



CONTEMPORARY
DRAMATIC WRITING
COMEDY MUSIC THEATRE
01 - 09 MAY 2026
DUNSPLAYFEST.ORG.UK

POLICY FRAMEWORK

This document contains the policies and procedures as approved by the Board of Trustees of DunsPlayFest in their Special General Meeting on 24 November 2025 and subject to review in November 2026.

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SCOPE

DunsPlayFest (DPF) is an annual arts Festival held in the Scottish Borders town of Duns. The Festival takes place primarily at the Volunteer Hall in Duns and is led by a freelance Festival Producer and managed by a group of volunteers. Additional freelance staff are contracted on a short-term basis to bring specific expertise to the delivery of the Festival.

DunsPlayFest is a Scottish Charitable Incorporated Organisation (SCIO) and the Festival's governance and delivery is overseen by the Board of Trustees.

These policies apply to all members (Trustees), freelance staff, performers and volunteers, and anyone working on behalf of DunsPlayFest.

CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS SAFEGUARDING POLICY

This document provides the guidelines for all workers to keep themselves and the vulnerable people they work with safe.

The DunsPlayFest Trustees will review and update the Safeguarding Policy on an annual basis, or at any time deemed necessary, or when there is a change in the law.

All Trustees, Staff and Volunteers receive regular safeguarding training in line with guidance from OSCR. They are also issued with a copy of the latest guidance (currently OSCR 2019-01-23-latest-safeguarding).

DunsPlayFest will ensure that all Staff members that are working directly with young or vulnerable people will be members of the PVG (Protecting Vulnerable Groups) scheme, with a current certificate. There will be at least one PVG scheme member of staff available throughout the festival.

DunsPlayFest has applied for registration with Volunteer Scotland.

1. Definitions

Child: A young person under the age of 18.

Vulnerable Adult: A person aged 16 years or over who is unable to safeguard themselves, their property and their rights. They may be in need of community care services by reason of mental or other disability, age or illness or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

Disclosure: A person states they have been or are being abused by another.

Allegation: A member of staff or volunteer working with children or vulnerable adults is accused of committing an abuse

Abuse:

- A violation of an individual's human and civil rights by any other person.
- May consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which he or she has not consented or cannot consent.
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of the person subject to it.

The DPF has adopted the definition vulnerable people by which we mean children and vulnerable (or protected) adults.

- A child is anyone under 18 years of age.
- A vulnerable adult is anyone over 16 years of age who is unable to safeguard themselves, their property and their rights

While the policy is more specifically aimed at working with young people under the age of 18, it should also inform practice when working with vulnerable adults.

Trustee Designated Safeguarding Lead: Angela Georgeson

2. Legal framework and national guidance

This policy has been drawn up on the basis of law and guidance that seeks to protect young children and vulnerable adults, as listed in Appendix 2.

This policy should also be read in conjunction with the organisation's Equal Opportunities Policy and Health & Safety Policy.

DunsPlayFest believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote and safeguard the welfare of all vulnerable people and we are committed to practising in a way that protects them from harm and keeps them safe.

The purpose of this policy:

- To protect vulnerable people taking part in our activities or receiving our services
- To provide our members and volunteers with the principles that guide our approach to protection for children and young people.
- To make sure that those working and volunteering for DunsPlayFest are able to raise concerns and have them dealt with in an appropriate way
- To promote and create a culture in which staff and volunteers can work effectively.

DunsPlayfest believes that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members and volunteers should be clear on how to respond appropriately

DunsPlayFest will seek to safeguard vulnerable people by:

- Valuing them, listening to and respecting them.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made and training received.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and open communication.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance

3. Code of behaviour

This code outlines what is expected of all Trustees, staff and volunteers working for DunsPlayFest as well as anyone working in partnership with us or on our behalf. The purpose of this code:

- To protect children, young people and vulnerable adults from harm
- Help staff and volunteers maintain the standard of behaviour we expect.

Safeguarding is a key governance priority for DunsPlayfest trustees.

The role of staff and volunteers:

All staff and volunteers working for DunsPlayFest are acting in a position of trust and are expected to behave in an appropriate manner at all times.

Staff and volunteers should:

Operate within DunsPlayFest's policies and procedures including the Safeguarding guidelines:

- Treat everyone fairly, with respect, dignity and as an individual
- Engage with children and young people in a meaningful way, valuing their contribution
- Ensure that contact with children and young people is appropriate and relevant to DunsPlayFest's work
- Ensure that language used is appropriate and not offensive or discriminatory
- Be aware of any additional vulnerabilities that some children, young people or communities may face
- Respect children and young people's right to privacy
- Ensure that activities are run as safely as possible with risks minimised
- Where possible, try to ensure there is more than one adult present during activities
- Understand when physical contact is appropriate and be aware that physical contact can be interpreted
- Challenge unacceptable behaviour and report any concerns or allegations
- If concerns have been raised, record these

Staff and volunteers should not:

- Ignore or trivialise any concerns
- Promise confidentiality to a child or a young person
- Develop inappropriate relationships with children, young people or their families
- Provide personal contact details or engage on line activity outside DPF's policy
- Make sarcastic, offensive or sexually suggestive remarks or gestures directly to or in front of, children and young people
- Conduct a sexual relationship with a young person
- Act in a way that could be perceived as threatening or intrusive
- Allow bullying to take place without challenge
- Take unnecessary risks when assessment or policy suggest a different approach

4. Safeguarding Procedure

DunsPlayFest will respond to suspicions or allegations of abuse following any low risk disclosure or initial concern of abuse:

- Staff/volunteers will offer support and guidance to the young person and ensure their current safety.
- Staff/volunteers will record incidents and make the necessary agencies aware of any potential for concern.
- If unsure about anything to do with child or adult safeguarding seek advice by contacting Social Work Services via Scottish Borders Council on 01896 662787 (office hours) OR 01896 752111 (out of hours)

If a child or young person tells you about abuse by someone else:

- Stay calm, do not be shocked, and try to act normally
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance; assure them that you believe what they say
- Explain that you cannot keep it a secret and that you will speak to a member of the DPF Safeguarding Trustee about it. Never promise a child that you will keep it a secret
- Report the matter as detailed above

