



SAFEGUARDING POLICY AND PROCEDURES

INTRODUCTION

The Workington and District Camera Club (WDCC) is a private members club for those interested in photography. The aim of the club is to promote, encourage and facilitate interest and participation in any aspect of photography.

Membership is open for all persons aged twelve and over, having an interest in photography

THE CLUB AND ITS MANAGEMENT

The club is managed by a committee of elected members. All are volunteers. No personnel are employed. The committee meets monthly.

The committee members who fulfil safeguarding roles are as follows:-

Safeguarding lead Dorothy Hartley (dorothy.hartley870@gmail.com)

Safeguarding deputy Jo Salmon (jo.salmon@gmail.com)

WHAT WE DO

Club meetings are held in the Bridgefoot Village Hall. Such meetings take place in just one ground floor room with an average attendance of 25 members. The building has been designed to allow easy access for those with limited mobility and also for wheelchair users. As such, it can be considered to be a low-risk environment.

The main club activities are-

Competitions, when members photographs are evaluated by a judge who is either visiting the club or remotely using communication via the internet.

Lecturers and presentations by guest speakers with specialist knowledge or skills, in person or via the internet.

Presentations by club members with appropriate skills and interests.

Discussions and guidance on all aspects of photography by groups of members.

Revised CGD 03-09-25

SAFEGUARDING POLICY STATEMENT

WDCC recognises that it has safeguarding responsibilities towards its junior and vulnerable adult members, and this is contained in its constitution.

This policy has been compiled having regard to the operation and activities of WDCC. Although its activities may be considered to be low risk, it is recognised that workable procedures need to be in place. The procedures should not be so onerous that their implementation and maintenance adversely affect the enjoyment of members pursuing their hobby. However, they should be clearly defined and adequate to protect junior and vulnerable adult members.

WDCC recognise the importance of encouraging young people with an interest in photography and welcomes junior members and their parent or guardian to the club.

It is hoped that junior members and vulnerable adults will participate fully in the club activities.

This document sets out how WDCC exercises its Duty of Care to ensure that all reasonable steps are taken to ensure the safety of junior members and vulnerable adults involved in club activities. It also describes what associated actions are required by WDCC members and WDCC officers.

It will be a condition of membership that all persons are made aware of the club safeguarding policy and are supportive of its aims and agree to conform to the policy

New member's attention will be drawn to the policy on the joining form, along with other club policies and rules. This will also be contained in the club members handbook. For existing members there is to be a presentation explaining the safeguarding policy plus a written distribution of the safeguarding policy included in the club members handbook. Details of the policy will be also on the club website.

In the case of juniors, their parent or guardian must countersign the membership form as acceptance of the policy.

This policy will be reviewed at least every two years by the club committee and presented at the AGM for discussion and approval. It has been designed so as to provide guidance for members on their responsibilities towards juniors and vulnerable adults by :-

setting out members responsibilities to safeguard juniors and vulnerable adults.

providing guidance to members on adopting behaviours to protect juniors and vulnerable adults and themselves under different circumstances that might arise in the club.

having procedures in place for reporting allegations or suspicions of abuse.

TRAINING

A lead assessor, who will be a member of the club management team and having a level four safeguarding qualification, will be appointed.

A deputy to the lead assessor is to be appointed and will receive level one safeguarding training.

An additional member of the management team will receive level one safeguarding training.

The names, contact details and qualifications of those appointed will be included in the club members handbook. Also, this information will be available in the members section on the club website.

APPLICATION OF SAFEGUARDING POLICY

One or more committee members will meet and greet visitors and new members, record any necessary details and monitor the completion of the membership form.

To assist juniors and vulnerable adults, any special needs or additional assistance needed will be discussed with them and recorded on the membership form. It is recognised that some vulnerable adults may need assistance in positioning wheelchairs, or different seating arrangements.

There is to be ongoing reviews of the needs of vulnerable adults to assist in their participation and enjoyment in club activities.

