Dwyfor Camera Club Safeguarding Policy

Protection of Children, Young People and Vulnerable Adults

1. OVERVIEW

The aim of the Club is to encourage an interest in photography, both within its membership and wider community. With this aim in mind, young people under the age of 18 and vulnerable adults are welcome to join or visit the Club. The Club has a legal duty of care to people in these groups, to create a safe environment, in which they are listened to an encouraged to participate. In order to safeguard the interests of all members, the following policy shall apply.

2. SAFEGUARDING VULNERABLE GROUPS ACT 2006

The legislation seeks to protect vulnerable adults and young people under the age of 18 in respect to:-

* Sexual Abuse

* Emotional Abuse

* Physical Abuse

* Health and Safety Issues

* Protection of Personal Data

Under the Children Act 1989 a 'child' is defined as anyone under the age of 18.

The Department of Health defines a 'Vulnerable Adult' as anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment.

3. ATTENDANCE AT MEETINGS

Young members, vulnerable adults and visitors under 18 years 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 safety at all times. This also applies to club outings, visits to other clubs and ad hoc meetings at members' home.

When joining the club, the membership application form must be signed by their parent/guardian to signify acceptance of this policy. If the young member or vulnerable adult is not to be accompanied at meetings by their parent/guardian, the designated responsible adult(s) taking their place should be named on the membership form.

4. CLUB PROGRAMME

During the Club meetings and events, images covering a wide range of styles and content are shown. The range and content of these images should be similar to those acceptable to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context. We expect all members to follow best practice when entering child photography in club competitions and any of our exhibitions. All images of children must be deemed appropriate and final submission of images is at the discretion of the committee.

Club portrait sessions shall only involve the taking of images of children, young people and vulnerable adults under the direct supervision of a parent or legal guardian. A consent form must be signed by the parent, guardian or responsible adult prior to any photographs being taken. No images involving such vulnerable people are to be published on social media of any kind without written permission of the parent/guardian or responsible adult.
Total respect should be shown to vulnerable or young people at all times, and bad or abusive language should always be avoided.

5. HEALTH AND SAFETY

All members of the club should take reasonable care to consider the health and safety of young people 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. Such care and consideration should also be given in and around the kitchen area of the club.

6. REPORTING INCIDENTS OR ALLEGATIONS

Allegations concerning incidents set out in section (2) of this policy should be reported to any member of the committee, who in turn should pass these on immediately to the Chair (or in his or her absence, another officer of the club). The Chair 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 the vulnerable people as appropriate. A copy of all written records, reports, notes and correspondence relating to any incident, should be kept by the Secretary.

7. CONFIDENTIALITY OF PERSONAL INFORMATION

A database of members' contact details is maintained by the club. Care is taken to protect this information in line with the Data Protection Act principles. The contact details of any young member or vulnerable adult will be included in this database, unless a request for its omission is received by the child's parent or guardian, or from the vulnerable adult concerned or their recognised agent.

8. POLICY REVIEW

This policy will be reviewed each year by the committee and at the AGM or immediately after any reported incident.

9. CONTACT DETAILS

Contact details for the Social Services Department:-

If under 18 years: **01758 704 455** or cyfeiriadauplant@gwynedd.llyw.cymru

If over 18 years: **01766 772 577** (9am - 5pm) or cynghoriasesuoedolion@gwynedd.gov.uk

Out of hours contact tel. no: **01248 353 551**

If the matter is one of immediate danger contact the Police on **999** or **101**

North Wales Safeguarding Board: https://www.northwalessafeguardingboard.wales/