

KNOWLE CAMERA CLUB

SAFEGUARDING POLICY FOR CHILDREN AND VULNERABLE ADULTS

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CONTENTS

1. AIMS OF THIS POLICY AND BACKGROUND
2. CLUB ACTIVITIES AND SAFEGUARDING GUIDELINES
3. DISCLOSURE
4. PHOTOGRAPHY AND OTHER MEDIA

APPENDIX A Definition of “Vulnerable Adult”

APPENDIX B Child abuse, and the appropriate response to disclosure of abuse by a child to a member of the Club in the context of Club activities

APPENDIX C Abuse of a vulnerable adult, and the appropriate response to disclosure of abuse by a vulnerable adult to a member of the Club in the context of Club activities, or to strong suspicions of such abuse

APPENDIX D Child Protection and Safeguarding Policy Form

1. AIMS OF THIS POLICY AND BACKGROUND

Knowle Camera Club (“the Club”) recognises that in its activities it has a responsibility towards others, especially any child or vulnerable adult, to prevent any form of abuse.

The aims of this Policy are:

- to assist members by setting out their responsibilities to safeguard children and vulnerable adults
- to provide guidance to members on adopting behaviours to protect children, vulnerable adults and themselves under different circumstances that might arise in the Club
- to have a process in place for reporting allegations or suspicions of abuse

Knowle Camera Club’s objectives, as set out in the formal Rules, are the promotion, cultivation and wider appreciation of photography in the wider community as well as the enhancement of its members’ photographic and creative 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, but recognises its particular responsibility to those members.

All members, especially children and vulnerable adults, must be treated with respect and dignity, recognising any unique personal needs.

For the purposes of this Policy, the term “child” 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 categories of membership of the Club. In the case of children, their parent or guardian must countersign a copy of this Policy as acceptance of the Policy.

This Policy is available to consult on the Club’s website and all new members are given a copy in their welcome pack.

This Policy will be reviewed annually by the Club’s Committee.

2. CLUB ACTIVITIES AND SAFEGUARDING GUIDELINES

2.1 Presentations, competitions and social evenings open to all members held in a meeting room

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

If a club member who is a child or vulnerable adult arrives at a club meeting unaccompanied, a member of the Committee should attempt to contact their parent, guardian or carer. Where no parent, guardian or carer can be contacted, the two other club members should act as joint temporary guardians whilst the child or vulnerable adult is present.

A club member who is a child or vulnerable adult should not be allowed to operate, assemble & disassemble equipment (other than camera equipment) or enter the kitchen area. To minimise risk, they should be asked to use the disabled toilet facilities unless they can be accompanied by their parent, guardian or carer.

2.2 Occasional outings for which members arrange their own transport; these involve small numbers meeting, usually in public places. Also occasional workshops, sometimes at other clubs, in which members work in small groups

Members are advised not to offer lifts to children or vulnerable adults unless accompanied or authorised by a parent, guardian or carer. Members should not work on their own with a child or vulnerable adult and they should make sure they can be observed by others; ideally, the parent, guardian or carer should be present.

2.3 Photography of community events such as sporting activities, drama productions, etc

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, guardians or carers if required. The member dealing with the invitation should ask the organisers to ensure that such arrangements are in place, and this request and the reply should be on record, for example by e-mail.

2.4 Mentoring or training requested by members who need help with any aspect of their photography hobby

Providing mentoring or training might involve visits to private homes. Mentoring of children 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 Social Media

The Club's social media sites (Facebook and Instagram) have at least two administrators who control access and can remove material should anything unacceptable be posted, whether a photograph or comment.

3. DISCLOSURE

If a child 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 disclosure seriously and follow the procedures set out in Appendix B and Appendix C. A form for recording their actions is provided in Appendix D. If a member has any safeguarding concerns then they should contact a Committee member.

4. PHOTOGRAPHY AND OTHER MEDIA

4.1 Issues can arise from the photography of children or vulnerable adults. No photographs may be taken of children or vulnerable adults who are undressed or inappropriately clothed for the activity taking place.

4.2 If a child or vulnerable adult is a member of the 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 child 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 child 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 this Policy on joining the Club.

4.3 No child should be allowed to view or take images that may be considered suggestive or indecent in nature. Although the taking or viewing of such images at normal Club meetings is unlikely, the possibility should be considered and appropriate action(s) taken. Such actions could include the exclusion of children from attending that meeting, or an insistence that they are accompanied throughout by their parent or guardian. Similarly, vulnerable adults may also be required to be accompanied by their carer.

4.4 No personal details of a member of the Club such as their address or telephone number, should be revealed without permission. In the case of a child or vulnerable adult this permission should be given by the parent, guardian or carer.

4.4 When taking photographs or video recordings at an event that involves children or vulnerable adults it is good practice, where practicable, to ask the permission of the organisers or persons in charge and for the photographer to 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 often it may not be practicable to ask permission. If Club members have been invited to photograph an event, the guidance in Section 2.3 should be followed.

