

BINGLEY CAMERA CLUB SAFEGUARDING POLICY for CHILDREN and VULNERABLE ADULTS

1. AIMS

1.1 The Club recognises that in its activities it has a responsibility towards others, especially any minor or vulnerable adult, to prevent any form of abuse. The aim of the Policy is

- to assist members by setting out their responsibilities to safeguard minors and vulnerable adults.
- to provide guidance to members on adopting behaviours to protect minors, 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.

1.2 THE CLUB

Bingley Camera Club exists to encourage members to practice, discuss, and enjoy their photography, and to improve their skills. The Club aims to be as inclusive as possible to all members of the community, including members who are under the age of 18 or who are vulnerable adults.

The club will admit members aged 16 or over.

Bingley Camera Club values all members and recognises its particular responsibility to individual members who are minors or vulnerable adults. All members, especially minors and vulnerable adults, must be treated with respect and dignity, recognising any unique personal needs.

For the purposes of this Protection Policy, the term minor is used to mean any club member or visitor under the age of 18. The term 'vulnerable adult' is defined in Appendix A.

Adherence to the Policy is a condition of all grades of membership of the Club –

- a member's attention is drawn to the Policy on joining, along with other Club policies and rules which are found on our website (www.bingleycameraclub.org.uk).
- In the case of minors, their parent or guardian must confirm in writing or by email their acceptance of the Policy.
- This Policy will be reviewed once a year by the Club committee and will be made available to members at the AGM and on the Club website.

2. CLUB ACTIVITIES with SAFEGUARDING GUIDELINES for each :-

2.1 Presentations, competitions and social evenings open to all members held in a large meeting room or by remote technology (e.g. Zoom). These meetings are the main club activities.

Meetings are low risk environments for minors or vulnerable adults. Committee members take responsibility for welcoming members and taking account of any special personal needs of members - for example, the siting of wheelchairs. Minors under the age of 16 should be accompanied by a guardian.

From time to time there will be included amongst images displayed by visiting speakers some images which might be considered as inappropriate for young members or vulnerable adults to view – for example an unclothed human figure or images of the effects of war or disaster. While this may be infrequent it is not always predictable. In so far as Bingley Camera Club can assure, if a particular activity is known by Bingley Camera Club to include the presentation of such images, Bingley Camera Club will provide advance warning to the responsible persons. Such notification may be by the form of annotation to the programme, or by email or by other suitable means. Responsible persons must be aware that Bingley Camera Club will not always know in advance if such material is included in the activities, and therefore Bingley Camera Club cannot guarantee to give advance warning.

2.2 Occasional outings for which members arrange their own transport. These involve small numbers meeting, usually in public places. Occasional workshops, sometimes at other clubs, in which members work in small groups

Members are advised not offer lifts to minors unless the minors are accompanied by a parent or guardian. Members should not work on their own with a minor or vulnerable adult. They should make sure they can be observed by others, and preferably that the parent, guardian or carer is present.

2.3 Photography of community events such as drama productions, races etc. Members of the Club are sometimes invited by organisers of such events to take photographs. The Club encourages individual members to respond to such invitations as it supports the community and also gives members wider photographic experiences. Community events may include ones in which minors 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. Asking permission from all parents, guardians or carers may not be possible and it is sufficient to have notices at the event that photography has been arranged. These could give a contact point for people who do not want photographs taken at the event. The member dealing with the initial request should ask the organisers to ensure that such arrangements are in place. This should be done such that the request and reply are on record, for example by e-mail.

2.4 Mentoring requested by members who need help with aspects of their photography. Responding to this might involve visits to private homes. Informal mentoring is important to the club so that more experienced members can pass on expertise to others if requested.

Mentoring of minors 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.

2.5 Internet discussion groups and photo-sharing.

The Club has a Facebook group (with subgroups from time to time) and a Flickr site, where members can elect to join. On the Flickr and Facebook site members can post their pictures

and also make comments or discuss with others. These forums have at least two managers who control access and can remove material, should anything that was unacceptable be posted. The club also has a WhatsApp group which is also moderated, in that administrators (who are committee members) can remove material that is unacceptable. The club also has public Twitter and Instagram account the content of which is controlled by at least two managers.

