of abuse have occurred from the list above. Domestic abuse is also a term used to describe the setting in which abuse from the list above takes place between intimate partners or family members.

LEGAL FRAMEWORK

This policy has been drawn up based on law and guidance that seeks to protect children, young people and vulnerable adults, which include: -

Children Act 1989
United Convention of the Rights of the Child 1991
Data Protection Act 1998
Sexual Offences Act 2003

Children Act 2004
Protection to Freedoms Act 2012
Protection of Vulnerable Groups (Scotland) Act 2007
Human Rights Act 1998
Safeguarding Vulnerable Groups Act 2006

The role of volunteers and committee members working on behalf of Oban Pride have a duty to promote the welfare and safety of children, young people and vulnerable adults. No person should act in a way which is contrary to this principle. Volunteers and committee members may receive disclosures of abuse or observe a person who they deem to be at risk.

This policy enables our volunteers and committee members to make informed and confident responses to specific protection and safeguarding issues.

All volunteers and committee members are expected to behave in a way which keeps children, young people and vulnerable adults safe by: -

- (1) valuing them,
- (2) listening to and respecting them
- (3) adhering to the principles and specific guidance in this policy
- (4) providing effective management for volunteers and committee members through supervision, support and training
- (5) recruiting volunteers and committee members safely
- (6) Sharing information about safeguarding and protection with agencies who need to know, including parents, carers and the Police where necessary
- (7) where necessary Oban Pride will take the necessary steps to perform background checks on all volunteers and committee members through the PVG Scheme operated by Disclosure Scotland.

PROCEDURE IN THE EVENT OF A DISCLOSURE

All complaints, allegations or suspicions of abuse must be taken seriously. This procedure must be followed whenever an allegation of abuse is made or disclosed, or when suspicion of abuse has been raised.

Promises of confidentiality **MUST NOT** be given as this may conflict with the need to ensure the safety and welfare of any individual at risk.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information using the Cause For Concern Form.

This must include information about the date, time, place of the alleged abuse, the name of the complainant, name(s) of staff present recording the allegation, the name of the person who is at risk, the nature of the abuse, a description of any injuries observed and a full account of the circumstances. The main priority after a disclosure is to ensure the safety and welfare of any individual at risk.

When responding to an allegation of abuse,

DO: -

make sure the individual at risk is safe

whether emergency services are required and call them

listen and offer support and reassurance

Try to establish the facts as sensitively as possible

make careful notes and obtain any agreement from other witnesses

double check notes of dates, times, locations and witness names

take any steps to preserve the location or scene of any abuse if required

explain the procedure outlined in this policy if appropriate

DO NOT: -

confront the alleged abuser

appear judgemental through your body language or voice

assume anything or ask leading questions

offer your own opinion on the matters

be dismissive of any concern brought to you

investigate or interview beyond that which is necessary to establish the basic facts

disturb any evidence or forensic scenes

consult with anyone not directly involved in the allegation or in this policy

make promises which you cannot keep or are not responsible for

panic, support is available if you feel unsure

Always Remember that the responsibility of any individual who is first presented with an allegation is to protect the individual at risk and record and report the matter.

Reporting the allegation to the elected committee members as soon as possible who will then refer the allegation to the appropriate agency.

This report should be made immediately available to the elected committee members by telephone or e-mail through the secretary or chairperson. It is the duty of the elected committee members to select the correct agency, such as social services, protection services, parents or the Police.

DUTY OF REFERRAL TO DISCLOSURE SCOTLAND

Oban Pride has a duty to pass on information to the relevant authorities if they identify an unsuitable individual working in the organisation. By unsuitable individual, we mean someone who has been identified as causing harm to a child or vulnerable adult. Organisations have a legal obligation under the Protection of Vulnerable Groups (Scotland) Act 2007 to pass information to Disclosure Scotland when an individual has been doing regulated work (paid or voluntary) and meets both the following: -

The individual has done something to harm a child or vulnerable adult, and: - The impact is so serious that the individual has been removed from the regulated work.

This information should be passed to Disclosure Scotland within 3 months.

It is a criminal offence to fail to notify Disclosure Scotland of a referral.