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 child or vulnerable adult by text or online, other than in a general communication to all members. When using phone, they should communicate with the parent, guardian or carer, rather than the child or vulnerable adult. When using e-mail they should communicate with the parent, guardian or carer as well as the child or vulnerable adult.

APPENDIX A

Definition of “Vulnerable Adult”

A vulnerable adult is a person aged 18 or over who “is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”.

Some people are always vulnerable, such as those mentioned above who are in need of community care services, but any person may be vulnerable at times. This Policy could therefore be relevant to the treatment of any Club member.

APPENDIX B

Child abuse, and the appropriate response to disclosure of abuse by a child to a member of the Club in the context of Club activities

B.1 INTRODUCTION

B1 .1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm.

B1.2 Guidance published by the Government defines four categories of abuse:

- Physical Abuse
This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- Emotional Abuse
This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.
- Sexual Abuse
This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening.
- Neglect
This is the persistent failure to meet a child’s basic physical and or psychological needs, likely to result in the serious impairment to the child’s health and development.

B.2 PROCEDURE IN THE EVENT OF A DISCLOSURE

B2.1 It is important that children are protected from abuse. All complaints, allegations or suspicions or abuse must be taken seriously and reported to a Committee member after following the guidance set out in this Appendix.

B2.2 Regardless of the child’s view it remains the responsibility of the member to take whatever action is required to ensure the safety of that child. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. The outline form in Appendix D

shows the information which should be obtained. Record in writing what was said, using the child's own words as soon as possible.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral. Responsibility for making enquiries and investigating allegations rests with children's social services along with other relevant agencies.

B.3 SUSPECTED ABUSE

Abuse of a child may be suspected by a member of the Club in the context of contact through the Club, without disclosure from the child. If this were to occur then such suspicions and the evidence for these should be reported to a Committee member, who will raise the matter with the Club's Chairman and Secretary.

B.4 RESPONDING APPROPRIATELY TO A CHILD MAKING AN ALLEGATION OF ABUSE

- Listen to the child.
- Stay calm.
- Listen carefully to what is said.
- Allow the child to continue at her/his own pace.
- Questions must be kept to the minimum necessary to understand what is being alleged and leading questions must be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the child.
- Tell the child that the matter will only be disclosed to those who need to know about it.
- If the child can understand the significance and consequences of making a referral to social services she/he must be asked his or her view.

B.5 THE ROLE OF KEY INDIVIDUAL AGENCIES

B5.1 Social Services

The Children's Act 1989 gives Local Authority Social Services the primary responsibility for the care and protection of abused children and children at risk of abuse. It is their statutory duty to ensure that there is an investigation in cases of suspected abuse or significant harm, to take action to protect the child and to promote the welfare of the child.

Social Services also convene Child Protection conferences and manage the children who are subject to a child protection plan.

In the event of any disclosure or complaint by a child, the Club's Secretary (or the Chairman, if the Secretary is the subject of the disclosure or complaint) will contact Solihull Social Services Department.

www.solihull.gov.uk/health

APPENDIX C

Abuse of a vulnerable adult, and the appropriate response to disclosure of abuse by a vulnerable adult to a member of the Club in the context of Club activities, or to strong suspicions of such abuse

The Care Act 2014 imposes a duty on Local Authorities to set up Safeguarding Adults Boards. These have a duty to assess the risk to any adult referred to them.

C.1 Categories of Abuse

The main forms of abuse of vulnerable adults are:

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- Sexual abuse including rape and sexual assault or acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect or acts of omission, including medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Discriminatory abuse, including racist, sexist, that is based on a person's disability, and other forms of harassment, slurs or similar treatment

C.2 Suspicion or disclosure of abuse

Any suspicion, allegation or incident of abuse in the context of Club membership must be reported to a Committee member, who will raise the matter with the Club's Chairman and Secretary.

If any such abuse were to be suspected by a member of the Club in the context of their membership, or were to be disclosed to a member during Club activities, the procedure to be followed is the same as for abuse of a child, and is set out in Appendix B.

The Safeguarding Policy Form in Appendix D can be used for vulnerable adults as well as children.

APPENDIX D

Child Protection and Safeguarding Policy Form

The following is an “initial cause for concern” form, which must be passed to a Committee member as soon as possible, preferably within 24-48 hrs. The Committee member must then raise the matter with the Club’s Chairman and Secretary. The Secretary will pass on any serious cause for concern to Solihull Council Social Services Department within the same time scale.

Date:

Time:

Name of individual cause for concern is about:

Age (if known):

Address (if known):

Describe your concern and action taken:

Observations to support cause for concern:

Description and location of any visible marks, bruising etc:

Name of alleged abuser, relationship with child (if known):

Name of person completing form:

Signature:

Date:

Name of Committee member:

Signature:

Date: