

SEVENOAKS CAMERA CLUB SAFEGUARDING POLICY for CHILDREN and VULNERABLE ADULTS

1. AIMS

- 1.1 The Club recognises that in its activities it has a responsibility towards others, especially any minor or vulnerable adult, to prevent any form of abuse. The aim of the Policy is :
- i. to assist members by setting out their responsibilities to safeguard minors and vulnerable adults.
 - ii. to provide guidance to members on adopting behaviours to protect minors, vulnerable adults and themselves under different circumstances that might arise in the Club.
 - iii. to have a process in place for reporting allegations or suspicions of abuse.

1.2 THE CLUB

Sevenoaks Camera Club exists to encourage members to practice, discuss, and enjoy their photography, and to improve their skills. The Club aims to be as inclusive as possible to all members of the community, including members who are under the age of 18 or who are vulnerable adults.

The Sevenoaks Camera Club values all members, but recognises its particular responsibility to individual members who are minors or vulnerable adults. All members, especially minors and vulnerable adults, must be treated with respect and dignity, recognising any unique personal needs.

For the purposes of this Protection Policy, the term minor is used to mean any Club member or visitor under the age of 18. The term 'vulnerable adult' is defined in Appendix A.

Adherence to the Policy is a condition of all grades of membership of the Club – a member's attention is drawn to the Policy on the joining form, along with other Club policies and rules. In the case of minors their parent or guardian must countersign the form as acceptance of the Policy. The Policy is available to consult on the Club website and all new members are given a copy in their welcome pack.

This Policy will be reviewed once a year by the Club committee and will be made available to members at the AGM and on the Club website.

2. CLUB ACTIVITIES with SAFEGUARDING GUIDELINES for each :-

- 2.1 *Presentations, competitions and social evenings open to all members held in a large meeting room. These meetings are the main club activities.*

Meetings are low risk environments for minors or vulnerable adults. Committee members take responsibility for welcoming members and taking account of any special personal needs of members - for example, the siting of wheelchairs.

- 2.2 *Occasional outings for which members arrange their own transport. These involve small numbers meeting, usually in public places. Occasional workshops, sometimes at other clubs, in which members work in small groups.*

Members are advised not to offer lifts to minors unless accompanied or authorised by a parent or guardian. Members should not work on their own with a minor or vulnerable adult. They should make sure they can be observed by others, and preferably that the parent, guardian or carer is present.

- 2.3 *Photography of community events such as drama productions, races etc. Members of the Club are sometimes invited by organisers of such events to take photographs. The Club encourages individual members to respond to such invitations as it supports the community and also gives members wider photographic experiences. Community events may include ones in which minors or vulnerable adults are taking part.*

If members are photographing these events by invitation then it is the responsibility of the inviting organisation to get permission for the photography from parents, guardians or carers if required. Asking permission from all parents, guardians or carers may not be possible and it is sufficient to have notices at the event that photography has been arranged. These could give a contact point for people who do not want photographs taken at the event. The member dealing with the initial request should ask the organisers to ensure that such arrangements are in place. This should be done such that the request and reply are on record, for example by e-mail.

- 2.4 *Mentoring requested by members who need help with aspects of their photography. Responding to this might involve visits to private homes. Informal mentoring is important to the club so that more experienced members can pass on expertise to others if requested.*

Mentoring of minors or vulnerable adults is only allowed with the explicit agreement of their parent, guardian or carer, and should take place only if another adult, preferably the parent, guardian or carer, is present.

- 2.5 *Internet discussion groups and photo-sharing. The Club has a Google discussion group and a Flickr site, both of which members can elect to join. On the Flickr site members can post their pictures and also make comments or discuss with others. Both of these forums have at least two managers who control access and can remove material, should anything that was unacceptable be posted.*

Members are required to treat others with respect and politeness in their comments, even if their opinions differ.

3. **DISCLOSURE :**

If a minor or vulnerable adult were to disclose abuse to a club member in the course of Club events or activities, then the Club member should take such a disclosure seriously and follow the procedures set out in Appendix B and Appendix C.

A form for recording their actions is provided in Appendix E.

If a member has any safeguarding concerns then they should contact the designated Safeguarding Officer, who is the Secretary of the Club. If the Secretary is not available then the Chairman or Vice-Chairman should be contacted.

Secretary 2014-2015 : Susan Wilkinson Telephone : 01732 456997

4. **PHOTOGRAPHY and MEDIA protection policy :**

The business of the Club is to encourage photography and to help its members improve their skills. However, issues can arise from the photography of minors or vulnerable adults.

- 4.1 **No photographs may be taken** of minors or vulnerable adults who are undressed or inappropriately clothed for the activity taking place.
- 4.2 If a minor or vulnerable adult is a member of Sevenoaks Camera Club, then written permission must be gained from their parent/guardian or carer if photographs of them as the subject or model are to be taken.
Separate written permission has to be sought if such photographs of a minor or vulnerable adult as the subject are to be published in any form, for example on the website, on social media, e-mailed to others, or used in competition.
However, if a minor or vulnerable adult were to appear peripherally in photographs taken as part of a Club activity then permission would be held to have been given when the parent, guardian or carer countersigns the form on joining the Club.
(Section 1.2)
- 4.3 No personal details of a member of the Club such as their address or telephone number, must be revealed without permission. In the case of a minor or vulnerable adult this permission should be given by the parent, guardian or carer. Committee members need details such as the Club membership list, and permission for these to be shared as necessary with any member of the committee is held to have been given when signing the admission form.
- 4.4 *When taking photographs or video recordings at an event that involves minors or vulnerable adults* it is good practice to ask the permission of the organisers or persons in charge and for the photographer be able to identify themselves if requested during the course of the event.

It is noted that there are no legal restrictions on photographing people in public places, and it often may not be practicable to ask permission.

If Club members have been invited to photograph an event, Club policy is set out in Section 2.3.

- 4.5 *Mobile and on-line communication* :
There are many ways for people to communicate. It is recommended that Club members should not communicate with a minor or vulnerable adult by text or on-line, unless in a general communication to all members, or to avoid immediate risk to the minor or vulnerable adult. When using phone or e-mail they should communicate with the Parent,Guardian or carer, rather than having direct contact with the minor or vulnerable adult.