This is an appropriate time to introduce the new member to some other club members.

PROTECTION OF JUNIOR MEMBERS AND VULNERABLE ADULTS

The safeguarding lead together with the deputy will oversee the operation of the safeguarding policy.

All committee members should be familiar with, and in agreement with this safeguarding policy. The committee will be briefed annually by the safeguarding lead regarding safeguarding matters.

There are to be no occasions where a club member will meet alone with a junior member. Any guidance or tuition will be part of a group activity.

There is to be no contact with junior members by telephone, email or any internet except for official communication via the club secretary with parent copied, or to parent only, if they so wish.

Members should not send individual messages to a junior member via internet, web-based communications or social network channels such as Facebook.

Junior members are not to be included on any What's App group as these require the disclosure of their personal phone number.

Members should not give their personal contact details to junior members. This includes mobile telephone numbers, details of any blogs and personal websites

INTERNET COMMUNICATION WITH JUNIOR MEMBERS

Junior members and their designated guardian should be permitted to view the club Facebook page, but not be permitted to post anything except with the permission of the site administrator.

All normal WDCC correspondence by email should be sent to the parent or guardian of the junior member in addition to the junior member, unless the parent has elected to have all mail sent to them only.

Members are advised not to offer lifts to junior members unless they are accompanied by parent or adult nominated by parent.

Members should not work on their own with a junior member. The parent, or nominated adult should present.

This policy takes into account of the “guidance for safer working practice for adults who work with children and young people” commissioned by the DfES (2015)

Members should give every encouragement and assistance to junior members to help them develop their photography skills, and they should not be discouraged from doing so by the requirements of this policy.

DEFINITIONS:

1. Activities are meeting, events, photo shoots, visits, outings or anything else that is organised by WDCC.
2. Children and young people are interchangeable terms referring to children who have not yet reached their 18th birthday.
3. DBS Clearance refers to the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB) as set out in relevant legislation.
4. Nominated Adult is someone chosen by the parent of the junior member to act in “loco parentis” and to look after their child’s interests while attending WDCC. This may be a friend of the family or a relation.
5. Parent, does also include guardian.
6. Responsible Adult may be one of the junior member’s parents or alternatively a nominated adult.
7. WDCC Officers are elected WDCC Committee members
8. Junior member (young person) or visitor is a member of WDCC who has not yet reached their 18th birthday.
9. A vulnerable adult is someone unable to adequately protect themselves against exploitation, harm or injury. They may require assistance due to lack of mobility or other reasons.

ATTENDANCE OF YOUNG PEOPLE AND VULNERABLE ADULTS AT WDCC ACTIVITIES

The safeguarding lead will be consulted regarding any action required in regard to members designated as vulnerable.

At all Club activities a junior member must be accompanied by an adult nominated by the parent of the junior member. The junior member may then participate in all Club activities including those which may otherwise require DBS clearance for ALL participating WDCC members.

If the junior member presents himself at a club activity without a responsible adult, they will not be able to join that activity until the responsible adult is present.

Parents and junior members are urged not to put WDCC officers in the position of having to deny admission to activities.

At the beginning of the season, parents will need to identify the nominated adult (s) for that season by completing the consent form and the junior member will be issued with a membership card, which includes the names of the nominated adult(s). One of whom MUST be present at meetings.

If a parent wishes to identify an additional nominated adult not previously nominated at the beginning of the season for a particular activity, the parent must complete a supplementary consent form. In this respect WDCC reserves the right to request some form of identification from an accompanying adult at any time. For example, any item which confirms the person's name and address such as utility bill or driving licence.

This is necessary so that it is clear to all concerned that any nominated adult is acting with the consent of the parents (s) and that the nominated adult is acting with the role they are undertaking.

The completed consent form should be handed to a WDCC officer at the commencement of the season upon joining the club, together with the relevant membership form and before an activity is required.

