

5<sup>th</sup> January 2009

Dear Mr Allan,

**Fairer Scotland Fund – Eighteen And Under**

Thank you for your letter of 30<sup>th</sup> December 2008 which mentions several concerns relating to procedures and practice within Eighteen And Under. This is the first time we have heard of this and we would welcome further information from yourselves regarding this matter. Since our beginning, we have sought to become an organisation with good practice at the heart of everything and are constantly trying to improve. We would welcome any input from yourselves to further improving our services.

Regarding recruitment and selection of staff and volunteers: Please find attached lists of staff and committee at the time of writing. Please also find enclosed copies of several of our relevant policies. Please let me know if you require further policies. All our staff recruitment is carried out according to our recruitment policy and equal opportunities.

Regarding professional boundaries: I am assuming, in the absence of any detail that you are referring to the recent actions of one of our volunteers? This volunteer did not keep to agreed boundaries with a client. We were informed of this by a social worker and within an hour of finding out, had called the volunteer into the office, suspended him and removed him from all support work. This volunteer broke our rules and policies and we were very grateful for the social worker informing us of this breach. We were told that there were no child protection concerns in the matter but, we cannot keep volunteers who are unable to adhere to our policies. If it is another matter entirely, could you please inform me so that we can address it immediately?

Please let me know if I can assist you in any other way and I look forward to a meeting to discuss these issues further.

Yours sincerely,

Laurie Matthew