If you receive an allegation of abuse about any other DunsPlayFest worker, or about yourself:

- Immediately inform DunsPlayFest designated Safeguarding Trustee or Chairperson and keep a written record of all the facts as you know them
- Try to ensure that no one is placed in a position which could lead to further compromise

CONTACT DETAILS

- Designated Trustee for Safeguarding: Angela Georgeson 07811 549 403
- Chair of Trustees: Karen Thomas 07920 760 601
- Scottish Borders Social Work Services 01896 662 787
- Out of hours social work services 01896 752111
- NSPCC Helpline 0808 800 5000

APPENDIX 2 - LEGAL FRAMEWORK AND NATIONAL GUIDANCE

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- United Convention on the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual offences (Scotland) Act 2009
- Protection of Vulnerable Groups (Scotland) Act 2007 • Adoption and Children (Scotland) Act 2007
- Children's Hearings (Scotland) Act 2011
- Digital Economy Act 2017
- Children and Families Act 2014
- National Guidance for Child Protection in Scotland • Getting it Right for Every Child (GIRFEC)
- The Early Years Framework
- Creative Scotland: Creating Safety, 2019
- OSCR Safeguarding Policy, 2018
- Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)

EQUAL OPPORTUNITIES POLICY

As part of the purpose of DunsPlayfest we promote equality, diversity and inclusion. DPF is committed to being a successful, caring and welcoming place for all.

We want to create a supportive and inclusive environment where people can reach their full potential, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered, and the diversity of people's backgrounds and circumstances will be positively valued.

DunsPlayfest does not support any of its people that unlawfully discriminate against or harass or victimise. The aim is for our organisation to be truly representative of all sections of society and for each individual to feel respected and able to give their best.

DunsPlayFest does not discriminate either directly or indirectly on the grounds of any of the protected characteristics set out in the Equalities Act 2010. These grounds are:

- Age
- Gender reassignment
- Disability
- Marital or civil partner status, pregnancy or maternity
- Race, colour, nationality ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

1. Our Commitments

DunsPlayFest commits to:

- 1.1. Encourage equality, diversity and inclusion
- 1.2. Treat people the same way whatever their background or social situation, making sure that everyone has an equal opportunity to take advantage of whatever activity or service DunsPlayFest has to offer
- 1.3. Create an environment free of bullying, harassment, victimisation and unlawful discrimination
- 1.4. Promote dignity and respect for all
- 1.5. Recognise and value individual differences and the contributions of all.
- 1.6. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination in the course of the organisation's activities.
- 1.7. Make opportunities for relevant training, development and progress available, to help and encourage our people to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

2. Implementation

- 2.1. It is everybody's responsibility to make sure this policy is implemented. We acknowledge that discrimination exists and are trying to eliminate it in our organisation and those we work with and for.
- 2.2. Trustees should understand they, as well as DunsPlayFest, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination
- 2.3. In implementing this policy, DunsPlayFest will
 - 2.3.1. Review practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
 - 2.3.2. Monitor how well the aims and commitments set out in this policy are being met as part of festival evaluation.

3. legal framework

Equal opportunities affect employment, and are also relevant to the provision of goods, services, activities, education and training, facilities and all other benefits provided in relation to staff, performers, audience members and other members of the public. This policy does not cover the employment aspects of the legislation.

Further information can be found in the Appendix.

4. More information

- Scottish Borders Council Equality and Diversity Officer (01835 824 000)
- Equality and Human Rights Commission (0808 800 0082) (<https://www.equalityhumanrights.com/en>). The latter produces specific guidance for theatre venues too (<https://www.equalityhumanrights.com/en/advice-and-guidance/equality-law-theatres-and-other-entertainment-venues>).
- OSCR produce guidance <https://www.oscr.org.uk/media/1395/2014-12-02-charities-and-the-equality-act-2010.pdf>
- The Arts Councils also produce information about the creative case for diversity, and funding details. creativescotland.com

APPENDIX Equality Act 2010

The Act deals with equal access to employment, goods and services. It is therefore relevant not just to businesses, but also to societies and other community groups. The Act refers to Codes of Practice and guidance published by the Equality and Human Rights Commission. A failure to follow those Codes of Practice may be taken into account if a discrimination case is brought against a society.

The Act sets out protection against direct and indirect discrimination, victimisation and harassment. This means it is unlawful to treat a person with a protected characteristic less favourably than someone who does not, if that treatment is not a proportionate means of achieving a legitimate aim. Please refer to guidance on what would be considered 'proportionate means' and 'legitimate aims'.

It also means that it is unlawful to use a provision, criterion or practice which might be applied to everyone equally, but causes people with a protected characteristic to be at a disadvantage.

Protection from Harassment Act 1997

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under this Act is not limited to harassment under the protected characteristics – is a criminal offence.

FAIR WORK POLICY

Fair work can be defined as work that offers effective voice, opportunity, security, fulfilment and respect.

DunsPlayFest believes people working in the performing arts sector should have fair access to opportunities, be treated with respect and be paid fairly for the work that they do.

We want to help create the conditions for more opportunities for people to work in and progress their careers in the performing arts sector.

DunsPlayFest are mindful of the common global standards for Fair Work set by the International Labour Organisation since 1999 through the Decent Work Agenda, and the United Nations' Sustainable Development Goal 8 "promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all".

DunsPlayFest is committed to

- Respect for all staff, volunteers and those working with us
- Providing a safe workplace
- Paying a living wage - following the guidelines of the Independent Theatre Council (<https://www.itc-arts.org/rates-of-pay/>)
- Celebrating diversity
- Investing in workforce development
- Equality of opportunity
- Promoting advancement and career progression
- Flexible and family-friendly working practices
- Seeking feedback from those involved in the festival in whatever capacity
- Avoiding zero hours contracts

Pay and conditions

Living Wage: From 01 July 2023, all recipients of public sector grants will be required to pay all staff at least the Real Living Wage and provide effective workers' voice as a minimum standard as part of the Bute House Agreement and the Scottish Government's commitment to becoming a Fair Work Nation by 2025.

