



**POLICY AND WORKING PRACTICE
FOR SAFEGUARDING OF
VULNERABLE INDIVIDUALS**

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1. DEFINITIONS

Activities are meetings, events, shoots, visits, outings or anything else that is organised by The Club

“Child”, “Children” and “Young People” are interchangeable terms referring to Children who have not yet reached their 18th birthday

Club Officers are elected Club Committee Members

DBS clearance refers to The Disclosure and Barring Service (DBS) formerly The Criminal Records Bureau (CRB) as set out in relevant legislation

Junior Member is a Member of Derby City Photographic Club who has not yet reached his/her 18th birthday

Member is an individual who holds a current Membership certificate

Nominated Adult is someone chosen by a Junior Member’s Parent(s) to act *in loco parentis* and to look after the Junior Member’s interests while attending Derby City Photographic Club – for example this might be a friend of the Parents or a relative.

Parent also includes legal guardian

Responsible Adult is one of the Junior Member’s Parents or alternatively a Nominated Adult

The Club is Derby City Photographic Club

Vulnerable Adult is a person aged 18 or over and who is in need of community services due to illness or mental/physical disability

Vulnerable Individual is a Junior Member or a Vulnerable Adult

2. INTRODUCTION

2.1. The Club welcomes people of all ages with an interest in photography and wishes to ensure that all Activities provided by The Club take place in a safe and enjoyable environment. This policy will ensure that there is no doubt over obligations and standards. This policy shall be brought to the attention of all Club Members and shall be reviewed annually.

2.2. It is hoped that Junior Members and Vulnerable Adults will participate fully in The Club’s Activities. This document sets out how The Club exercises its duty of care to make certain that all reasonable steps are taken to ensure the safety of Junior Members and Vulnerable Adults. It also describes what associated actions are required by Members and Club Officers.

2.3. Members should give every encouragement and assistance to Junior Members and Vulnerable Adult Members to help them develop their photography skills, and should not be discouraged from doing so by the requirements of this policy as long as its controls are maintained.

3. APPLICATION FOR MEMBERSHIP BY VULNERABLE INDIVIDUALS

3.1. Applications by Juniors for Membership will be considered by The Club Officers. Junior Membership may only be granted by specific agreement of the Club Officers in accordance with paragraph 3 of the Club constitution. Parents of a Junior Member will be required to complete a consent form giving permission for the Junior to become a Member of The Club.

- 3.2. Vulnerable Adults are welcome to attend The Club with appropriate support. Applications for Membership and the needs of the vulnerable person will be considered by The Club Officers on a case-by-case basis.

4. CLUB ACTIVITIES

- 4.1. These generally comprise:

4.1.1. Presentations, competitions, members' evenings and social evenings which are open to all Members, held in a large meeting room. These meetings are the main Activities. Meetings are low risk environments for Children or Vulnerable Adults. Club Officers take responsibility for welcoming Members and taking account of any special personal needs of Members - for example, the siting of wheelchairs.

4.1.2. Occasional outings for which Members arrange their own transport. These involve small numbers meeting, usually in public places.

4.1.3. Occasional workshops, sometimes at other clubs, in which Members work in small groups.

5. PARTICIPATION OF VULNERABLE INDIVIDUALS IN CLUB ACTIVITIES

5.1. ATTENDANCE AT CLUB ACTIVITIES

5.1.1. Junior Members

5.1.1.1. At all Club Activities a Junior Member must be accompanied by a Responsible Adult. This enables the Junior Member to participate in all Club Activities including those which might otherwise require DBS clearance for participating Members. Should a Junior Member arrive at a Club Activity unaccompanied, then the Junior Member will not be allowed to join that activity without the Responsible Adult present. Attempts shall be made to contact the Parents for the Junior Member to be collected as soon as possible. Until such time as he/she is collected, two Club Members shall be nominated to supervise the Junior Member.

5.1.1.2. At the beginning of the club year, Parents may identify the Nominated Adults for that year by completing the relevant section of the Consent Form (Appendix A). This is necessary so that it is clear to all concerned that any Nominated Adult is acting with the permission of the Parent(s), and that the Nominated Adult understands the role he/she is taking.

5.1.1.3. The Club reserves the right to request some form of identification from a Responsible Adult.

5.1.1.4. No Officer of The Club should enter into any form of agreement to act as the Nominated Adult; Parents should not ask Officers to do so.

5.1.2. Vulnerable Adults

5.1.2.1. If a Vulnerable Adult normally receives the service of a carer, then they should be accompanied by that carer at all times during all Club Activities.

