

Musselburgh Camera Club Policy Document for Safeguarding Children, Young People and Vulnerable Adults Attending Club Meetings



This policy has been implemented to ensure that children, young people and vulnerable adults are protected within the environment of club meetings. A copy of this document will be provided to all members and parent/legal guardian of any prospective vulnerable individual member.

Definition of a child/young person

For the purposes of this policy, any person under the age of 18 will be considered a child/young person.

Definition of vulnerable adult

For the purposes of this policy, any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support.

Definition of a vulnerable individual

For the purposes of this policy, children, young people and vulnerable adults are herein collectively referred to as vulnerable individuals.

Definition of attending responsible adult

For the purposes of this policy, the parent/legal guardian or responsible adult nominated by the parent/legal guardian accompanying the vulnerable individual at a club meeting.

Definition of club meeting

For the purposes of this policy, a club meeting also includes (but is not limited to) activities such as indoor/outdoor photoshoots, attendance or presenting at club photographic displays/exhibitions, visits to or joint meetings with other photographic clubs (whether national or international), visits to externally organised exhibitions/shows/talks or attendance to any of the above by video or audio conferencing.

Definition of Safeguarding Lead

The club chairperson shall be the Safeguarding Lead. The Safeguarding Lead shall act as the first point of contact for club members raising a safeguarding concern. The Safeguarding Lead shall maintain accurate, secure records of referrals or concerns. In the absence of the club chairperson, any office-bearing club committee member may temporarily take the role of the Safeguarding Lead.

Definition of abuse

A form of maltreatment of a vulnerable individual. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm, through physical abuse, emotional abuse, sexual abuse or neglect.

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Care and supervision

Musselburgh Camera Club will not be directly responsible for the care and supervision of vulnerable individuals during meetings. That responsibility will lie with the vulnerable individual's attending responsible adult.

Disclosure and Barring Service

There is no requirement that any member of a camera club will be subject to Disclosure and Barring Service checks if the camera club decides to admit vulnerable individual(s) as member(s).

Membership for vulnerable individuals

A vulnerable individual must provide written permission from the parent/legal guardian to become a member of the club. In addition, the parent/legal guardian must approve the following:

- If not prepared to accompany the vulnerable individual to club meetings, nomination of a responsible adult to accompany the vulnerable individual to club meetings.
- Agreement to pay the relevant membership subscription.
- Agreement that the parent or legal guardian is responsible for the vulnerable individual until they arrive at the meeting venue and the meeting commences and once the vulnerable individual leaves the venue at the conclusion of club meeting.
- During the meetings the attending responsible adult is responsible for the vulnerable individual.
- Should a vulnerable individual arrive at a club meeting without an accompanying parent/legal guardian/responsible adult, the attending responsible adult will be contacted to either attend the meeting or to collect the vulnerable individual. Until the attending responsible adult arrives at the meeting the vulnerable individual will be attended to by 2 club members (one of whom must be an office-bearing committee member) and will be excluded from the meeting.

The parent/legal guardian must advise the club of any topics/images which might reasonably be expected to be discussed/shown at a club meeting which may distress or be considered unsuitable for the vulnerable individual.

Acceptance of vulnerable individuals into the club.

All vulnerable individuals will be treated with respect and equality by club members, ensuring that acceptable behaviour and language are implemented in the presence of vulnerable individuals. When any vulnerable individual joins the club members will be reminded that there is a policy regarding vulnerable individuals and that they have a responsibility to adhere to this policy.

Storage of personal information of vulnerable individuals

The name of the vulnerable individual, their membership number, the year of joining the club and any subscription fees paid will be maintained in the list of club members. The name(s), addresses, contact telephone and/or e-mail addresses of the parent/legal guardian and any nominated responsible adult will also be maintained in the list of club members. When the club is notified that a vulnerable individual no longer wishes to be a club member, or if the vulnerable individual does not attend any meetings for a full year the personal information of the vulnerable individual, their parent/legal guardian and any nominated responsible adult will be removed from the list of club members.

Attendance of vulnerable individuals at club meetings

Vulnerable individuals must be accompanied at all meetings by at least one person (the attending responsible adult) who must be a parent, legal guardian or a responsible adult (appointed in writing by a parent/legal guardian). The attending responsible adult must accompany the vulnerable individual at all times whilst attending club meetings.

Assistance by club member(s) may be requested by the attending responsible adult for specific activities, e.g. to accompany a vulnerable individual to the toilet.

Should any member of the club show an abnormal interest in a vulnerable individual, club committee members will ensure that that club member is not left alone with the vulnerable individual, even if the attending responsible adult is present. The club member will be advised by the Safeguarding Lead to desist such behaviour. Should such behaviour continue at the same or subsequent club meetings the club member will be barred from the club without refund of any membership fee.

The attending responsible adult need only pay a membership fee if they are involved in any of the club meetings (apart from simply attending meetings with the vulnerable individual).

Photographing club members who are vulnerable individuals

Taking photographs of vulnerable individuals may only be done under the direct supervision of the attending responsible adult. Permission must be obtained from the parent or legal guardian before publishing such images and identifying the vulnerable person.

Exposure of vulnerable individuals to suggestive or indecent images

Photographing artistic nude bodies is a recognised form of photography where the aim is to create a sensual or dramatic image that celebrates the human form, rather than an explicit one. Vulnerable individuals will be excluded from any studio activities where nude photography will be involved. Anyone presenting digital or printed images will be asked to confirm that there will be no nude photographs shown at any meetings where vulnerable individuals are present.

Health and Safety

Health and Safety matters cover all club members and so are the topic of a separate policy.

Prohibited activities

Vulnerable individuals will not be allowed to operate, assemble or disassemble equipment that is not able to be borrowed from the club (whether belonging to the club or provided by the owners or administrators of the location of any club meeting). Equipment that is normally available for members to borrow may only be lent to the attending responsible adult.

Managing allegations of abuse against club members

All allegations of abuse by club member(s) of a vulnerable individual will be taken seriously. Abuse may be reported by the vulnerable individual, the vulnerable individual's attending responsible adult or another club member.

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The Safeguarding Lead must be notified as soon as possible and informed of the allegation or concerns. A Safeguarding Report Form must be completed and submitted to the Safeguarding Lead. The office-bearing club committee members will meet at the earliest opportunity to review, discuss and document the allegation or concerns and decide on a course of action. The vulnerable individual and their attending responsible adult will be informed of the decision.

Safeguarding Report Form

Musselburgh Camera Club Safeguarding Report Form	
Club Member Details	
Name	
Position	
Date	
Vulnerable Individual Details	
Name	
Date of Birth (if under 18)	
Parent or parent or legal guardian's name	
Details of the disclosure, concern or incident	
Describe what has happened and include dates, times, details of any injuries, changes in behaviour or appearance and any other information you think is relevant:	
If you are reporting the concerns of someone else, please give details of their name and position:	
If you have spoken to the vulnerable individual, please provide details of their account or perspective:	

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If anyone has been alleged to be the cause of the incident or source of concerns, please provide details:	
If anyone else witnessed the incident or shares your concerns please provide their details:	
If you are aware of any previous concerns, disclosures or any current risks or support plans please give details:	
Agreed Actions (to be completed by Safeguarding Lead)	
Summary of discussion with staff member making the report:	
Do you have vulnerable individual protection concerns?	Yes / No If yes, a referral must be made to statutory child or adult protection authorities
Club member signature/date	
Safeguarding Lead signature/date	