DunsPlayFest are working towards honouring the Scottish Government pledges of

- Real Living Wage (currently set at £13.45/hour)
- no zero hours contracts
- workforce engagement
- balanced workforce
- invest in youth
- innovation

- internationalisation
- community
- prompt payment.

The Working Time Regulations 1998 provide the structure for ensuring that workers (trustees, paid staff, interns, volunteers) receive sufficient rest periods away from work. It applies equally to all workers.

Where appropriate we take a flexible approach to working hours and may ask people to work additional hours during the festival.

DunsPlayFest takes its obligations under the Regulations seriously so arranges its operations to ensure that staff and crew are able to take regular breaks and do not work excessive hours*.

**Adult staff are entitled to at least 11 consecutive hours' rest in every 24-hour period. Those under the age of 18 years are entitled to at least 12 consecutive hours' rest in every 24-hour period. Staff of all ages are entitled to at least 24 hours' uninterrupted rest in each seven-day period, which may be provided as one single 48-hour uninterrupted rest period in each 14-day period.*

DunsPlayFest provides Rest Breaks** in compliance with these regulations.

***Where working hours are more than six, workers are entitled to a rest break of minimum 20 minutes away from their workstation. Those under the age of 18 years are entitled to a break of at least 30 minutes if the working day extends to more than 4.5 hours.*

HEALTH AND SAFETY POLICY

DunsPlayFest is responsible for ensuring that health and safety is protected in all activities in the Festival period for all those involved.

DunsPlayfest is operating from hired venues with their own H&S policies and has subcontracted technical, sound & lighting; which are expected to have detailed H&S policies. Similarly, professional theatre companies taking part in DunsPlayFest will also have their own established policies. These policies should be approved and any conflicts resolved by DPF prior to the event. Performers or groups without formal H&S policies should familiarise themselves with those of the venue and our Sound and Light Technicians and the further guidance below.

Health & Safety Responsibility

It is important for everyone to have due regard to the H&S of themselves and others. Ultimate responsibility rests with DunsPlayFest. During the festival, the Festival Producer has operational oversight and responsibility for H&S for the stage and back-stage areas. Front of house H&S is covered by the venue H&S policy with the Front of House Manager taking responsibility.

All performers, crew and volunteers helping with the festival should be able to identify the Festival Producer and abide by their decisions and instructions.

It is the responsibility of directors of individual performances to clear any special risk assessments concerning their act with the Festival Producer in good time prior to performance. The Festival Producer retains the right of veto.

All staff, crew and volunteers are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following our safety rules, they will help DPF comply with their legal duties and contribute to the safe running of the venue(s). In particular:

- To use equipment appropriately
- Not to tamper with equipment in a way which might compromise health and safety
- Not to use any equipment without having the appropriate training
- To report risks promptly including if any equipment is damaged or unfit for purpose in any way
- Identify and remove hazards where possible. If it is not possible to remove a hazard to display signage of the nature of the hazard and the precautions to be taken.

All individuals have the responsibility:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others affected by what we do or fail to do

- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate so that we as individuals and our organisation can fulfil our legal duties e.g., comply with our safety rules
- To report any hazardous defects in plants and equipment, or shortcomings in the existing safety arrangements, to the Festival Producer or Trustee without delay
- To set a good personal example in relation to health and safety

First aid personnel have the responsibility to:

- Administer First Aid in accordance with the current legislation and approved code of practice
- Record all accidents that are reported to them in the Accident Book
- Check the location and stock of first aid boxes when necessary

Festival staff have the responsibility to ensure that all volunteers working front of house understand the fire safety and evacuation procedure.

Accident Book

Duns Play Fest will keep an accident book to record both accidents and any near misses in addition to any accident books that are kept by other organisations involved in the festival. This is important to allow lessons to be learned for future festivals.

NOTE

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital.

FINANCE AND RESERVES POLICY

The purpose of this Policy is to establish and regularise robust financial procedures, covering cash handling, receipts and expenditure and reserves.

1. Financial objectives

The financial objectives for DPF include ensuring a positive cash flow from trading operations each year and being financially sustainable for each income stream.

The financial strategy is based on core products and services, that are broadly classified into two categories:

- Performance arts and festival delivery
- Training and development including internship

While we will initially seek grants and investments for both areas of the business, we will continue to seek to change our current balance of earned funds vs grant funds to be more sustainable and to be able to cope with external factors efficiently.

Income is earned from

- Festival income - including ticket sales, catering and one-off donations
- Sponsorship - including business donations, advertising revenue and friends scheme income
- Grants from public bodies (such as Creative Scotland), Trusts (such as local windfarms) and Foundations (such as Hugh Fraser Foundation)

We appreciate that there is a potential conflict between our need to charge and our public's capacity to pay. Striking the right balance is important to the success of the festival. Individual issues relating to ability to pay can be resolved at the discretion of Trustees and Board if necessary.

2. General

Our financial year end is the 31st July each year.

Fully accrued accounts are prepared by the Treasurer and Finance Officer, inspected by an independent examiner and presented to the Board for approval, usually within 6 months.

Formal annual accounts are prepared for the Annual Report and presented at the AGM by the Treasurer. The AGM will normally be held within 9 months of the year end.

The Treasurer is also responsible for submitting the accounts to OSCR and to HMRC for assessment of any corporation tax due.

Management accounts are submitted to the Board of Trustees on a quarterly basis. Summary financial reports are submitted to the Operational Group on request

Independent inspector: Jim McDevitt

3. Roles and responsibilities

Good financial management is a responsibility of all Trustees. Specifically, much of the day-to-day work and responsibility are allocated as follows:

Treasurer	Setting, monitoring and reviewing budgets; pricing; cashflow and grant applications/expenditure and submitting regular management accounts to the Board. Bank reconciliation. Preparing end-of-year accounts and liaising with independent examiner. Preparation and maintenance of financial policies and procedures.
Finance Officer	Receipts and payments; invoicing; processing transactions; maintaining documentation and filing; assisting the Treasurer.
Producer	Monitoring and reviewing budgets; assisting with grant applications; negotiating costs; pricing
Board of Trustees	Reviewing and approving budget; monitoring budget; authorising payments over £500; inspection of accounts; financial policies and procedures; costing. level of reserves. Pricing. Approval of annual accounts

Note that any 2 signatories are required to authorise bank payments. At least one of these should be a designated Trustee.