5.2. GENERAL BEHAVIOUR OF CLUB MEMBERS

5.2.1. Junior/Vulnerable Adult Members should be treated as ordinary Members of The Club and encouraged to participate in all Activities.

5.2.2. Acceptable language shall be used in the presence of Vulnerable Individuals.

5.2.3. Members should always act, and be seen to act, in the Junior/Vulnerable Adult Member's best interests and should avoid any conduct which would lead a reasonable person to question their motivation and intentions.

5.2.4. Members are advised not to offer lifts to Junior/Vulnerable Adult Members unless accompanied by a Responsible Adult.

5.2.5. Mentoring is available to Members who need help with aspects of their photography. Mentoring of Junior/Vulnerable Adult Members is only allowed with the explicit agreement of their Parent or carer, and should only take place with them present.

5.2.6. Members should not work on their own with a Junior/Vulnerable Adult Members. Members should make sure they can be observed by others, and that the Responsible Adult or carer is present.

5.2.7. All Members of The Club shall take reasonable care to consider the health and safety of Children and Vulnerable Adults whilst on Club premises. For example, Children and Vulnerable Adults should not be asked to handle or operate equipment which might be beyond their capability.

5.3. COMMUNICATIONS WITH VULNERABLE INDIVIDUALS

5.3.1. 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 Junior/Vulnerable Adult Member this permission should be given by the Parent or carer. Club Officers need details such as The Club membership list, and permission for these to be shared as necessary with any Club Officer is deemed to have been given when signing the membership application form.

5.3.2. Members should not send individual messages to a Junior/Vulnerable Adult Member via internet or web-based communication or social network channels such as Facebook.

5.3.3. All normal Club correspondence by e-mail should be sent to the Parent of the Junior Member as well as the Junior Member, unless the Parent has elected to have all mail sent to them (the Parent) only.

5.3.4. Junior Members may join The Club Facebook group, with the consent of a Parent. Communication via Facebook Mail with a Junior Member is to be avoided except in circumstances essential for the administration of the Facebook group.

5.3.5. Members should not normally give their personal contact details to Junior/Vulnerable Adult Members, including their mobile telephone number, details of any blogs and personal websites, except in the circumstances necessary for the organisation of Club Activities in which the Junior/Vulnerable Adult Member is participating, and then only with the knowledge of the Junior/Vulnerable Adult Member's Parent/carer.

5.4. PORTRAYAL OF INAPPROPRIATE IMAGES

5.4.1. The Club has a duty not to show images of a suggestive, indecent or extremely disturbing nature in the presence of Young People. As part of The Club's annual programme, portfolios of work covering a wide range of photographic styles and content are shown at meetings and it is recognised that some images portraying nudity or semi-nudity may occasionally be displayed and may be considered suggestive.

5.4.2. The Club will take reasonable steps to protect Young People from viewing images that may be considered suggestive or disturbing in nature. In so far as The Club can assure, if a particular activity is known by The Club to include the presentation of such images, The Club will endeavour to provide advance warning to the Parents of Junior Members. Anyone invited to meetings to show and discuss their images should be made aware of this policy if a Young Person is present.

5.4.3. While this situation may be infrequent it is not always predictable. Parents must be aware that The Club will not always know in advance if such material is included in the Activities and therefore The Club cannot guarantee to give advance warning. It will be the duty of the accompanying Responsible Adult to decide what to do in such circumstances.

5.5. PHOTOGRAPHY OF VULNERABLE INDIVIDUALS

5.5.1. The Club has due regard for the privacy of Children and Vulnerable Adults. The situations where Club Members may be in a position to make an image of a Vulnerable Individual fall into two categories:

5.5.1.1. A Portrait Evening or Workshop: Vulnerable Adults and Children shall not model for The Club without the written consent of a Parent or carer. They should also be accompanied by the Parent, Nominated Adult or carer for the duration of the modelling session. Unless agreed otherwise, images may be used for Club competitions, but may not be used or published in any other form without a formal model release form.

5.5.1.2. Club outings/shoots: on Club shoots and outings it is common practice for one Member to take a photograph of another. However Members should avoid making images of Junior Members in one to one situations 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.

5.5.2. We expect all Club Members to follow best practice when entering child photography into competitions. All images of Children must be deemed appropriate and final submission of images is at the discretion of The Club Internal Competition Secretary.

5.5.3. No images of Children appearing to be under the age of 18 will be published on the website or Facebook group without express permission of the Parent.

5.5.4. Members should not take images 'in secret', or take images in situations that may be construed as being secretive.

5.5.5. Members of The Club are sometimes invited by organisers to take photographs at community events such as drama productions, races etc. 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 Children 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 or carers if required. Asking permission from all parents 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.

