



## **Safeguarding Policy**

### **Overview**

The Club exists to encourage an interest in photography, both within its membership and in the wider community. In this context, young people and vulnerable adults are very welcome to join Swavesey Camera Club and take part in its activities. The Club has a legal duty of care to such young people and vulnerable adults, however, and in order to safeguard the interests of all members the following policy shall apply.

This policy covers the protection of both children and vulnerable adults and aims to protect these groups with respect to:

- Sexual abuse.
- Emotional abuse.
- Physical abuse.
- Health and safety issues.
- Protection of personal data

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

### **Attendance at meetings**

Club meetings are the main club activities and should be low risk environments for children and vulnerable adults, but vigilance should still be maintained. Committee Members take responsibility for welcoming members and taking account of any special personal needs of members and visitors.

Junior members and visitors under 16 years of age must be accompanied at all regular club, other club meetings and other events by a parent or guardian, or an adult with the specific agreement of the parent or guardian who will be responsible for their behaviour, welfare and safety at all times.

### **Club programme**

During the Club's Annual Programme, portfolios of work covering a wide range of photographic styles and content are frequently shown at meetings. The range of content of these images are expected to be similar to those shown to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context.

At club portrait sessions, taking portrait photographs of vulnerable individuals should only take place with the express permission and under the direct supervision of the parent or guardian responsible.

### **Health and safety**

All members of the club should take reasonable care to consider the health and safety of children and vulnerable adults who are members or visitors to the club. Neither should be asked to handle or operate equipment, for example, which might be beyond their capability.



## **Reporting incidents**

Allegations concerning incidents involving children or vulnerable adults should be reported to any member of the Committee, who in turn should pass these on immediately to the President. The President shall liaise with the Committee in deciding what action should be taken. This could include sharing information about concerns with agencies who need to know such as police or social services and involving parents or guardian and children appropriately. A copy of all written records, reports, notes and correspondence relating to any incident, should be kept by the Secretary.

## **Confidentiality**

A database of members' contact details is maintained by the club 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 vulnerable member will be integrated into this database, unless a request for its omission is received from their parent or guardian.

## **Policy review**

This policy will be reviewed regularly and also immediately after any reported incident.