See separate Conflict of Interest policy and register.

4. Budgetary control and monitoring

The annual budget for DPF and general expenses will be prepared by the Treasurer and Festival Producer in August of each year and submitted to the Board for approval.

Operations committees (catering, marketing etc) should jointly agree their pricing policy and operations budget with the Festival Producer within the constraints of the overall budget.

Budgets and applications for grant-funded projects should be prepared by the Treasurer assisted by the Festival Producer.

Purchases of up to £500 can be authorised by the Treasurer or Festival Producer; Items or work over this should be approved by 2 trustees from the Board.

Three quotes are typically required for purchases over £1000.

The Treasurer is responsible for highlighting variance to budget to the Board, who. will decide on what actions to take to either amend the budget in the light of new information or to bring the costs back in line with the budget.

New projects should be proposed and agreed in advance. A budget for each project should be prepared, together with a review of the related tangible and intangible benefits. If further approval is required, due to the length, complexity or risk associated with the project, presented to the Board of Trustees. Trustees will consider both event profitability and the degree to which it furthers the aims of the organisation.

5. Income

Pricing

Ticket prices Ticket prices are reviewed annually by the Treasurer and Festival Producer and are subject to approval by the Board. Ticket prices should be in line with other venues holding similar events. It is not our policy to issue refunds for unused tickets.

Advertising and Sponsorship Pricing is reviewed annually by the Operations Committee

Fundraising Whilst a target profit margin should be set out in advance of any new initiative, Trustees may undertake activities which are loss leaders or proof of concept.

Invoicing

The Finance Officer is responsible for invoicing using standard templates. Any disputes should be addressed quickly and referred to the Treasurer.

Terms Our terms are payment within 14 days of invoice date. Statements are issued at the month end following any non-payment of invoices.

Grants

Grant applications should be a collaborative process between operational and finance staff.

A schedule of expected (stage) payments should also be prepared to allow the Finance Officer to monitor and report on payment or non-payment against claims.

Donations and Legacies

Note that due diligence on acceptance of larger donations is included at the end of this policy document.

The Chair will manage any legacy administration.

6. Controls on expenditure

Procurement, estimates and tendering

The more costly the purchase the more research is required before the purchase is made. Comparing suppliers will ensure value for money. Selection of supplier is based on the balance between cost, quality and time with due regard to our environmental policy and details should be recorded.

When it is not possible to obtain 3 quotes, for example for specialised work, the supplier should be selected on the basis of recommendations or past experience for this type of work.

Note particularly any specific requirements for tendering for grant-aided work.

Orders and purchases

Orders of items over £500 should be approved by at least 2 Trustees. 3 quotes should be obtained for items over £1000.

Trustee and staff expenses should be checked and authorised by 2 different signatories.

Performer invoices and payment

Creative artists are asked to submit their invoice as soon as possible after the performance. The Festival Producer receives and checks the invoice against their contract and forwards it to the Treasurer and Finance officer for payment.

When payments have been made, the receipts and invoices are marked with the date of payment and filed by date. The Finance Officer will usually set up payments, with a second authorisation by a designated trustee. It is our policy to pay all artists on or before the due date.

Smaller Purchases/Online Orders

The Treasurer, Festival Producer and Finance Officer can arrange small payments via Paypal, without a second authoriser, with the proviso that significant purchases costing over £500 need prior approval.

Purchases should be checked against budget and reported to the Finance Officer.

When making payment, as well as being confident that there are sufficient funds to cover the purchase in the bank, you need to know:

- that the purchase is in line with budget
- that the goods/services on the invoice were actually ordered
- that what was received matches what's being invoiced (and the quality was satisfactory)

Purchase of unauthorised items should be avoided if at all possible.

Occasional purchases online should be made where possible using DPF Paypal or debit card to avoid the delay of expense claims.

Debit Cards have been approved for use by the Board of Trustees but have not yet been secured.

7. Banking

Each payment must be authorised by 2 signatories, one of whom must be a Trustee. Cheques are used infrequently but should always be completed in full before signing.

Setting up standing orders and direct debits also requires two signatories. Each bank and cash account should be reconciled monthly by the Treasurer, assisted by the Finance Officer.

The Board of Trustees are responsible for recommending any changes to banking arrangements including:

- opening and closing accounts
- change of signatories on the account
- numbers of signatories required to make payments
- issue of debit cards
- access to online banking

Bank accounts should only be used for the organisation's business, and only duly authorised officials of the organisation can open or close bank accounts in its name.

8. Cash handling

Cash receipts at the end of each day should be locked in the Safe at the Volunteer Hall by arrangement with AHFD. Loss of cash up to £3000 is covered by AHFD Insurance with Keegan & Pennykid.

Floats/Cash receipts

The daily float will be recorded on a printed A4 sheet (float sheet) with a table for cash balancing at the end of the event. This will be placed inside the float tin. Two people will initial the printed sheet to confirm the float total at the start of the day.

Small items purchased for cash (e.g. stationery, catering) should be noted on the float sheet and all receipts kept in the cash tin. Transfers from cash should be accurately recorded. Cash may not be taken out without a receipt or voucher to explain it.

At the end of the day, the cash takings should be recorded on the float sheet and all monies counted and entered onto the float sheet and signed off by the trustee/staff in charge and the volunteer counting the money. .

At large events when takings exceed £500.00 the float sheet should record that deposits to the safe (through the letter box at the top of the safe) of £500.00 have taken place.

Banking cash

Cash should be paid into the bank or post office as soon as possible after each day. The amount paid in should tally with the profit amount recorded on the float sheet. The event date and description should be noted on the stub of the paying-in book.

Reimbursement of expenses

Receipts for authorised items can be submitted to the Finance Officer at any time. Expenses will be reimbursed by online payment authorised by two signatories.

