

# Exmouth Photo Group Safeguarding Policy

## Protection of Children and Vulnerable Adults

### 1 OVERVIEW and AIMS

- 1.1 The aim of Exmouth Photo Group (referred to as 'the Club') is to promote an interest, enjoyment and appreciation of photography within its membership and in the wider community.
- 1.2 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 and in order to safeguard the interests of all members, the following policy shall apply.
- 1.3 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

### 2 SAFEGUARDING VULNERABLE GROUPS ACT 2006

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

- 2.1 The legislation refers to the protection of vulnerable adults and young people under the age of 18 in respect of: Sexual abuse, emotional abuse, physical abuse, health and safety issues and protection of personal data.
- 2.2 Please refer to 'APPENDIX A' for the definition of a 'Vulnerable Adult'. As defined in the Children Act 1989, anyone under the age of 18 is considered to be a child.

### 3 ATTENDANCE AT MEETINGS

- 3.1 Committee members take responsibility for welcoming members and taking account of any special needs of members - for example, the siting of wheelchairs.
- 3.2 Young members and visitors under 18 years of age must be accompanied at all regular Club meetings, other Club meetings, and other events by a 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' houses.
- 3.3 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, then a designated responsible adult(s) taking their place must be named on the membership form.
- 3.4 The needs of any vulnerable adult will be assessed on joining, depending on their vulnerability.
- 3.5 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, then two other club members should act as joint temporary guardians whilst the child or vulnerable adult is present.
- 3.6 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.
- 3.7 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.
- 3.8 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.

3.9 Mentoring or training requested by members who need help with any aspect of their photographic hobby: 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.

3.10 None of the activities of the Club fall within the definition of unsupervised or 'regulated' activity with vulnerable groups. Club members and committee members will therefore not be required to work with a child or vulnerable adult unsupervised.

#### 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 Exmouth Photo Group.

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.

4.5 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 3.3 should be followed.

##### 4.6 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.

##### 4.7 Social Media

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

#### 5 CLUB PROGRAMME

During Exmouth Photo Group meetings and events, images covering a wide range of photographic styles and content are shown. The range and content of these images should be similar to those acceptable to be displayed in general public exhibitions. Whether or not images are appropriate to show at the club must be judged in this context on any given occasion.

## **6 HEALTH AND SAFETY**

All members of Exmouth Photo Group must take reasonable care to consider the health and safety of young people and vulnerable adults who are members or visitors to the club. Club members must not be asked to handle or operate equipment, for example, which might be beyond their capability in any way.

## **7 REPORTING INCIDENTS OR ALLEGATIONS**

7.1 Allegations of incidents should be reported to any member of the committee in confidence, who in turn must 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 the Police or social services and involving parents or a guardian or carer as appropriate.

7.2 A copy of all written records, reports, notes and correspondence relating to any incident, will be kept by the Secretary.

7.3 Anyone who has a complaint or concern relating to safeguarding at Exmouth Photo Group should report it immediately to the Chair or in their absence to the Vice Chair or in their absence to another member of the committee.

## **8 CONFIDENTIALITY OF PERSONAL INFORMATION**

8.1 A database of members' contact details is maintained by the Secretary. [honsecretaryepg@gmail.com](mailto:honsecretaryepg@gmail.com).

Care is taken to protect this information in line with the Data Protection principles <https://www.gov.uk/data-protection> and General Data Protection Regulation GDPR legislation <https://gdpr-info.eu/>

8.2 This information is not published or circulated to the club membership and is only supplied to a member if the secretary agrees that this is justified.

8.3 The contact details, including email address, of any child member or vulnerable adult will be integrated into this database, unless a request for its omission is received from the child's/young person's parent or guardian, or from the vulnerable adult concerned or their recognised agent.

## **9 COMMUNICATION and AWARENESS**

9.1 This policy will be included on Exmouth Photo Group's website. <https://www.exmouthphotogroup.com/>

9.2 All members of the Club are to be made aware of the existence and main provisions of the Policy in emails from the Secretary at least once a year and where it can be accessed. A printed copy will be made available on request.

9.3 The parent, legal guardian or carer of young person under 18 and or a vulnerable individual is to be made aware of the contents of the Policy.

9.4 All visitors to meetings are to be made aware of the contents of the Policy if a young person under 18 and or a vulnerable individual is present.

9.5 The committee will nominate a member of the committee with responsibility for Safeguarding to ensure that the above is adhered to.

9.6 A committee member will have responsibility for Safeguarding, normally the Chair.

## **10 POLICY REVIEW**

This policy will be reviewed on an annual basis, and immediately after any reported incident.

## **APPENDIX A:**

### **DEFINITION OF 'VULNERABLE ADULT'**

<https://www.legislation.gov.uk/ukpga/2006/47/section/59/enacted>

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 or visitor.

## **APPENDIX B:**

### **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 of 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 Chair (who is usually the club’s ‘Safeguarding Officer’) or in their absence the Club’s Vice Chair.

### **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 <https://www.legislation.gov.uk/ukpga/1989/41/contents>

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 Chair (or the Secretary, if the Chair is the subject of the disclosure or complaint) will contact Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk) and give as much information they can.

## **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 <https://www.legislation.gov.uk/ukpga/2014/23/contents> 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 Chair (the Vice Chair in his or her absence) 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 Chair and Secretary. The Secretary will pass on any serious cause for concern to Devon's Social Services Department within the same time scale. Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

## EXMOUTH PHOTO GROUP 'INITIAL CAUSE FOR CONCERN' FORM

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:

## APPENDIX E OTHER RELEVANT DOCUMENTS/ORGANISATIONS

**Childline** <https://www.childline.org.uk/>

**Kooth** <https://www.kooth.com/>

**Photographic Alliance of Great Britain (PAGB) 'Children, Young People and Vulnerable Adults**

attending Club Meetings' [http://www.thepagb.org.uk/wp-content/uploads/child\\_protection.pdf](http://www.thepagb.org.uk/wp-content/uploads/child_protection.pdf)

Please note that this is an advisory document

**Salvation Army** <https://www.salvationarmy.org.uk/about-us/policies/safeguarding>

**'Working Together To Safeguard Children'** <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**World Health Organisation 'Abuse of older people'** <https://www.who.int/news-room/fact-sheets/detail/abuse-of-older-people>

**Exmouth Photo Group 'Safeguarding Policy Protection of Children and Vulnerable Adults'**

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Reviewed: