



# The Scottish Beekeepers' Association

The Scottish Beekeepers Association is a Scottish Charitable Incorporated Organisation, registered in Scotland, number SC009345.

## Safeguarding Policy and Guidelines

**Note: this document contains two pages**

### Introduction

This safeguarding policy provides a policy statement and guidelines for all members, covering the activities and events that take place within the Scottish Beekeepers' Association (SCIO) (the SBA).

### Policy Statement

It is the policy of the SBA to make every effort to safeguard its members from physical, sexual and emotional harm while participating in association events and activities. The SBA takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in SBA events and activities do so in a safe environment.

### Guidelines

All members, in whatever capacity they are carrying out SBA activities, have an obligation to avoid creating distressing situations between themselves and others with whom they come into contact in the course of their SBA activities. This obligation covers activities involving adults, and young people of any age. The trust required between SBA members or volunteers and participants is fundamental to the SBA's undertakings, and therefore should not be jeopardised. For this reason all SBA members working with others in the course of volunteering or carrying out their designated SBA responsibilities must follow these guidelines.

### Code of conduct

As an SBA member, volunteer or trustee you are expected to:

- respect everyone as an individual
- provide a good example of acceptable behaviour
- respect everyone's right to privacy
- show understanding when dealing with sensitive issues
- adhere to the SBA's safeguarding policy statement and guidelines

As an SBA member, volunteer or trustee you may not:

- permit abusive behaviour
- have inappropriate physical or verbal contact with others
- jump to conclusions or make assumptions about others without checking facts
- encourage inappropriate attention-seeking behaviour
- show favouritism to anyone
- make suggestive or inappropriate remarks or actions
- deliberately place yourself or others in a compromising situation

Other adults present

The Scottish Beekeepers' Association

[www.scottishbeekeepers.org.uk](http://www.scottishbeekeepers.org.uk)

[www.sbai.org.uk](http://www.sbai.org.uk)

Members, volunteers and trustees should avoid situations where they are alone with a young person under the age of 18, or a vulnerable adult. Ideally, the third person present should be an adult who knows the person concerned. This precaution protects all parties by removing a potential/any feeling of threat by an insecure participant, and by providing a witness if an accusation of improper behaviour is made.

#### Physical contact

Physical contact between an individual and the member, volunteer or trustee should be avoided. There are instances when it is necessary, e.g. to demonstrate a skill or activity, but such contact should remain impersonal so there is no risk of it being misinterpreted.

#### Appropriate language

Care should be taken about what is said, and the way it is said. Members, volunteers and trustees should avoid saying anything which could be interpreted as being aggressive, suggestive, or containing an innuendo.

#### Favouritism

Members, volunteers and trustees should avoid showing favouritism. There are times when people find it easier to relate to one person. However, singling them out can create a feeling of resentment from others in the group or organisation, or they can become the object of personal attack from others. Similarly, unrealistic expectations can be created, and the motive misunderstood.

#### Creating impressions

It is important that members, volunteers and trustees do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to all involved.

### **Support for members, volunteers and trustees**

The SBA endeavours to co-operate fully with any external organisations which have a concern for the safety of vulnerable people in society at risk from inappropriate behaviour and attitudes.

If you have any concern about a member of the SBA or someone involved in an SBA activity or event, please contact the President or another trustee.

### **PVG (Protecting Vulnerable Adults)**

The SBA will require those trustees, officers and those formally contracted with the SBA with particular responsibilities which involves working in an unsupervised capacity with children under 18 to be registered under the Government's Protecting Vulnerable Adults Scheme. The secretary of the SBA will administer the scheme for the SBA. The SBA will operate the PVG scheme for all those Affiliated Beekeeping Organisations in Scotland that request it. The SBA will encourage at least one member in each ABA to be registered with the scheme.