



# Leicester & Leicestershire Photographic Society

## Policy documents

The following policies have been developed in line with PAGB guidance ([www.thepagb.org.uk/libraries](http://www.thepagb.org.uk/libraries)).

1. Safeguarding
2. Data protection
3. Health and safety guidelines

Members will be asked to read and agree to these policies as a condition of membership. The policies will be reviewed annually by the L&LPS Committee then approved by the President.

### 1 Safeguarding

#### Principles

- This applies to all Society members and guests who attend any Leicester & Leicestershire Photographic Society meetings/events at any venue chosen for Society business.
- The Society as an organisation does not take responsibility for the individual actions of members and guests. Adults are responsible for the decisions/actions that they take.
- Society members are expected to treat all members and guests with respect and dignity, recognising any unique special needs, background and culture.

#### Policy aims are to:

- Protect and ensure the safety of children, (persons under 18 years of age);
- Promote good practice in the Society in relation to child protection;
- Inform Society members and guests how the Society manages safeguarding issues.

#### Safeguarding children

1. The written consent of the parent/guardian/ responsible adult is required for a child to join the Society.

2. Children will be escorted by the responsible adult at all times to avoid unsupervised situations.
3. Inappropriate images will not be displayed in Society competitions. (See Appendix.)
4. The responsible adult will decide which Society events/meetings are appropriate for the child to participate in.
5. The consent of the parent or guardian in consultation with the child, when it is realistic, should be obtained when a Society member wishes to display an image of the child at a society meeting/event.
6. If a child is photographed at a Society meeting/event the responsible adult must give their consent and be present.
7. If the family name of a child is used in the title of an image, it will *not* be accepted for society competitions/exhibitions.
8. Ensure that a designated person from the Society oversees activities or events organised by the Society.
9. Avoid physical contact except in emergencies or accidents.
10. Keep a written record in the accident book of any injury that occurs together with details of any treatment given.
11. If concerns are raised or an incident occurs, it should be reported as soon as possible to the President or another Committee Member if the President is not available. The Committee will discuss this as a matter of urgency and liaise with the police and Social Services if appropriate.

## Appendix

### Procedure for dealing with competition images that may be considered inappropriate

- This includes images that are sexually provocative or suggestive, and images that portray gratuitous violence or torture. This is by no means a definitive list.
- Initially the Competition Secretary will view the images and raise any concerns with the President. After consultation with other committee members a decision will be made whether to accept the image. If the image is deemed to be inappropriate and not accepted, the decision made by the committee is final.
- If the image is not accepted, the Competition Secretary will contact the member and explain why the image was deemed to be inappropriate.
- If any member feels that images used in competitions are inappropriate they are to contact the Competition Secretary and raise their concerns.

***NB*** This procedure only applies to the Society internal competitions. The Society has no control of entries from other clubs entered for inter-club competitions, speakers' images or of images in travelling portfolios, etc.

## 2 Data protection

The Data Protection Act 1998 established rules for organisations holding personal information. The Society holds personal information solely for running the Society and related activities. The Society will comply with the following rules.

1. The maintaining of personal information by the Society by any relevant means is to be limited to that required for the following:
  - establishing and maintaining membership;
  - supporting the Society;
  - providing and administering activities for Members and those who have regular contact with the Society.
2. Personal information will relate solely to that which is relevant to the running of the Society. For the purposes of membership; this information comprises contact details and information required for managing the Society or the well-being of the individual.
3. Membership records are to be maintained by the Secretary. Other Society Members may also keep records for purposes related to the functioning of the Society but these should be limited to the details in paragraph 2.
4. The Secretary is responsible for the accuracy of membership data and for keeping it up-to-date. All Members maintaining personal data are required to take reasonable steps to ensure the accuracy and safe-keeping of the data.
5. Members of the Society will not pass personal information to other organisations without obtaining prior consent.
6. Upon written request from an individual to the Secretary, the Society will respond within 21 days to provide the personal information held on that individual.
7. The Society will delete information relating to an individual once the relationship with the Society ends. This will be done in a time frame relevant to the circumstances.
8. Members who have agreed to receive emails on Society matters can cancel this arrangement by advising the President or Secretary.

## 3 Health and safety guidelines

### **Applicability**

This policy applies to:

- regular Society meetings which are normally held at the Quaker Meeting House, Queen's Road, Leicester, but may, from time to time, be held at other venues;
- other events organised by the Society for Society members;

- events organised by the Society and open to the public (e.g. exhibitions).

In all cases the Health and Safety requirements of the venue will be adhered to.

Where joint events are held with another society it must be agreed in advance which society has responsibility for Health and Safety.

## **Providing a safe environment**

### **Regular meetings**

The committee will ensure that meetings are held in a safe environment. This includes:

- keeping exits clear and ensuring that seating is arranged so as not to obstruct an evacuation;
- avoiding trip hazards, e.g. by protecting trailing cables;
- safety of electrical equipment (see later provisions);
- ensuring that other hazards are removed, mitigated or made safe.

### **Society outings**

An outing made by a small group of members using public transport or their own vehicles is not considered to be the responsibility of the Society. Where an outing is organised by the Society and is open to all members the committee will make a risk assessment and determine the actions or procedures which are appropriate.

### **Public events**

The committee will consult with the management of the venue to agree the necessary actions or procedures.

### **For all events**

Sometimes there are unavoidable hazards. For example, in a studio shoot there are hot lamps, trailing leads and maybe loose floor coverings. In these cases the organiser will make a risk assessment and make sure that participants are aware of the hazards.

## **Emergency procedures**

Before a meeting, the organiser and any members of the committee who are present should make themselves aware of:

- the locations of emergency exits and the evacuation assembly point;
- the locations of fire alarms;
- the locations of first aid equipment;
- the full address of the premises;

- the means for contacting the emergency services.

The number of persons present will be recorded at the start of each meeting.

## **Evacuation**

- The person presiding over a meeting should indicate at regular intervals and always after a break e.g. Christmas, the locations of the emergency exits and the evacuation assembly point.
- In the event of a fire, the alarm should be activated and the building evacuated. Common sense should be used in deciding whether to attempt to extinguish the fire, but this should not delay evacuation.
- If the fire alarm sounds the building should be evacuated immediately.
- The person presiding at the meeting (or other designated person) should take charge and ensure, having regard for their own safety, that everyone attending the meeting has left the building.

## **Electrical safety**

- All electrical equipment owned by the Society will be visually inspected on a defined schedule. For equipment in regular use, cables will be inspected twice-yearly and other equipment annually; equipment used only occasionally will be inspected before the first use in each season.
- PAT testing of equipment will be done on a case-by case basis.
- Equipment owned by the Society or provided by visiting speakers will be connected through an RCD adaptor (provided by the Society).

## **Accidents**

- In the event of an accident a member of the Committee must be informed and they will decide on the appropriate course of action to take, which may involve summoning external help.
- The committee should try to identify who has first aid skills; however, if there is any doubt external help should be summoned.
- An accident book will be kept. Where an incident results in injury or could have resulted in injury the details will be recorded in the accident book as soon as practicable after the event.

## **Members' personal responsibilities**

Members have personal responsibility to:

- take reasonable care for their own health and safety whilst attending Society meetings or events organised by the Society;
- report any concerns to a committee member who will raise the matter with the committee, as necessary;

- inform committee members or event organisers, in confidence, of any medical condition they have which may impinge upon a meeting or event. Members with such conditions are expected to carry with them any necessary medication and to be aware of how to use it.

**Approved by the Committee on:** .....

**Signed (President):** .....

**Date:** .....