NO officer of WDCC should enter into any form of agreement to act as this nominated adult. Parents should not ask officers to do so.

Whenever a junior member is present at a club activity, it is the duty of the responsible WDCC officer or member who is organising that activity or hosting the meeting to make sure that all persons present know that a junior member is attending, and to advise any visiting speaker of the implication regarding the display of inappropriate material.

DISPLAY OF INAPPROPRIATE MATERIAL.

From time to time there may be included amongst images displayed by visiting speakers or club member's images which parents may consider as inappropriate for junior members to view. For example, an unclothed human figure. While this may be infrequent it is not always predictable.

In so far as WDCC can assure, if a particular activity is known by WDCC to include the presentation of such images, WDCC will endeavour to provide advance warning to the parents of the junior member. Parents must be aware that WDCC will not always know in advance if such material is included in the activities and therefore WDCC cannot guarantee to give advance warning. It will be the duty of the accompanying responsible adult to decide what to do in any such circumstances.

If requested by the parent or nominated adult, the responsible officer of WDCC will ask the speaker to warn of unsuitable material. It shall be the responsibility of the parent or responsible adult to make it known if they do not wish the junior member to view the images, and to escort them elsewhere whilst the images are shown.

GENERAL BEHAVIOUR TOWARDS JUNIOR MEMBERS & VULNERABLE ADULTS

Junior members and vulnerable adults should be treated as ordinary members and encouraged to participate in all activities.

Members should always act, and be seen to be acting in the best interests of the junior member and vulnerable adult and should avoid any conduct which would lead a reasonable person to question their motivation and intentions

Members should not send individual messages to a junior member via internet, web-based communications or social network channels such as Facebook.

Members should not give their personal contact details to junior members. This includes mobile telephone numbers, details of any blogs and personal websites, except in the circumstances necessary for the organisation of WDCC activities in which the junior member is participating, and then only with the knowledge of the junior member's parent.

PHOTOGRAPHY AND JUNIOR MEMBERS.

This is a camera club and so we are going to be taking pictures. However, as we must have due regard for the privacy of junior members, the situations where WDCC members may be in a position to take an image of a junior member fall into two categories:

a Portrait evening or workshop:

In this situation the purpose is to take pictures of people in a controlled environment. A junior member should only be the sitting subject of a portrait shoot if prior parental permission has been granted. Unless agreed otherwise, images may be used for WDCC competitions, but may not be used or published in any other form without a formal model release form.

b Club outings/shoots

On club outings and shoots it is common practice for one member to take photographs of another. However, members should avoid making images of junior members in "one to one" situation or which show a single junior member with no surrounding context. Members must always ensure they have parental permission to take and or display such photographs.

Members must not take images "in secret", or take images in situations that may be construed as being secretive.

IF THERE IS A PROBLEM

As an organisation that may deal with young people and vulnerable adults, WDCC is obliged to make it clear what to do if there are child protection or welfare concerns, regardless of the likelihood.

Any concerns over the safeguarding of a vulnerable adult or junior member by any person such as a WDCC member or parent of a junior member, this should be brought to the attention of the lead safeguarding officer or deputy at the earliest opportunity.

It is the duty of all members to report any junior member child protection or welfare concerns to a WDCC officer and/or report any concerns to the local social care officer

Concerns about a junior member or vulnerable adult suffering harm, neglect or abuse should be reported to Cumbria County Council, at the Cumbria Safeguarding Hub, telephone 0333 240 1727 during office hours (8am – 5pm Monday to Thursday, and 8am to 4.30pm Friday). Out of normal working hours, at weekends or on bank holidays, telephone the same number 0333 240 1727 and you will be connected to the duty social worker.

Concerns about the immediate safety of a junior member should be reported to the police on 101 at any time.

If there is an accident or emergency involving the junior member, while WDCC members and officers will obviously give any necessary assistance, it is the final responsibility of the nominated adult to make decision affecting the junior member.