It will be the duty of the elected committee members to ensure that the necessary information is made available to the authorities. Further guidance on making referrals can be obtained from the Disclosure Scotland website

EVENTS AND WORK WITHIN OBAN PRIDE

When Oban Pride is running events or when committee members or volunteers are working on behalf of Oban Pride with a vulnerable group, a risk assessment will be carried out and recorded. Before all Oban Pride events a risk assessment will be carried out by the committee member with safeguarding reasonability for that event to ensure the correct level of PVG checked committee members and volunteers are present at all times.

HEALTH & SAFETY

The Health and Safety at Work Act 1974 and recent additional legislation places a legal duty on Oban Pride to try to ensure, as far as is reasonably practicable, the health and safety and welfare at work of all employees, non-employees and visitors.

To do this Oban Pride will make sure that, as far as is reasonably practicable:

- All committee members and volunteers are made aware of their individual responsibilities
- All committee members and volunteers are given enough information, instruction and training to maintain their health and safety at events
- Equipment and ways of working are safe and without risk to health
- Risk Assessments are carried out and reports detailing the findings are made available to committee members and volunteers
- All relevant Health and Safety legislation is complied with

The Oban Pride Committee expects all its committee members and volunteers to assist in fulfilling all its health and safety obligations by:

Working safely and efficiently

Reporting incidents that have led or may lead to accidents

Following Oban Pride safety rules and procedures

RESPONSIBILITIES

This policy covers all committee members of Oban Pride and volunteers working for Oban Pride at any Oban Pride Event.

The Committee will be responsible for:

- Ensuring resources are adequate to maintain health and safety standards
- Ensuring the Appointed Person for that event carries out safety duties adequately
- Acting on reports and recommendations made by the Appointed Person for that event

The Appointed Person for that event will be responsible for:

- ensuring all volunteers receive adequate safety training
- ensuring that the Health and Safety policy is implemented
- working with the Chair in investigating all accidents and incidents and preparing the appropriate reports for the Committee

- presenting reports on accidents, incidents and near misses to the Committee
- carrying out risk assessments before event doors open to the public
- implementing the health and safety policy in co-operation with other staff
- ensuring good housekeeping is maintained
- maintaining records of:
 - Accidents
 - Fire drills (where required)
 - Safety checks
 - nominated First Aid persons at each event
- preparing, where appropriate, incident/accident reports

All committee members and volunteers will be responsible for:

- taking reasonable care in their work practices
- working in a way which does not endanger others (including Members of the public)
- reporting any accidents, incidents or near misses or any potential risks to the appointed person
- complying with any instruction relating to health and safety.
- maintaining good housekeeping

This policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the appointed person in consultation with all staff and will be submitted to the Committee for approval.

REPORTING ACCIDENTS

1. Any person involved in an accident, whether or not injury is sustained, must report to the appointed person as soon as possible, if urgent treatment is required then this is the priority.
2. Any person receiving any injury - however slight - must report it and obtain adequate treatment.
3. Any person involved in a 'near miss' or dangerous occurrence must report this as soon as possible.
4. Any unsafe conditions or work activities must be reported to the appointed person immediately.

SMOKING

Smoking is not prohibited anywhere inside events ran by Oban Pride. All smoking policies for hired venues will be followed.

FIRST AID

- a)** A first aid box will be maintained.
- b)** The first aid box will be kept suitably stocked.
- c)** The names, and emergency numbers of all 'Appointed Persons' (i.e. persons nominated to take responsibility in case of an accident) will be displayed in a prominent position in Oban Pride events.
- d)** The nominated person will maintain an accident record book in line with Oban Pride policy.

FIRE/EMERGENCY ARRANGEMENTS

- a)** All staff and volunteers must make themselves aware of evacuation plans in the event of fire or other emergency. A copy of the plan will be displayed.
- b)** Committee Members & Volunteers will be issued with information as to locations of emergency exits - all committee members and volunteers are required to make themselves aware of these.
- c)** Committee Members & Volunteers who facilitate meetings & events must ensure that information about fire exits and alarm procedures is relayed at the start
- d)** All fire proceedings for hired venues will be read over by the Committee Members & Volunteers before opening events to the public
- e)** Emergency exit doors will be maintained to open easily from the inside.