Requests for reimbursement of necessary expenses incurred by volunteers, staff or Trustees in their normal duties should be submitted as soon after they are incurred as possible. Claims should be sent to the Finance Officer, accompanied by receipts.

9. Reserves

In summary we hold reserves:

- to fund working capital
- to fund unexpected expenditure, for example when projects over-run or unplanned events occur
- to fund shortfalls in income, when income does not reach expected levels.
- protect against uncertain future income streams
- allow speedy response to unexpected opportunities that further the mission of DunsPlayFest
- provide the capital to finance staffing and operations during the festival planning phase

A risk-based approach is used to calculate an optimal amount of reserves that looks at reliability of income, costs for re-organisation of activities, and specific liabilities. The trustees will set the level of optimal reserves to maintain financial stability.

Current sources of unrestricted income (box office and fundraising) are highly volatile. The Trustees are considering ways of building a more sustainable income base and reducing dependence on grant funding for revenue items. Trustees review the policy and progress towards meeting the target level of reserves annually.

Investment and borrowing

Subject to maintaining liquidity of financial assets

- minimum 70% in assets realisable within 3 months
- minimum 2% in cash/near cash

The Treasurer and Finance Officer may recommend investment of larger sums of grant funding to maximise interest earned, in line with the ethical aims of DPF.

Trustees have overall responsibility for the investment of funds and should sign off and keep oversight of invested funds.

The overall financial objective is:

- to at least maintain the real value of the funds invested
- to produce the best financial return within an acceptable level of risk

Borrowing to finance projects is at the decision of the Board of Trustees. However, it is our intention to manage expenditure so that longer-term borrowing or short-term overdrafts can be avoided.

10. Due diligence policy on accepting donations

The following questions should be considered – especially for any sizeable sums. They are not intended to be asked in respect of each donor. However, Trustees may need to consider them depending on the risk, including the size and nature of the donation, and whether it appears to have any suspicious characteristics.

The source of the donation

- Who are the donors and what is known about them?
- Does DPF have a well-established relationship with them?
- Do any additional identity checks need to be made? Full use should be made of internet websites, particularly to check whether a donor organisation is registered with another regulator. Registration may provide access to the organisation's accounts and governing document. Have any public concerns been raised about the donors or their activities? If so, what was the nature of the concerns and how long ago were they raised? Did the police or a regulator investigate the concerns? What was the outcome?
- Are the donors UK taxpayers, and can Gift Aid be claimed? If Gift Aided, does the donation fail all the 3 tests, in which case it is a tainted charity donation? The tests establish whether the person or linked person or entity gains a financial advantage from the donation; whether one of the main or sole purposes is to obtain a financial advantage directly or indirectly from the charity for the donor or linked person; and the donor is not a wholly owned subsidiary of the charity
- Would any adverse publicity about the donor have a damaging effect on DPF?

The nature of the donation

- In what form is the money being received? Cash, cheque, bank transfer?
- Are there are conditions attached to the donation?

If due diligence checks reveal evidence of crime, Trustees must report the matter to the police and/or other appropriate authorities. Such issues should be reported to OSCR under the reporting serious incidents regime, especially if significant sums of money or other property are donated to the charity from an unknown or unverified source.

Trustees may need to consider whether to refuse the donation. For example:

- If the Trustees have reasonable cause to suspect that a donation is related to terrorist financing, they are under specific legal duties under the Counter-Terrorism Act to report the matter to the police.
- In the case of money laundering, reports can be made to the police, a customs officer (HMRC), or an officer of the National Crime Agency
- Check the donor against the consolidated lists of financial sanctions targets and proscribed organisations

This could include an unusually large one-off donation or a series of smaller donations from a source that cannot be identified or checked. OSCR would expect Trustees to report any such payment (or payments) totaling £25,000 or more.

Table 1 Risk profile of income streams (2025 figures)

Source of funding	Current level in £,000	% total cost covered	Likelihood source will continue	Number of sources	Impact of lost income stream
Government grants (CS, Lottery etc)	50	55	High	1	
Wind farm/Local grants	16	18	High	3	
Foundations	0		Medium	0	
General or Unrestricted funds					
Box office	13	14	High	2	
Sponsors	1	1.5	Medium	1	
Advertising	1	1.5	High	1	
Donations	0.5	<1	1	2	

DATA PROTECTION POLICY

This policy covers our commitment to meeting our requirements to protect personal data* under the Data Protection Act 2018 (also known as the UK GDPR) and the General Data Protection Regulation (GDPR).

**Personal data* means any information relating to an identified or identifiable living individual

Principles of Data Protection

DunsPlayFest will ensure that all personal data that it holds will be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (purpose limitation)
- adequate, relevant and limited to what is necessary (data minimisation)
- accurate and kept up to date (data accuracy)
- kept in a form which permits identification of data subjects for no longer than is necessary (storage limitation)
- processed in a manner that ensures appropriate security of the personal data, including protection against accidental or unauthorised access to, or destruction, loss, use, modification, or disclosure of personal data (integrity and confidentiality)

DunsPlayFest is fully committed to meeting the data protection principle of lawfulness, fairness and transparency.

The way in which we process personal data is detailed within our privacy notices, which are all freely on our website at dunsplayfest.org.uk. Our privacy notices will be kept up to date and fully reviewed every year.

Purpose limitation

DunsPlayFest will be clear about what our purposes for processing data are from the start. We will record these purposes in our Data Audits and include details in our public privacy notices. We will not use the personal data for any other purpose unless this is compatible with our original purpose, we get consent, or we have a clear obligation or function set out in law.

Data minimisation

We will make sure that the personal data we are processing is:

- Adequate - sufficient to properly fulfil our stated purpose
- Relevant – has a rational link to that purpose, and
- Limited to what is necessary – we do not hold more than is necessary

Data accuracy

DunsPlayFest will take all reasonable steps to ensure the personal data we hold is not incorrect or misleading as to any matter of fact. We may need to keep the personal data updated, although this will depend on what we are using it for. If we discover that personal data is incorrect or misleading, we will take reasonable steps to correct or erase it as soon as possible.

Storage limitation

DunsPlayFest will not keep personal data for longer than we need it.