Members are required to treat others with respect, dignity and politeness in their comments, even if their opinions differ. Members are advised that all comments are to a wide and diverse group and to take care to avoid posting comments that can be considered derogatory, discriminatory or offensive.

Members are advised not to contact minors or vulnerable adults on Facebook through direct messaging (they can make contact through the club secretary or a parent, guardian or carer).

All members including minors and vulnerable adults will be admitted to the Facebook group. Minors will not be admitted to the WhatsApp groups, as this would divulge a personal phone number to the whole group and Bingley Camera Club is not able to monitor or moderate direct contact to ensure safeguarding.

We refer minors and their guardians to UKCIS Social media guidance (<https://www.internetmatters.org/resources/ukcis-social-media-guide-for-parents-and-carers/>) for use of Social media to protect themselves.

3. DISCLOSURE :

If a minor or vulnerable adult were to disclose abuse or other matters covered in this policy to a club member in the course of Club events or activities, then the Club member should take such a disclosure seriously and follow the procedures set out in Appendix B and Appendix C. A form for recording their actions is provided in Appendix D.

If a member has any safeguarding concerns then they should contact the designated Safeguarding Lead, Joyce Simpson Phone 07914 005201. This should be done without delay.

If the Designated Safeguarding Lead is not available then the Club Chair or Vice-Chair should be contacted.

4. PHOTOGRAPHY and MEDIA protection policy :

The business of the Club is to encourage photography and to help its members improve their skills. However, issues can arise from the photography of minors or vulnerable adults.

4.1 No photographs may be taken of minors or vulnerable adults who are undressed or inappropriately clothed for the activity taking place.

4.2 If a minor or vulnerable adult is a member of Bingley Camera 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 minor 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 minor 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 agrees to this policy on joining the Club. (Section 1.2)

4.3 No personal details of a member of the Club such as their address or telephone number, must be revealed without permission. In the case of a minor or vulnerable adult this permission should be given by the parent, guardian or carer. Access to personal details such as the Club membership list and emails are held by the club secretary only as described in the data privacy policy:

[https://amazon.clikpic.com/Bingleycameraclub/clik_media/Bingley Camera Club Data Privacy Notice - May 2018.pdf](https://amazon.clikpic.com/Bingleycameraclub/clik_media/Bingley_Camera_Club_Data_Privacy_Notice_-_May_2018.pdf)

4.4 When taking photographs or video recordings at an event that involves minors or vulnerable adults it is good practice to ask the permission of the organisers or persons in charge and for the photographer 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 it often may not be practicable to ask permission.

If Club members have been invited to photograph an event, Club policy is set out in Section 2.3.

4.5 *Mobile and on-line communication :*

There are many ways for people to communicate. The main form of communication to all members is by email from the club secretary. It is recommended that Club members should not communicate with a minor or vulnerable adult by text or on-line, unless in a general communication to all members, or to avoid immediate risk to the minor or vulnerable adult. When using phone or e-mail they should communicate with the Parent, Guardian or carer, rather than having direct contact with the minor or vulnerable adult.

APPENDIX A

Definition of “Vulnerable Adult”

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”.

ref : *No secrets : guidance on protecting vulnerable adults in care*, Department of Health, 2000, available at www.gov.uk/government/publications search on ‘vulnerable adults’.

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.

APPENDIX B

Child abuse, and the appropriate response to disclosure of abuse by a minor to a member of the Club in the context of Club activities:

Bradford Districts Safeguarding Children's page is here:

<https://www.bradford.gov.uk/children-young-people-and-families/safeguarding-children/safeguarding-children/>

B1 Concerns around a child's safety may come to light through:

- A child or young person alleges abuse has taken place or they feel unsafe
- A third party or anonymous allegation is received
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago
- A report is made regarding the serious misconduct of a club member towards a child or young person. These will be dealt with in line with our 'Allegations Management procedures'.

B2 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children (*Working Together to Safeguard Children 2018*)

The *Working Together to Safeguard Children 2018* guidance

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

published by the Government defines four categories of abuse as follows.

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or

hearing the ill-treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening.

