**Policy Documents**

APPROPRIATE CONTENT GUIDELINES

One of the most important tenets of being a professional storyteller is to be able to always deliver sessions that are appropriate to the audience.

This means that the subject of the story, the language used (both in terms of spoken word and body language) and the way the storyteller is dressed need to be appropriate to the age range of the audience.

There are also a number of principles to keep in mind always, whatever the audience, when performing in public, at the Scottish Storytelling Centre or elsewhere:

Stories, comments and puns that ridicule or diminish in any way people or groups on the basis of their ethnicity, belief or sexual orientation are never appropriate and should be avoided.

Although the use of swearwords might be acceptable under certain circumstances and with certain audiences, it is recommended that swearwords are used as little as possible and limited to those that are perceived as less strong. If in doubt always check with a member of staff if you are planning on using swearwords in your performance.

Policy for Directory Members and Apprentices on Harassment and Bullying

Members of the Scottish Storytelling Directory occupy a unique and privileged position in a long chain of custodians, advocates, shapers and teachers of intangible cultural heritage that stretches back across previous generations and forward into future generations. Being a member of this community brings with it responsibilities to the rich traditions of intangible cultural heritage, to the Scottish Storytelling Forum, to members of the public and to other members of the storytelling community. This document outlines the commitment the SSF makes to Directory Storytellers and Apprentices and what the SSF expects from you.

Our Commitment to Directory Members and Apprentices

* Provide transparent processes by which membership in the Directory will be confirmed or, if necessary, revoked
* Offer regular development opportunities at appropriate levels for Directory Members and aspiring members
* Maintain a public-facing list of Directory Members
* Represent the interests of the storytelling community in interactions with policy-makers, funders and other stakeholders
* Develop audiences for storytelling
* Respect all Directory Members, Apprentices, and Scottish Storytelling Forum Members and listen to what you have to say about Forum business
* Encourage a positive atmosphere amongst Directory Members, Apprentices, and Scottish Storytelling Forum Members to facilitate cooperation and collaboration. Harassment, sexual harassment, bullying and discrimination will not be tolerated
* Listen to and act on your concerns if expectations aren't met (See Complaints Procedure)

 Directory Members and Apprentices:

* Maintain your membership in good standing in the Scottish Storytelling Forum
* Commit to our aims and values and be a positive advocate for storytelling in Scotland (see the SSF Vision Statement)
* Where members have greater levels of influence within peer groups and in relation to other SSF members such as, but not limited to, apprentices, other learners or early career storytellers, they have a responsibility to ensure that they do not exploit their position
* Where members are in a unique position within lineages of tradition and hold or bear a significant heritage of intangible culture they have a responsibility to ensure that they do not use this position to exploit other people.
* Aim for high standards of creativity, reliability and quality in your work as a storyteller; giving the best of your skills and abilities
* Treat everyone you come into contact with through your role with dignity and respect, understanding that no form of harassment, sexual harassment, bullying or discrimination will be tolerated. This includes but is not limited to your interactions with members of the public, TRACS staff, other Directory members and apprentices.
* Support and act in accordance with our organisational policies, guidelines, and procedures - including all aspects of equal opportunities, health and safety, finance, data protection, safeguarding and use of Directory status (where relevant) - and to ask if something isn't clear
* Ensure that you keep the Storytelling Development Officer updated on any changes in your personal and/or professional details
* Always consider and protect the Scottish storytelling community’s reputation in your actions and conduct, acting responsibly and within the law
* Be accountable for your behaviour and actions and be open to receiving feedback

**Further Information:**

Harassment is defined as unreciprocated and unwelcome comments or actions which are considered objectionable by the recipient. The policy encompasses harassment with regard to gender, race, sexuality, disability, religion or age. The three main forms of harassment are: sexual, racial and disability. Types of behaviour this policy seeks to prevent include but are not limited to:

* unwelcome sexual remarks, jokes, behaviour or verbal abuse
* unwanted physical contact
* the display of pornographic images
* behaviour which ridicules an individual because of their sexuality
* racially derogatory remarks or racist jokes
* the display of racially offensive material
* unfair treatment on racial grounds
* ridiculing or demeaning behavior focused towards people because of their age
* jokes about disability or disabled people
* patronising or belittling people on the basis of their disability
* discriminatory behavior which fails to acknowledge the rights and needs of people with different religious beliefs and practices
* use of social networking sites as a form of harassment

Bullying is defined as persistent actions, criticism or personal abuse, which humiliates, intimidates or undermines the individual involved. Bullying can involve a person in a position of influence or having a special role in the custodianship of a tradition abusing their power and bullying those with less power or an individual bullying a peer or a group of people picking on one individual. Bullying can take varying forms including (but not limited to):

* severe verbal abuse
* intimidating or aggressive behavior
* excessive teasing or humiliation
* unfair and excessive criticism, possibly in front of peers
* isolating or openly ignoring someone
* physical assault
* taking credit for others’ initiatives and achievements
* sending abusive or intimidating messages by e-mail or other electronic means

As with harassment, bullying is defined largely by the impact of the behavior on the recipient, not its intention.

Procedure to Deal with Complaints for Directory Members and Apprentices on Harassment and Bullying

Goals:

• hear the complaint and where appropriate seek redress for complainant

• restore equilibrium of SSF organisation

• protect other people from being subject to behavior contravening the policy on harassment and bullying

SSF Complaints Sub-committee (3 people): SSF Chair + SSF Vice-chair + Someone from outside the SSF with mediation expertise.

The procedure for hearing and dealing with complaints can involve all or a subset of the following actions:

1) Complainant engages in informal communication with the Chair of the SSF (or another member of the Complaints sub-committee).

2) Complainant puts the complaint in writing and sends it to the Chair of the SSF (or another member of the Complaints sub-committee).

3) Chair (or one of the other sub-committee members) meets with the complainant to discuss the complaint and what the complainant wishes to see emerge from the complaints process.

4) SSF complaints sub-committee meets to discuss the case and consider courses of action.

Possible courses of action include:

• Meeting with the person(s) named by the complainant in person or by phone

• Sending a warning letter

• Holding a mediation session between parties

• In the most extreme situation, the person(s) named may be de-registered from the Directory and expelled from the SSF

Note: There is a separate and clearly defined procedure for dealing with situations involving vulnerable persons, which will take priority over this procedure when relevant.