How long we keep personal data will depend on our purposes for holding the data. We may keep personal data for longer for public interest archiving, scientific or historical research, or for statistical purposes.

Integrity and confidentiality

DunsPlayFest takes the security of personal data extremely seriously. We do this in a variety of technical and organisational security measures, including but not limited to:

- regular data protection and cyber security training for trustees, staff and volunteers
- our IT security policy covers technical measures such as passwords, two factor authentication, encryption, clarity on which systems must be used
- a named Data Protection Officer (DPO) to provide advice, support, training, resources, and updates on all aspects of Data Protection. Our DPO is Eric Branse-Instone.

Our security measures are regularly updated, tested and reviewed to make sure that we keep personal data secure and confidential.

Rights of individuals

Individuals have the right to access their personal data and any such requests made to DunsPlayfest shall be dealt with in line with legal requirements, with some limited exceptions. The UK GDPR provides the following rights for individuals in relation to their personal data:

- the right to be informed – we do this by making sure our privacy notices are correct and up to date and direct individuals to these notices on our website
- the right to access their own data – any subject access requests must be notified to our Data Protection Officer who will co-ordinate a full search all of our systems before responding to the individual within 30 days, as required by law
- rectification – we will quickly update any personal data which has been identified as inaccurate or incorrect
- erasure – we will remove any personal data if an individual request this, unless we have another lawful bases which would prevent this e.g. we cannot delete employee records as we need to keep these to comply with other legislation

- to restrict processing - where there is a dispute about the accuracy, validity or legality of personal data held by us, an individual has the right to require us to cease processing the data for a reasonable period of time to allow the dispute to be resolved
- the right to data portability - we will provide an individual with their data in a common and machine-readable electronic format
- the right to object – complaints or objections to processing personal data will be dealt with quickly and accurately
- rights in relation to automated decision making and profiling – we do not carry out any automated decision making or profiling of any individual

Data breach

A personal data breach means a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

All trustees, staff and volunteers must be able to identify a suspected personal data breach. A breach could include:

- access by an unauthorised third party to personal data;
- deliberate or accidental action (or inaction);
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

Where a member of staff discovers or suspects a personal data breach, this should be reported to the DPO as soon as possible. Where there is a likely risk to individuals' rights and freedoms, the DPO will report the personal data breach to the ICO within 72 hours of DPF being aware of the breach.

Where there is also a likely high risk to individuals' rights and freedoms, we will inform those individuals without undue delay. The DPO will keep a record of all personal data breaches reported and follow up with appropriate measures and improvements to reduce the risk of recurrence.

Privacy by design

Privacy by design is an approach that promotes privacy and data protection compliance from the beginning. When relevant, and when it does not have a negative impact on an individual, privacy settings will be set to the most private by default.

Trustees, staff and volunteers must become familiar with this policy and include privacy and good data protection practices as core within any new project design or any material change to an existing project/work.

If you have any questions, concerns or need help or advice about any aspect of Data Protection, contact our DPO.

PRIVACY POLICY

This is the privacy notice of Duns Play Fest.

In this document, “we”, “our”, or “us” refer to Duns Play Fest. We are an Amateur Theatre Festival, with a website addressed <https://www.dunsplayfest.org.uk>, managed by Duns Players, a charity registered in Scotland.

Our office is at The Steadings, Polwarth, Duns, TD10 6YR.

1. Introduction

This privacy notice aims to inform you about how we collect and process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information. It tells you about your privacy rights and how the law protects you.

We are committed to protecting your privacy and the confidentiality of your personal information. Our policy is not just an exercise in complying with the law, but a continuation of our respect for you and your personal information.

We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

Our policy complies with the Data Protection Act 2018 (Act) accordingly incorporating the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now, by requesting that you read the information provided at <http://www.knowyourprivacyrights.org>

Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

1. Data we process

We may collect, use, store and transfer different kinds of personal data about you. We have collated these into groups as follows:

- Your identity includes information such as first name, last name, title and other identifiers, that you may have provided at some time.
- Your contact information includes information such as billing address, delivery address, email address, telephone numbers and any other information you have given to us for the purpose of communication, or meeting.
- Transaction data includes details about payments or communications to and from you and information about products and services you have purchased from us.
- Technical data includes your internet protocol (IP) address, browser type and

version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

- Your profile includes information such as your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- Marketing data includes your preferences in receiving marketing from us; communication preferences; responses and actions in relation to your use of our services.

We may aggregate anonymous data such as statistical or demographic data for any purpose. Anonymous data is data that does not identify you as an individual. Aggregated data may be derived from your personal data but is not considered personal information in law because it does not reveal your identity.

For example, we may aggregate profile data to assess interest in a product or service. However, if we combine or connect aggregated data with your personal information so that it can identify you in any way, we treat the combined data as personal information and it will be used in accordance with this privacy notice.

2. Special personal information

We do not collect any special personal information about you.

3. If you do not provide personal information we need

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to carry out that contract. In that case, we may have to stop providing a service for you. If so, we will notify you of this at such time that it is required.

2. The basis on which we process information about you

The law requires us to determine under which of six defined bases we process different categories of personal information, and to notify you of the basis for each category.

If the basis on which we process your personal information is no longer relevant, then we shall immediately stop processing your data. If that basis changes, then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

4. Information we process because we have a contractual obligation with you

When you create an account on our website, buy a product or service from us, or otherwise agree to our terms and conditions, a contract is formed between you and us. To carry out our obligations under that contract we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

- verify your identity for security purposes
- sell products to you
- provide you with our services
- provide you with suggestions and advice on products, services and how to obtain the most from using our website

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

5. Information we process with your consent

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business, including our products and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information, for example, by asking you to agree to our use of cookies.

We continue to process your information on this basis until you withdraw your consent, or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us

<https://dunsplayfest.org.uk/contact/>. However, if you do so, you may not be able to use our website or our services further.