RISK ASSESMENT

- a)** Written risk assessment will be carried out before event doors are opened to the public.
- b)** An Appointed person for that event shall be appointed to carry out such assessment.
- c)** Oban Pride will define and implement procedures for serious and imminent danger.
- d)** Assessment will be carried out with committee members and volunteer cooperation.

EQUAL OPPORTUNITIES POLICY

We intend this document to:

- be a useful working reference;
- be specific enough to be useful without being impossibly detailed;
- allow space for further developments of the policy in the future;
- be written in a way that makes the policy itself accessible.

EQUAL OPPORTUNITIES STATEMENT

Oban Pride believes that all individuals should be able:

- To have the opportunity to participate in the life of their community as fully as they wish, and to their full potential;
- To access the services they need in order to be able to do this.

However, it recognizes that this is far from being the case and that, for a great variety of reasons, an individual's opportunities to participate in their community may be restricted.

These restrictions may come about because of social attitudes, poverty, where someone lives or is educated, the ways in which services and organizations are planned, specific legislation, etc.

The following headings give some indication of the variety of people who experience restricted opportunities:

- People who have a physical or learning disability;
- People who have a sensory impairment;
- People who have a physical or mental health problem;
- People who are young, including children;
- People who are old;
- People who are gay, bisexual or transgender,
- People who are unemployed;
- People from black and other minority ethnic communities;
- People who live in particularly isolated communities

This is not an exhaustive list.

The policy also protects those considered to have 'protected characteristics':

- Disability
- Gender reassignment
- Pregnancy and maternity

- Race – this includes ethnic or national origins, colour and nationality
- Sex, and
- Sexual orientation.

Oban Pride is committed to ensuring, as much as it can, that it does not limit people's opportunities by how it is structured as an organization or by how it carries out its work.

Oban Pride is committed to choosing to do work which opens up opportunities for those with the greatest restrictions placed upon them.

Oban Pride is also committed to using its influence with other organizations in order both to increase the opportunities of individuals and to challenge anything which would limit opportunity.

STATEMENT OF VALUES

Oban Pride recognizes that the United Kingdom is a society diverse in race, culture and beliefs. Oban Pride believes that no person should suffer oppression or lack of opportunity based on race, gender, believe, sexuality, disability, age, class, or geographical location.

Oban Pride believes:

- a) That the role of Oban Pride is to affirm and enable all people to collectively play an active part in their community.
- b) That all people have equal rights to work towards social justice and to participate in decision-making processes and local action.
- c) In working towards a just and participatory society.

Oban Pride is committed to challenging oppression and inequality.

Oban Pride will positively promote its core values in all areas of its work and structure.

GUIDELINES

This section is intended to provide guidelines for all those involved in Oban Pride – committee members, volunteers and for all those who use its services.

We intend our Equal Opportunities Policy to be of benefit to individuals, Oban Pride, other organisations and the wider community.

In compiling it, we have drawn upon examples of good practice from other organisations.

COMMITTEE MEMBERS

We will..

- 1) annually monitor the composition of the committee (we will do this in advance of the annual process of nominations to the committee) and if necessary encourage under-represented groups to make nominations to the committee;
- 2) where necessary co-opt individuals from under-represented groups on to the Committee
- 3) consider providing support from an experienced committee member to help any new committee member who is unfamiliar with committees or Oban Pride to settle in;
- 4) ensure that all Committee members are aware that expenses are available and ensure that they are paid promptly;
- 5) consider issues of access relevant to the Committee.

EVENTS

Oban Pride aims to organise events to all sections of the community. We are working towards creating a welcoming and inclusive atmosphere. We will positively encourage and assist disadvantaged and under-represented groups to attend our events.

We will, where appropriate:

- 1) consult with special interest groups to find out needs,
- 2) discuss with the aim to organise different events to encourage involvement by those people who do not normally attend our events
- 3) develop ways to encourage under-represented users to contribute to our policy-making and provide feedback on how our practice is working;
- 4) ensure when planning a new event that it considers the needs of under-represented groups;
- 5) monitor our work regularly in relation to equal opportunities.

