

# SCAN Safeguarding Policy 2025

## Contents

About SCAN.....	2
Safeguarding Statement .....	3
The purpose and scope of this policy statement.....	4
Legal Framework.....	4
Safeguarding Team .....	5
Safeguarding Categories .....	7
1. Children.....	7
2. Adults at risk .....	7
3. Service Users and Programme Participants .....	8
Safeguarding for All.....	8
What is Harassment? .....	9
Reporting a breach of the Safeguarding Policy.....	10
How we review our Safeguarding Policy .....	11

## About SCAN

### OUR VISION

Scottish Contemporary Art Network (SCAN)'s vision is of a Scotland where everyone has the right, and the opportunity, to experience the benefits of contemporary art.

### OUR PURPOSE

We connect, champion, and cultivate contemporary art. We create the capacity for change.

### OUR AMBITION

By 2033, artists, art workers and art organisations are supported in their aims, valued for their contribution, and resourced for change.

### OUR VALUES

- **We are collaborative** and work in partnership with members and others.
- **We are future-facing** and invest in ambition and change.
- **We are agile** and respond to current needs and emerging challenges.

### OUR CROSS CUTTING THEMES

Partnership, Advocacy and Leadership, Equity and Fair Work, Policy

## Safeguarding Statement

SCAN has a duty of care to all those who participate in its activities; to look after them and ensure their wellbeing, safety, and welfare.

Safeguarding is the action that an organisation takes to promote the welfare of children and 'adults at risk of harm' (referred to as 'adults at risk' throughout this document). This action is intended to protect them from harm and neglect, including physical, emotional, sexual and financial harm and neglect. SCAN's policy goes further and extends a commitment to safeguard all members of our community, specifically in relation to the activities that SCAN carries out.

SCAN is committed to providing safe spaces and activities that consider the physical and emotional wellbeing of participants, and promote equality, diversity, and inclusion.

SCAN aims to provide a safe and positive environment for everyone. Discrimination based on age, disability, gender identity, marriage or civil partnership status, pregnancy or parental status, race including skin colour, nationality, ethnic or national origin, religion or belief, sex, and sexual orientation is unacceptable and will not be tolerated. Additionally, SCAN will not tolerate discrimination based on accent, educational background, gender expression, hair texture and hairstyle, immigration status, language ability, markings and/or tattoos connected to spiritual rituals from pre-colonial cultural practices, neurodiversity, physical and mental health, size, and socio-economic status or background.

**SCAN recognises that bullying, harassment and victimisation is unlawful under the Equality Act 2010.**

## The purpose and scope of this policy statement

The purpose of this policy statement is:

- To protect adults at risk who receive SCAN's services or attend SCAN activities from harm.
- Outlines SCAN's policy of not working with children, those under 18 years of age.
- To provide staff and volunteers, as well as children and adults at risk and their families, with the overarching principles that guide our approach to safeguarding adults at risk.

This policy applies to all SCAN service users, programme participants, and anyone working for or on behalf of SCAN, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, freelance workers, agency staff or contractors, students, donors, sponsors and suppliers, interns, placements, artists, or anyone else working on behalf of SCAN. They will be referred to as 'SCAN Staff and Volunteers' throughout this document.

## Legal Framework

The following national legislative and policy initiatives inform our practice as appropriate:

- The Children (Scotland) Act 1995
- Adults with Incapacity (Scotland) Act 2000
- The Protection of Children (Scotland) Act 2003
- Getting it Right for Every Child 2005
- Charities and Trustee Investment (Scotland) Act 2005
- The Safeguarding Vulnerable Groups Act 2006
- The Adult Support and Protection (Scotland) Act 2007
- The Protection of Vulnerable Groups (Scotland) Act 2007
- The Equality Act 2010
- The Children and Young People (Scotland) Act 2014
- The Care Act 2014
- The Data Protection Act 2018
- Working Together to Safeguard Children 2018
- Creating Safety 2019 (Creative Scotland and Children in Scotland)

- Disclosure (Scotland) Act 2020
- The Children (Scotland) Act 2020
- National Guidance for Child Protection in Scotland 2021

**SCAN recognises the different types of harm:**

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

**Four Additional Types of Harm**

There are four additional types of harm that are not included in The Care Act, that are also relevant to safeguarding:

- Cyber Bullying
- Forced Marriage
- Mate Crime
- Radicalisation

**Safeguarding Team**

Alongside a Safeguarding Lead, SCAN has designated Executive and Trustee leads to take responsibility and oversight for safeguarding arrangements.