6. Information we process for the purposes of legitimate interests

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do it after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would, in the round, consider it reasonable to do so

For example, we may process your data on this basis for the purposes of:

- record-keeping for the proper and necessary administration of our business
- responding to unsolicited communication from you to which we believe you would expect a response
- protecting and asserting the legal rights of any party

- insuring against or obtaining professional advice that is required to manage business risk
- protecting your interests where we believe we have a duty to do so

7. Information we process because we have a legal obligation

Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

3. Specific uses of information you provide to us

8. Information provided on the understanding that it will be shared with a third party

Our website allows you to post information with a view to that information being read, copied, downloaded, or used by other people.

Examples include:

- posting a message on our blog
- clicking on an icon next to another visitor's message to convey your agreement, disagreement or thanks

In posting personal information, it is up to you to satisfy yourself about the privacy level of every person who might use it.

We do not specifically use this information except to allow it to be displayed or shared. We do store it, and we reserve a right to use it in the future in any way we decide.

Once your information enters the public domain, we have no control over what any individual third party may do with it. We accept no responsibility for their actions at any time. Provided your request is reasonable and there is no legal basis for us to retain it, then at our discretion we may agree to your request to delete personal information that you have

posted. You can make a request by contacting us at <https://dunsplayfest.org.uk/contact/>.

9. Complaints regarding content on our website

Our website is a publishing medium. Anyone may register and then publish information about himself, herself or some other person.

We attempt to moderate user generated content, but we are not always able to do so as soon as that content is published.

If you complain about any of the content on our website, we shall investigate your complaint. If we feel it is justified or if we believe the law requires us to do so, we shall ~~remove the content while we investigate.~~

Free speech is a fundamental right, so we have to make a judgment as to whose right will be obstructed: yours, or that of the person who posted the content that offends you.

If we think your complaint is vexatious or without any basis, we shall not correspond with you about it.

10. Information relating to your method of payment

At the point of payment, you are transferred to a secure page on the website of a reputable service provider. That page may be branded to look like a page on our website, but it is not controlled by us.

11. Communicating with us

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us to reply with the information you need.

We record your request and our reply to increase the efficiency of our business. We keep personally identifiable information associated with your message, such as your name and email address to be able to track our communications with you to provide a high quality service.

12. Complaining

When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

13. Affiliate and business partner information

This is information given to us by you in your capacity as an affiliate of us or as a business partner.

It allows us to recognise visitors that you have referred to us, and to credit to you commission due for such referrals.

It also includes information that allows us to transfer commission to you. The information is not used for any other purpose.

We undertake to preserve the confidentiality of the information and of the terms of our relationship.

We expect any affiliate or partner to agree to reciprocate this policy.

4. Use of information collected through automated systems on our website

14. Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

Some cookies may last for a defined period of time, such as one day or until you close your browser. Others last indefinitely.

Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use.

When you first visit our website, we ask you whether you wish us to use cookies. If you choose not to accept them, we shall not use them for your visit except to record that you have not consented to their use for any other purpose.

If you choose not to use cookies or you prevent their use through your browser settings, you will not be able to use all the functionality of our website.

We use cookies in the following ways:

- to track how you use our website
- to record whether you have seen specific messages we display on our website
- to keep you signed in to our website
- to record your answers to surveys and questionnaires on our site while you complete them

15. Personal identifiers from your browsing activity

Requests by your web browser to our servers for web pages and other content on our website are recorded.

We record information such as your geographical location, your Internet service provider and your IP address. We also record information about the software you are using to browse our website, such as the type of computer or device and the screen resolution.

We use this information in aggregate to assess the popularity of the webpages on our website and how we perform in providing content to you.

If combined with other information we know about you from previous visits, the data possibly could be used to identify you personally, even if you are not signed in to our website.

16. Our use of re-marketing

Re-marketing involves placing a cookie on your computer when you browse our website in order to be able to serve to you an advert for our products or services when you visit some other website.

We may use a third party to provide us with re-marketing services from time to time. If so, then if you have consented to our use of cookies, you may see advertisements for our products and services on other websites.

5. Disclosure and sharing of your information

17. Third party advertising on our website

Third parties may advertise on our website. In doing so, those parties, their agents or other companies working for them may use technology that automatically collects information about you when their advertisement is displayed on our website.

They may also use other technology such as cookies or JavaScript to personalise the content of, and to measure the performance of their adverts.

We do not have control over these technologies or the data that these parties obtain. Accordingly, this privacy notice does not cover the information practices of these third parties.

18. Credit reference

To assist in combating fraud, we share information with credit reference agencies, so far as it relates to clients or customers who instruct their credit card issuer to cancel payment to us without having first provided an acceptable reason to us and given us the opportunity to refund their money.

19. Data may be processed outside the European Union

Our website is hosted in the United Kingdom.

We may also use outsourced services in countries outside the European Union from time to time in other aspects of our business.

Accordingly, data obtained within the UK or any other country could be processed outside the European Union.

For example, some of the software our website uses may have been developed in the United States of America or in Australia.

6. Control over your own information

20. Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

21. Access to your personal information

At any time you may review or update personally identifiable information that we hold about you, by signing in to your account on our website.

To obtain a copy of any information that is not provided on our website you should contact us to make that request.

After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

Please see our Data Protection Policy for further information.

22. Removal of your information

If you wish us to remove personally identifiable information from our website, you should contact us to make your request.

This may limit the service we can provide to you.

23. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

7. Other matters

24. Use of site by children

We do not sell products or provide services for purchase by children, nor do we market to children.

If you are under 18, you may use our website only with consent from a parent or guardian. We collect data about all users of and visitors to these areas regardless of age, and we anticipate that some of those users and visitors will be children.

Such child users and visitors will inevitably visit other parts of the site and will be subject to whatever on-site marketing they find, wherever they visit.

25. Encryption of data sent between us

We use Secure Sockets Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

Whenever information is transferred between us, you can check that it is done so using SSL by looking for a closed padlock symbol or other trust mark in your browser's URL bar or toolbar.

26. How you can complain

If you are not happy with our privacy policy or if you have any complaint then you should tell us. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office (ICO). This can be done

at <https://ico.org.uk/make-a-complaint/>. We would, however, appreciate the opportunity to talk to you about your concern before you approach the ICO.

27. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

- to provide you with the services you have requested;
- to comply with other law, including for the period demanded by our tax authorities;
- to support a claim or defence in court.