ACCESS

We aim to make our events as accessible as possible, we will aim to ensure that we:

- 1) consider how our environment affects people physically and emotionally;
- 2) create a friendly and welcoming atmosphere for all disadvantaged groups;
- 3) take into account people's:
dependent and childcare responsibilities;
different religious and cultural needs;
different sexual orientations;
- 4) take into account issues of safety, timings of meetings, and single sex provision,
- 5) take into account dates of major religious festivals;
- 6) are as convenient as possible for public transport.
- 7) if necessary make available volunteer drivers to bring people to meetings.
- 8) provide information where necessary on tape/in Braille/in large print/in translation;

- 9) make available signers, induction loop systems or translators if required;
- 10) provide materials in appropriate forms for people with learning difficulties;
- 11) use colour contrast on literature and signs for people with visual impairments.

PUBLICITY

We will check that in our publicity we:

- 1) use positive images and pictures of a wide range of groups;
- 2) avoid jargon and use clear, direct language,
- 3) are careful to avoid creating false expectations;
- 4) aim to reach all sections of the community by advertising in a wide range of appropriate publications and locations;
- 5) target particular groups where appropriate;
- 6) where necessary visit under-represented groups to tell them about our work.

RECRUITING AND EMPLOYING VOLUNTEERS

Oban Pride recruits based on best candidates, irrespective of race, gender, religion, sexuality, disability, age, class or geographical location. Oban Pride to follow current good practice. We will. -

- 1) ensure that all those involved in the recruitment and selection of volunteers are aware of the Equal Opportunities Policy
- 2) ensure that the interview panel is involved at all stage of the recruitment process;
- 3) consider putting adverts in a wide range of publications and locations, especially those where minority interest groups are likely to see them;
- 4) use clear language and avoid jargon in all adverts, application forms, job descriptions and person specifications;
- 5) use standard application forms and ask only for information relevant to the post to be filled;
- 6) write and review job descriptions and person specifications to ensure that they are accurate and fair;
- 7) ensure the interview panel agrees a structure and common set of questions for the interview;
- 8) ensure that questions asked are fair and non-discriminatory with reference to current guidelines on good practice;
- 9) make a selection based solely on the candidate's performance in relation to the job description and person specification;
- 10) consider the needs of any candidate with a disability and if necessary seek advice (eg Disablement Advisory Service).

VOLUNTEERS

Oban Pride intends to create a welcoming environment in which all members of the Community will feel encouraged to volunteer We intend to follow good practice in our policy for volunteers. We will:

- 1) consider what steps can be taken to attract and support volunteers from under-represented groups;

- 2) ensure our volunteer work descriptions are clear and avoid creating barriers for people from under-represented groups;
- 3) ensure our terms and conditions - insurance, expenses, complaints - are fair and are communicated to volunteers;
- 4) consider how far we can support people with special needs;

IMPLEMENTING AND MONITORING

Oban Pride regards the implementation of its Equal opportunities Policy as a continuing process. The members of the committee are responsible for implementing and monitoring the Policy.

We will..

- 1) make sure all committee members & volunteers have a copy of the policy, which will also be made known service users,
- 2) examine all our procedures, services and work practices, identify areas where improvements can be made and draw up plans to implement them;
- 3) ensure that the wording of the policy is considered by the committee members.

In a matter of Good Practice the chair of each meeting of committee, volunteer or sub group will ask everyone to introduce themselves including their preferred name and pro nouns.

CONFIDENTIALITY POLICY

The purpose of this document is to ensure that everyone working with Oban Pride has a clear understanding of the nature of the service offered regarding confidentiality.

Above all Oban Pride seeks to ensure that enquirers can access its services and attendees can attend events while feeling confident that the information given will be respected.

Oban Pride offer confidentiality to all enquirers and attendees.

All information received will be respected as the rights of the individual are paramount.

Oban Pride consists of committee members and volunteers together with workers and volunteers from other agencies who will be designated as part of the team. Confidentiality is to the team and not to the individual. However, committee members and volunteers should be careful to discuss enquiries appropriately in a way that would put the rights of the individual first. If information has been shared by an enquirer or attendee to a volunteer or committee member and they feel this information is of an instance of abuse, criminal activity, breaking the law or against the safe-guarding policy of Oban Pride, then it is within Oban Pride's best interest to break confidentiality with an appropriate organisation to ensure the safety of the enquiry or attendee.