6. PROCEDURE FOR REPORTING AND HANDLING ACCUSATIONS OF ABUSE

6.1. It is important that Vulnerable Individuals are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

6.2. Concerns or allegations about inappropriate behaviour towards Vulnerable Individuals within The Club environment must be reported immediately to the Parent/Responsible Adult or carer and the Chairman or a Club Officer.

6.3. Information from the potential victim and any witness must be taken immediately and passed on to the relevant authority. Contact details for social services or police locally are:

- Child Safeguarding First Contact team, Derby City Council 01332 641172
- for Vulnerable Adults 01332 642855
- Careline for any Vulnerable Individual 01332 786968
- Concerns about the immediate safety of a Vulnerable Individual should be reported to the Police on 101 at any time.

6.4. A copy of all written records, reports, notes and correspondence relating to any incident shall be kept by The Club Secretary.

6.5. Finally, if there is an accident or emergency involving a Vulnerable Individual, Club Members and Officers will give any necessary assistance, recognising that it is the final responsibility of the Parent or Nominated Adult or carer to make decisions affecting the Vulnerable Individual.

7. DOCUMENTATION

7.1. The relevant documentation applicable to Junior/Vulnerable Adult Members is as follows:

7.1.1. This Document - Derby City Photographic Club Policy and Working Practice for Safeguarding of Vulnerable Individuals

7.1.2. Vulnerable Individual Application and Annual Renewal Form. To be completed when the Vulnerable Individual joins, or renews his/her membership at the start of the year (first meeting after the AGM). This form must be signed by a Parent / carer.

7.1.3. Vulnerable Individual Consent Form (Appendix A) which must be signed by a Parent/ carer, and is to be completed when:

- the Vulnerable Individual Member first joins The Club
- the Vulnerable Individual Member renews his/her membership at the start of the year (first meeting after the AGM)
- if the Parent / carer wishes to nominate a new Nominated Adult during the season, in which case a supplementary Vulnerable Individual Consent Form will be required.

8. CONFIDENTIALITY OF PERSONAL INFORMATION

A database of Members' contact details is maintained by The Club Treasurer and shared with the Secretary. Care is taken to protect this information, which is not published or circulated to The Club Membership and is only supplied to a Member if the Secretary agrees that this is justified. The contact details, including email address, of any Junior or Vulnerable Adult Member will be integrated into this database, unless a request for its omission is received from the individual's Parent or carer, through the completion of the relevant section of the membership application form.



APPENDIX A

CONSENT FORM: MEMBERSHIP OF VULNERABLE INDIVIDUALS

To be completed in addition to the Club Membership Application Form.

As Parent/carer for I confirm that I have read the Policy and Working Practice for Safeguarding of Children and Vulnerable Adults.

I agree to him/her joining Derby City Photographic Club and taking part in Club Activities, always accompanied by myself or a Responsible Person I have nominated below.

I have made The Club aware of any specific needs the Vulnerable Individual has.

I accept that I am responsible for the Vulnerable Individual before, during and after Club Activities.

I agree that, in common with all other Members, photographs of Vulnerable Individuals may be taken and used when illustrating a Club Activity (including use on the internet and in N&EMPF/PAGB literature).

The Club will make every effort to prevent Vulnerable Individuals viewing any image that could be considered suggestive or disturbing in nature. However, I recognise that due to the nature of The Club's Activity, namely photography, some images may be displayed which contain nudity and wherever possible The Club will inform me in advance of this occurring.

I understand that I am not required to join The Club.

I agree to pay the relevant Membership subscription for the Junior Member (if applicable).

Signed: (Parent/carer) Date:

and, if required:

As the Nominated Adult, nominated to accompany
..... to Club Activities:

I undertake to accompany them at all times during Club Activities and to ensure that they have safe passage to and from these Activities.

I accept that I am responsible for the Vulnerable Individual during Club Activities.

I understand that I am not required to join The Club.

Signed (Nominated Adult) Date:

APPENDIX B

AMENDMENTS AND DOCUMENT HISTORY		
DATE	DETAILS OF CHANGE	APPROVED BY
13 JUNE 2019	POLICY APPROVED & ACCEPTED.	FULL COMMITTEE
JUNE 2019	CLUB CONSTITUTION AMENDED REFERENCING SAFEGUARDING POLICY	K. MARPLES, SECRETARY
JULY 2019	SAFEGUARDING POLICY ADDED TO CLUB WEBSITE. POLICY CIRCULATED TO ALL MEMBERS	M. ARBLASTER, WEBMASTER K. MARPLES, SECRETARY