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.

29. Review of this privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

If you have any questions regarding our privacy policy, please contact us at

<https://dunsplayfest.org.uk/contact/>.

ENVIRONMENTAL POLICY

DunsPlayFest acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems. It therefore recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible charity.

Specific areas for action:

- Travel Recycling
- Minimising waste
- Efficient use of water and energy

We commit as an organisation and as individual members of the organisation, to make our best efforts to minimise our carbon footprint and promote environmental responsibility through the following actions:

1. When making decisions, the board commits to consider 'reduce, reuse, repair, recycle' (in that order) ie consider how we can reduce our material and energy usage; reuse materials rather than buying new; repair items for reuse rather than discarding; seeing the discarding of materials via waste recycling as the last resort; material that cannot even be recycled should be avoided completely. The board will also encourage suppliers, including visiting theatre companies, to adopt a similar approach.
2. All contractors will be expected to help DunsPlayFest in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.
3. DunsPlayFest will include relevant training appropriate to the festival and its venues.
4. DunsPlayFest will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.
5. DunsPlayFest will develop and maintain a sustainable transport policy for their staff, seeking to reduce unnecessary travel and making the transport that is necessary as sustainable as possible.
6. DunsPlayFest seeks to minimise waste, including food waste from catering operations at the festival.
7. Work with other organisations local to Duns to maximise collective efforts, including A Heart for Duns and Greener Duns
8. DunsPlayFest will raise awareness of environmental matters through programming and promotion of discussion and action

DunsPlayFest mandates the Board of Trustees to take executive responsibility for taking forward and implementing these commitments. Induction procedures for new trustees will include information on the charity's environmental commitments.

The Board will undertake monitoring of the DPF environmental commitments in two ways:

- Informally as an ongoing activity and with stakeholders and suppliers and formally as part of a Board Agenda.
- Identify specific areas for improvement of DunsPlayFest's environmental performance as part of the policy review at a Board meeting.

VOLUNTEER POLICY

This policy sets out how DunsPlayFest will work with volunteers.

Our mission is to build a strong festival of great theatre for Duns and district to showcase, celebrate and foster new playwriting. Our vision is for an annual festival that will engage and inspire the whole local community; attract writers, performers and audiences from further afield and develop the skills and professionalism of local theatre-makers. We can only achieve this with the help of a willing, skilled and committed bank of volunteers.

We are committed to involving volunteers directly within the organisation to:

- contribute to the delivery of our services
- make sure we are responsive to the needs of our users.
- provide different skills and perspectives.
- offer opportunities for participation by people who might otherwise be excluded.
- increase our contact with the local community we serve

Volunteers will be provided with the annual copy of the Volunteer Handbook which sets out the roles and responsibilities required for the current DunsPlayFest. This will also include the benefits of working with DPF.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning DunsPlayFest and its work. Comments should be directed initially to any Trustee, or specifically to Karen Thomas, Chair of DunsPlayFest. In addition, opportunities exist at Volunteers Evenings and the Annual General meeting to discuss matters of concern to volunteers.

NOTES

1 Equal Opportunities Policy

We take our commitment to embracing diversity and promoting equality and inclusion very seriously and expect the same care and standards of behaviour to be taken by all our volunteers.

Further information can be found in our policy on Equal Opportunities, which sets out our approach to ensuring Equality, and promoting Diversity and Inclusion.

2 Safeguarding

DPF have a safeguarding policy (available at which sets out how we avoid harm, or the risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. We have a duty of care to both our audiences and our volunteers to deal with issues as they arise.

DunsPlayFest will ensure that all Staff members that are working directly with young or vulnerable people will be members of the PVG (Protecting Vulnerable Groups) scheme, with a current certificate. There will be at least one PVG scheme member of staff available throughout the festival.

In consequence,

- We may ask for references and guidance on when to obtain a criminal record check when recruiting new volunteers
- Volunteers working with children and vulnerable adults may be asked to agree to appropriate checks under the Protection of Vulnerable Groups (PVG) scheme in Scotland
- Volunteers should read the safeguarding policy and familiarise themselves with procedures to be followed and how to contact the Safeguarding Officer

Safeguarding training and induction on procedures to be followed when dealing with children or vulnerable adults is available to all our volunteers.

Further information can be found in our policy on Safeguarding available at [xxxx](#)

3 Insurance

Our volunteers are covered by our insurance policy with Lloyd and White arranged through NODA. DPF holds Public Liability Insurance which protects the organisation from claims in the event of accidents or illness caused by negligence of someone acting on behalf of the organisation..

It also protects against loss or damage to property by negligence of someone acting for the organisation.

Those taking part on stage are covered by NODA insurance. Note that all our visiting performing artists are also required to hold their own insurance.

4 Volunteers and the law

DPF does not intend to enter legally binding relationships with our volunteers (with offer, acceptance and some form of value-related consideration). However, we do ask all involved to declare any conflict of interest which may interfere with their impartiality in all matters of decision-making.

There is no legal limit to the number of hours that a volunteer may be on duty, however, under our Fair Work Policy, we set out advisory provision for regular rest breaks.

CONFLICT OF INTEREST POLICY

This policy protects the reputation of our organisation. It means people can trust board members of DunsPlayFest to make fair decisions. All trustees of DunsPlayFest have a duty to act in the best interests of DunsPlayFest and our beneficiaries when making decisions.

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of DunsPlayFest and our own personal, professional, and financial interests.

Examples of a conflict of interest include:

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- A trustee who is related to a member of staff where a decision is being made about staff pay and conditions.
- A trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A trustee who is also a service user where a decision is being made about fee increases

Each trustee will record details of any conflict of interest when they are appointed. This register will be updated annually.

Declaration of conflict of interest will be a standard Agenda item.

Trustees will identify and disclose any conflict of interest at the start of a meeting. The trustee will then either:

A: Withdraw from the discussion, and not take part in the decision/vote

OR

B: Withdraw from the discussion, and may not be able to take part in the decision/vote, depending on the judgement of the other trustees present at the time

The disclosure of a conflict of interest and the actions taken will be noted in the Minutes.