**Safeguarding Lead**

A Safeguarding Lead has been appointed from the SCAN team and for each public-facing event a Safeguarding Event Lead will be identified to the audience at the start.

The Safeguarding Lead’s role is to ensure that appropriate arrangements for keeping adults at risk, service users and programme participants safe are in place at SCAN. To always promote the safety and welfare of individuals involved in SCAN’s activities at all times. Appointment to this role is subject to satisfactory vetting and barring checks.

**Safeguarding Lead’s Duties and responsibilities**

1. Take a lead role in developing, reviewing, and implementing SCAN’s safeguarding policies and procedures.
2. Ensure all safeguarding issues are responded to appropriately.
3. Make sure that everyone working or volunteering with SCAN, including the Board of Trustees, understands the safeguarding policy and procedures and knows what to do if they have concerns about an individual’s welfare.
4. Make sure service users and programme participants who are involved in activities at SCAN know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has safeguarding concerns at SCAN.
6. Lead on, and follow, reporting a breach of the Safeguarding Policy process.
7. Report regularly to the Board of Trustees on issues relating to safeguarding.
8. Be familiar with issues relating to safeguarding and abuse, and keep up to date with new developments in this area.
9. Attend regular training in issues relevant to safeguarding and share knowledge from that training with relevant SCAN Team and Volunteers.

**Safeguarding Team Contacts**

<b>Safeguarding Team Lead</b>	<b>Director</b>	<b>Safeguarding Board Lead</b>
<p><b>Name:</b> Shireen Taylor</p> <p><b>Title:</b> Finance and Development Lead</p> <p><b>Email:</b> shireen@sca-net.org</p>	<p><b>Name:</b> Veronique AA Lapeyre</p> <p><b>Title:</b> Director</p> <p><b>Email:</b> veronique@sca-net.org</p>	<p><b>Name:</b> Jenny Crowe</p> <p><b>Title:</b> Chair, SCAN Board</p> <p><b>Email:</b> chair@sca-net.org</p>



## Safeguarding Categories

### 1. Children

SCAN's service users are exclusively adults (individuals over the age of 16) and the SCAN programme of activity is intended for adults only. Therefore, this policy does not include a section on Safeguarding children as it is not relevant to SCAN's activities.

### 2. Adults at risk

**SCAN defines an adult at risk as an adult (aged 16 years and over) who:**

- Is unable to safeguard their own wellbeing, property, rights or other interests.
- Has needs for additional care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or is at risk of, harm, abuse, or neglect.
- Is more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

**SCAN believes that:**

- Adults at risk should never experience abuse of any kind.
- The organisation has a responsibility to promote the welfare of all adults at risk, to keep them safe and to practise in a way that protects them.

**SCAN recognises that:**

- The welfare of adults at risk is paramount in all the work it does and in all the decisions it takes.
- Working in partnership with adults at risk, their carers and other agencies is essential in promoting their welfare.
- All adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some adults at risk are additionally vulnerable due to their specific circumstance and experience.

- Extra safeguards may be needed to keep adults at risk who are additionally vulnerable safe from abuse.

### 3. Service Users and Programme Participants

SCAN's service users and programme participants are defined as those who attend in-person and online events, workshops, conferences and courses hosted by SCAN or hosted in partnership with other organisations. Individuals who may meet with SCAN in-person or online, and individuals who take part in our short-to-long-term programmes of activities. This includes our members and member-only activities.