Oban Pride expects all its committee members and volunteers to respect each other's confidentiality and privacy, therefore Oban Pride respectfully requests that committee members and volunteers do not discuss each other's lives or involvement with Oban Pride out with Oban Pride. Discussing lives or details of committee members or volunteers out with Oban Pride is a complete breach of confidentiality and will result in immediate withdrawal from the committee or from volunteering with Oban Pride.

Committee members and volunteers are welcome to discuss their own involvement in Oban Pride as long as they do not disclose information discussed at meetings which is not information for public knowledge.

This is to protect all involved with Oban Pride.

Oban Pride events are open to everyone and Oban Pride want to celebrate Pride without compromising confidentiality.

Data Protection Policy

The purpose of this document is to ensure that everyone working within or using Oban Pride has a clear understanding of the storing of personal information and the requirements of the Data Protection Act 1998.

In line with Oban Pride Confidentiality Policy, the Data Protection Policy ensures that where personal information is stored about Committee Members, Volunteers and service users that this is kept confidential and a high standard of handling personal information is upheld.

Oban Pride offer confidentiality to enquirers.

All information received will be respected and the rights of the individual will be paramount.

Oban Pride consists of committee members and volunteers together with workers and volunteers from other agencies who will be designated as part of the team. Information received by an individual Oban Pride committee member or volunteer can be shared within the Oban Pride committee members on a need-to-know basis. Confidentiality is to the team and not to the individual. However, committee members and volunteers should be careful to discuss enquiries appropriately in a way that would put the rights of the individual first.

Data Protection Act 1998

The Data Protection Act aims to promote high standards in the handling of personal information and so protect the individual's right to privacy.

The Act applies to organisations holding information about living individuals in electronic format and, in some cases, on paper. They must follow the eight data protection principles of good information handling which say that that personal information must be:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure; and
- Not transferred to countries outside the European Economic Area unless the information is adequately protected.

The Act covers any information that relates to living individuals which is held on computer or on paper files. For example, this may include information such as name,

address, date of birth and opinions about the individual or any other information from which the individual can be identified.

The information covered by Oban Pride Data Protection policy includes:

- Oban Pride database
- Email Communication within the Organisation
- Paper information with individual's personal details
- Enquiry notes and telephone messages
- Volunteer Personal files
- Email communication to third parties

Routine requests from individuals

Routine requests for information from service user and staff about their own files will be given provided they are identified as being the actual person. This will be done by asking for person's date of birth and/or address which can be checked against the file.

Formal Requests for Individuals

- a. Individuals have a right under the Data Protection Act to get a copy of the information Oban Pride holds about them on computer and in some manual filing systems. This is known as the right of subject access.
- b. Any subject access request will be responded to within 40 days and when reasonable identification of the requester has been achieved. All formal information requests should be referred to Committee Members
- c. Written requests can be made to ObanPride@gmail.com

Requests for information from Third Parties

Oban Pride will not disclose any information to third parties without the agreement of the person involved

Retention and destruction of volunteer personal data

Team Personal Files are kept in a locked cabinet and access to them is restricted.

Files are destroyed 6 years after the volunteer leaves Oban Pride. A database is also maintained which gives basic information needed for references etc

Working files including submitted applications for volunteers are retained for 9 months after a recruitment process has reached a successful conclusion and all information relating to unsuccessful applicants are then shredded – files are stored in a locked filing cabinet.

Following guidance from the Disclosure Scotland, once a clearance is received and checked in line with the policy statement on the recruitment of ex-offenders its certificate number and date are recorded and the disclosure certificate is destroyed. Oban Pride will keep its record of all clearances for 6 years after the volunteer has finished with Oban Pride.

Data Protection Policy – Taking Photographs

The data protection Act applies where photographs are being taken for official use which would include any purpose for promotion of Oban Pride services:

- Facebook, Twitter and other social media pages run by Oban Pride
- Website
- Presentations
- Displays
- Media i.e. newspaper

Photographs of activities and events are recognised as being a positive way of identifying and promoting good practice within Oban Pride.

When taking photographs permission should be sought verbally from the person being photographed this is for all uses of the photograph including public display, social media and printed media.

