



Wakefield Camera Club Safeguarding Policy

1 Overview

- 1.1 The Wakefield Camera Club (Club) exists to encourage an interest in Photography, both within its membership and in the wider community. In this context, children, and adults at risk are very welcome to join Wakefield Camera Club and take part in its activities.
- 1.2 The Club has a legal duty of care to children and adults at risk, to create a safe environment, in which they are listened to and encouraged to participate. To safeguard the interests of all members the following policy shall apply.

2 The Safeguarding Vulnerable Groups Act 2006

- 2.1 This legislation covers the protection of both children, and adults at risk. For the purpose of the Act, a child is defined as a person under the age of 18 and The Department of Health defines an adult at risk as 'a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.'
- 2.2 The legislation aims to protect these groups with respect to:
 - 2.2.1 Sexual abuse.
 - 2.2.2 Emotional abuse.
 - 2.2.3 Physical abuse.
 - 2.2.4 Health and safety issues.
 - 2.2.5 Neglect
 - 2.2.6 Protection of personal data
- 2.3 'A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.'

3 Attendance At Meetings

- 3.1 Children, adults at risk and visitors under 18 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 always be responsible for their safety. This applies to Club outings, visits to other clubs and ad hoc meetings at members' homes.
- 3.2 When joining the Club, the membership application form must be signed by their parent/guardian to signify acceptance of this policy. If the child or adult at risk 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

- 4.1 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 like those shown to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context.



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- 4.2 We will make parents/guardians or designated responsible adult(s) of children or adults at risk aware of any events or activities which may be considered inappropriate. Wakefield Camera Club will always seek permission from the parent or legal guardian when publishing images identifying that child.

5 Photographs of Children and Adults at Risk

- 5.1 Photographs are often taken at Wakefield Camera Club meetings, outings and events and these may include members who are children or adults at risk. These images are used to promote club activities and may be included on Club social media and the Club website. No image that shows a child or adult at risk (where they are clearly identifiable) will be shared in this way without express permission from the parent or legal guardian on a case-by-case basis.

6 Health And Safety

- 6.1 All members of the club should take reasonable care to consider the health and safety of children and adults at risk who are members or visitors to the club.

7 Reporting Incidents or Allegations

- 7.1 Allegations or disclosures made by, or concerns about' a young person/vulnerable adult 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 President. The President may, at their discretion, discuss concerns with other members of the committee, but would not discuss confidential matters more widely than needed, although it may be necessary to alert the whole committee that a concern was active, without all the details. The President may share 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.

8 Confidentiality of Personal Information

8.1 Members Database

- 8.1.1 A database of members' contact details is maintained by the club treasurer. 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 child member will be integrated into this database, unless a request for its omission is received from the child's parent or guardian, through the completion of the relevant section of the Membership Form.

8.2 Mailing Lists

- 8.2.1 The Club uses a mailing list to communicate with its members. The email address of a child or adult at risk will only be added to the mailing with the permission of the parent/guardian or responsible adult when confirmed on the membership application form. Permission can be revoked at any time by notifying the Club Treasurer in writing.

8.3 Competition System



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8.3.1 The Club uses an online service for photography competitions; the same online service is also used to send email communication to registered users. Access to the system is by email and password login. The Club will only create a login account for a child or adult at risk with the permission of the parent/guardian or responsible adult when confirmed on the membership application form.

8.3.2 Alternatively, the parent/guardian or responsible adult can provide an alternate email address, on the membership form, for the purposes of entering images into club photography competitions on behalf of a child or adult at risk. Permission can be revoked at any time by notifying the club treasurer in writing.

8.4 WhatsApp

8.4.1 The Club uses a members WhatsApp group which all members are welcome to join. Children and adults at risk will only be added to the Club members WhatsApp group with the permission of the parent/guardian or responsible adult when confirmed on the membership application form. Permission can be revoked at any time by notifying the club treasurer in writing.

9 POLICY REVIEW

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