## Safeguarding for All

**We will seek to keep all SCAN participants safe by:**

- Creating a culture in which people feel valued, safe, and heard.
- Valuing, listening to and respecting all SCAN service users and participants.
- Adopting safeguarding best practice through policies, procedures and code of conduct for staff and volunteers.
- Risk assessing every public or member engagement in advance, including liaising with partners and workshop leaders.
- Ensuring participants and SCAN team and volunteers can raise any issues or concerns with the designated Safeguarding Officer in the first instance.
- Ensuring that all SCAN staff and volunteers are aware of their safeguarding duties and have support and confidence in implementing these approaches.
- Providing effective management and supervision for all SCAN staff and volunteers.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](https://ico.org.uk/for-organisations)]
- Ensuring concerns, accusations, and incidents are dealt with, recorded, and reported appropriately, with clear reporting procedures as described below.
- Using complaints procedures to manage allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and using [Dignity at Work](#) policy and procedure to deal effectively with any bullying that does arise.
- Ensuring that effective complaints and whistleblowing measures are in place.

- Ensuring that SCAN provides a safe physical environment for adults at risk and staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring that all policies and procedures are regularly reviewed and kept up to date and reflect SCAN's commitment to safeguarding.
- Using content warnings for SCAN's programme within event descriptors and signage.

**We will specifically seek to keep adults at risk safe by:**

- Providing training for SCAN staff and volunteers who work with adults at risk.
- Following safe recruitment procedures for roles that involve work or regular contact with adults at risk.

## What is Harassment?

Discrimination, bullying, harassment, or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated. We recognise that bullying, harassment, discrimination and victimisation is unlawful under the Equality Act 2010.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate, or injure the recipient.

Personal harassment takes many forms, ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour, and actual physical abuse. For the purposes of this policy, it also includes bullying.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance and/or by creating a stressful, intimidating, and unpleasant working environment.

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

**Harassment includes, but is not limited to:**

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

Gratuitous sexualized images, activities, or other material will not be tolerated. Programme participants should not create or enable a sexualized environment, and advice should be taken from the SCAN team before any content of a sexual nature is used in an event.

## Reporting a breach of the Safeguarding Policy

### Raising an Alert

- **Service Users and Programme Participants:** If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible to the identified Safeguarding Lead, or a member of the SCAN team that you feel confident discussing it with.
- **SCAN Team and Volunteers:** If anyone becomes aware of concerns of abuse, neglect or a breach of the Safeguarding Policy, they must report those concerns to the Safeguarding Team as soon as possible.

## What happens next?

- **Duty to enquire stage:** SCAN will make enquiries, or require another organisation to do so, whenever abuse, neglect or breach of the Safeguarding Policy are suspected.
- **Assessment stage:** After further information is gathered, SCAN will undertake a further risk assessment and liaise with the relevant authorities.
- **Decision making stage:** SCAN will decide if the referral is appropriate, should the safeguarding enquiry proceed, and appropriate alternative action if it does not.
- **Strategy discussion:** If the safeguarding enquiry proceeds, a plan will be created with partners and relevant authorities. Minutes will be documented.
- **Investigation stage:** Co-ordinating the collection of information about abuse or neglect that has occurred or might occur. This may include a criminal or disciplinary investigation. A report will be produced.
- **Case Conference:** Co-ordinating a multi-partner and relevant authorities' response to the risk of abuse that has been identified, and the Safeguarding Plan is actioned.
- **Review:** Check if the agreed actions in the Safeguarding Plan have been carried out. The frequency of the review should be decided based on the situation and level of risk. Learnings to be implemented into Policy, Project Plans and relevant supporting documents.

## How we review our Safeguarding Policy

This policy is reviewed annually and in line with the following policies:

[Event Code of Conduct](#)

[Member Code of Conduct](#)

[Fair Work Policy](#)

[Dignity at Work](#)

[Equality, Diversity and Inclusion](#)

[Complaints Policy](#)

[Privacy Policy](#)

This policy reviewed July 2025

Next review scheduled July 2026