When general photographs of an event ran by Oban Pride are being taken not focussing on a particular group of people, then permission does not need to be sought, however it is by good practice that Oban Pride will have signs clearly stating that photographs will be taken and maybe used in any media form, those wishing not to be visible in any photographs should make themselves known to the official photographer supplied by Oban Pride or other media outlets.

When taking photographs of children written permission should always be sought from parents or guardians. Good practice suggests that in addition verbal consent from the child should be asked at the time of the photograph being taken.

This policy does not cover the general public taking their own photographs.

Data Protection Policy – Taking Video

The Data Protection Act applies where videos are being taken for official use which would include any purpose for promotion of Oban Pride services:

- Facebook, Twitter and other social media pages run by Oban Pride
- Website
- Presentations
- Displays
- Media i.e. news reports

Videos of activities and events are recognized as being a positive way of identifying and promoting good practice within Oban Pride.

When taking videos permission should be sought verbally from the person being filmed. This is for all uses of the videos including public display and social media.

When general video recordings of an event run by Oban Pride are being taken, not focussing on a particular group of people, then permission does not need to be sought, however it is by good practice that Oban Pride will have signs clearly stating that video and sound recordings will be taken and maybe used in any media form. Those, wishing not to be visible in any videos and sound recordings should make themselves known to the official videographer supplied by Oban Pride or other media outlets.

When taking videos of children written permission should always be sought from parents or guardians. Good practice suggests that in addition verbal consent from the child should be asked at the time of the video being taken.

This does not cover the general public taking their own videos or live feeds at Oban Pride Events.

Photograph & Video permission forms can be found at each Oban Pride Event.

PRIVACY POLICY

This policy describes how and why Oban Pride Committee uses your personal information, how we protect your privacy when doing so, and your rights and choices regarding this information. We promise to respect any of your personal information which is under our control and to keep it safe. When we collect your information, we aim to be clear about how we use your data.

Our use of personal information allows us to keep you up to date on information that you have told us you are interested in, such as our events and the activities we undertake.

Who We Are?

We are Oban Pride Committee, Members, and Volunteers

How We Collect Information About You

You may give us your information in order to sign up for one of our events or activities, make a donation, register as a volunteer, apply for funding or otherwise communicate with us.

What Type Of information Is Collected From You

The personal information we collect might include your name and email address.

How Is Your Information Used

We may use your information to:

- process a donation that you have made;
- process orders/applications that you have submitted;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies' goods and services;

Who Has Access to Your Information

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes unless this is explicitly explained to you and you agree to your information being shared

Please be assured that we will not release your information to third parties beyond Oban Pride for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How We Keep Your Information Safe

We ensure that there are appropriate technical and organisational controls (including physical, electronic and managerial measures) in place to protect your personal details. For example, our online forms are always encrypted and our network is protected and routinely monitored.

How Long We Keep Personal Information For

We keep personal data collected via forms for 2 years. We keep financial information for 7 years for tax and auditing purposes.

Your Choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the work we do, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

16 Or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review Of This Policy

We keep this Policy under regular review. This Policy was last updated in March 2019.

Contacting Us

If you have any questions, comments or suggestions, please let us know by emailing obanpride@gmail.com

SOCIAL MEDIA GUIDELINES

Introduction

Oban Pride is committed to making the best use of all available technology and innovation to improve the way we work with service users and other professionals. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.

'Social Media' is the term commonly given to web-based tools which allow users to interact with each other in some way – by the sharing of information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

These platforms open up many new and exciting opportunities. However, the practical application of such technology by Oban Pride is continually developing and there are many potential issues to consider.

Definition of social media

For the purposes of these guidelines, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes e-mail, online, social forums, blogs, video and image-sharing websites and similar facilities

Committee Members & Volunteers should be aware that there are many more examples of social media that can be listed, and this is a constantly changing area.

Use of social media

Oban Pride encourages committee members & volunteers to make reasonable and appropriate use of social media as part of their work with Oban Pride, it is recognised that it is an important part of how Oban Pride communicates with the community and allows communication and networking between the team, service users and other organisations.

