



FAN – Friends and Neighbours

...Bringing people together
to meet, listen and talk...

Welcome to FAN

We are happy that you have decided to come to a FAN Group meeting and hope that you enjoy it. Meetings last around one hour.

What happens at a FAN Group meeting?

Each meeting starts with a reading of the **Opening Statement**. This explains the principles and values of FAN and what will happen in the meeting.

Then, you and other participants will be invited to speak for a few minutes about:

- your life
- your week
- your thoughts or feelings about the day's topic

When someone else is speaking, we ask everyone to listen quietly without interrupting. There is usually time to chat informally after the meeting ends.

When everyone who wants to speak has spoken, we read a **Closing Statement**.

Important things to know

- The person who leads the group is called a **Facilitator**.
- You do not have to speak if you don't want to.
- You do not have to come every week.
- You do not need to book a place.
- You do not have to pay to attend.

Some FAN Groups offer refreshments. Some do not. If not, you may be able to buy them at the place you are meeting. Your Facilitator will let you know.

Important information about privacy and safety

Your information (Data Protection)

- The Facilitator may ask for your contact details (usually your email address) so they can tell you about future FAN meetings or activities.
- They will **not** contact you for any other reason unless you say it is okay.
- You do **not** have to give your contact details if you don't want to.
- The information will be stored securely. You can ask for your details to be deleted at any time.

Respect for everyone

FAN is welcoming and respectful to everyone.

This means:

- We are kind to each other.
- We respect people's differences.

Negative or hurtful comments about race, gender, sexual orientation, religion or other beliefs are not acceptable at FAN meetings

These guidelines help make FAN a safe and supportive place for all.

Safety (Safeguarding)

Many people enjoy getting to know others in the FAN Group, and you are welcome to meet up with other members outside the meetings if you wish.

Any friendships or plans made outside of FAN meetings are personal choices between individuals and FAN is not able to manage or be involved in arrangements made outside the Group.

We hope you enjoy being part of FAN!

The FAN Charity has adopted a range of policies for the protection of those who attend FAN Groups, its staff and volunteers, including Facilitators. These include policies for Safeguarding, Data protection, Health and safety, Permissions (Photography and filming) and Equality, diversity and inclusion policy.

You can read the policies here: <https://www.thefancharity.org/governance/>

There are lots of FAN Groups and you can go to as many as you want.
Up to date information about FAN meetings and other matters from
Website: www.thefancharity.org or Tel: 07880-630553 or by email:
Safeguarding Lead Trustee: safeguarding@thefancharity.org
GDPR Lead Trustee: dataprotection@thefancharity.org
FAN Development Officer: East Wales: Janina.Kuczyz@thefancharity.org
FAN Development Officer: West Wales: Philippa.Wisdom@thefancharity.org

The FAN Charity: Information Guide: Welcome to FAN

Created: 02/26 Latest review: 09/26 Next review: 06/27 **Final version**