Committee Members & Volunteers may contribute to Oban Pride social media activities for example managing a social media account however this will be monitored frequently to ensure no misconduct has occurred

Oban Pride understands that committee members & volunteers and students have to use their own computers or devices, such as laptops, tablets and mobile telephones, to access social media during their work with Oban Pride. Such use should nonetheless be in accordance with these guidelines.

Committee Members & Volunteers must always be aware that, while contributing to the Oban Pride's social media activities, they are representing Oban Pride. Committee Members & Volunteers who use social media as part of their work with Oban Pride must adhere to the following safeguards.

Committee Members & Volunteers should use the same safeguards as they would with any other form of communication about Oban Pride in the public sphere. These safeguards include:

- Making sure that the communication has purpose and a benefit for Oban Pride
- Obtaining permission from the chairperson &/or secretary before embarking on a public campaign using social media; and
- getting a committee member to check the content before it is published

Any communications that committee members & volunteers make in a capacity representing Oban Pride through social media must not:

- breach confidentiality, for example, Using Pictures or name of people without verbal permission
- giving away confidential information about an individual
- discussing Oban Pride's internal workings (such as agreements that it is reaching with other organisations or its plans that have not been communicated to the public)
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion, or belief of age or;
 - using social media to bully another individual; or
 - positing images that are discriminatory or offensive or links to such content; or bring Oban Pride into disrepute, for example by:
 - criticising or arguing with committee members, volunteers, or service users;
 - posting images that are inappropriate or links to inappropriate content or; breach copyright, for example by:
 - using someone else's images or written content without permission; or
 - failing to give acknowledgement where permission has been given to reproduce something.

REMUNERATION POLICY

Members of the management committee and volunteers are all entitled to the following expenses being paid to them for events (not including meetings). All claims must be made with a claims form and where appropriate a receipt or ticket.

- (1) Travel – If Public transport is used a ticket is required to be shown with the claims form. If own vehicle is used, start and finish mileage must be recorded; mileage is paid at 45p per mile.
- (2) Food and Drink – If an event is longer than 4 hours all volunteers and management committee members are entitled to a 15min break if they wish to take it. During this break Tea, Coffee & soft drinks will be provided. If an event is longer than 6 hours volunteers and management committee members are entitled to a 30min break if they wish to take it. During this break Tea, Coffee & soft drinks will be provided, and where possible food will be provided. If food cannot be provided or if the volunteer has a special dietary requirement that cannot be fulfilled, then volunteers are entitled to a up to £5 meal reimbursement with the production of a receipt and claims form. No Alcohol or Cigarettes/replacements can be claimed for.
- (3) If any management committee member or volunteer needs to spend on behalf of Oban Pride to buy any equipment, for publicity, merchandise etc this should be agreed with at least two other members of the management committee before the purchase is made or this may not be reimbursed.
- (4) Management Committee members who are carrying out roles in events that would normally mean hiring in a professional for example Hosting, DJing, Sound Technician, Audio/Visual Work, photographer and recording etc may charge for their professional services but are then not entitled to any reimbursement for travel or food while they are charging for working at the event. The fee should be fair and must be agreed by at least two other members of the management committee excluding themselves and anyone involved with the same professional company. Management committee members may choose to provide their professional services without charge and this will be greatly appreciated by the organisation.

ALCOHOL AND DRUG POLICY

It is within the best interests of Oban Pride that committee members and volunteers are not involved in the process of taking or be under the influence of Alcohol or other controlled substances while 'on duty' at an Oban Pride meeting or Public Event.

'On Duty' refers to members of the committee and volunteers physically working or preparing to work with the public before or during an Oban Pride event, this is both to protect themselves and the public.

All 'On Duty' committee member and volunteers should have their Oban Pride Team t-shirts or rainbow sash on during their on duty time. We respectfully ask that committee members and volunteers are also not involved in the process of drinking alcohol or taking controlled substance during their allocated break times.

Oban Pride kindly asks that committee members and volunteers act in a responsible manner while 'Off Duty' at Oban Pride events as well as the public will know they are working with Oban Pride and any drunk and disorderly behaviour could reflect negatively on the organisation.

These Policies will be reviewed annually and were adapted by the committee on 13th March 2019. Present committee members were

Members of the committee joining after 13th March have read and agree to these Policies