Examples of physical contact include penetrative acts (rape, buggery or oral sex) or non-penetrative acts kissing, fondling, masturbation. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment to the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or care failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

PROCEDURE IN THE EVENT OF A DISCLOSURE

B3.1 It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

B3.2 This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.

B3.3 Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the child.

B3.4 If the complainant is the child, 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.

B3.5 A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

B3.6 This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

RESPONDING TO AN ALLEGATION

B4.1 Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead :

Joyce Simpson Phone 07914 005201 or if they are unavailable to the Chair or Vice-Chair.

RESPONDING APPROPRIATELY TO A CHILD MAKING AN ALLEGATION OF ABUSE

- Listen to the child.
- Stay calm.
- Responsibility for making enquiries and investigating allegations rests with children's social services along with other relevant agencies.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- 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.
- 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.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- 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.
- Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. Also record what the member said.
- There is a form that can be used to record any allegation provided in Appendix C.

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 from the designated child protection officer.

B5 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 the Designated Safeguarding Officer who will refer to the relevant agency

B6 THE ROLE OF KEY INDIVIDUAL AGENCIES

Social Services

The Children's Act 1989 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 or concerns raised about a child, the Club's Safeguarding Lead will contact the local Social Services Department

Suspensions of abuse can be reported online: <https://www.saferbradford.co.uk/report-a-concern>

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 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.

Bradford District Safeguarding Adults Board details can be found here:

<https://www.saferbradford.co.uk/adults/>

The definitions of abuse, and how safeguarding concerns should be managed are set out here:

<https://www.saferbradford.co.uk/media/azyfql2r/safeguarding-adults-multi-agency-policy-and-procedures-summary-guide.pdf>

C.1 Categories of Abuse

The main forms of abuse of vulnerable adults are set out by the West Yorkshire, North Yorkshire and York multiagency Adults Board as :

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- Domestic violence or abuse
- 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 or emotional abuse including 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
- Modern Slavery, including Human trafficking, Forced labour, Domestic servitude, Sexual exploitation, such as escort work, prostitution and pornography. Debt bondage – being forced to work to pay off debts that realistically they never will be able to
- Discriminatory abuse, Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, including verbal abuse, derogatory remarks, inappropriate use of language related to a protected characteristics, denying access to communication aids, harassment or deliberate exclusion on grounds of protected characteristics.
- 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
- Self-neglect including neglect or care of personal hygiene, health or surroundings, lack of self-care to the extent it threatens personal health and safety, inability or unwillingness to manage own personal affairs.

- Refer to: <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse> for more details.

C.2 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 minor, and is set out in Sections B3 and B4.

The Safeguarding Policy Form in Appendix D can be used for vulnerable adults as well as children.

Any suspicion, allegation or incident of abuse in the context of Camera Club membership must be reported to the Designated Safeguarding Lead :

Joyce Simpson Phone 07914 005201 or if they are unavailable to the Chair or Vice-Chair.

Suspicious of abuse can be reported online: <https://www.saferbradford.co.uk/report-a-concern>

APPENDIX D Child Protection and Safeguarding Policy Form

Initial cause for concern form, which must be taken to the Club Safeguarding Lead as soon as possible, preferably within 24 – 48 hrs. The Safeguarding Lead must then pass on any serious cause for concern to Bradford Social Services Department within the same time scale.

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 Club Safeguarding Lead

Signature: Date:

Name of Social Services Officer

Signature: Date:

APPENDIX E

Managing Allegations against a club member

Bingley Camera Club will ensure any allegations made against members or the club will be dealt with swiftly and in accordance with these procedures:

- The person receiving the allegation will work to ensure the child or vulnerable adult is safe and away from the person against whom the allegation is made.
- The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should not;
 - investigate or ask leading questions if seeking clarification;
 - Make assumptions or offer alternative explanations;
 - Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.
- The Designated Safeguarding Lead at Bingley Camera Club should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure the matter is dealt with by an independent person or refer the chair or vice chair of the club.
- The Designated Safeguarding Lead should contact the Local Authority Designated Officer (LADO), who will advise on how to proceed. Details for the LADO can be found on Bradford Safeguarding Children Board website in the Allegations Management and Safer Recruitment section found under resources for Practitioners and Professionals.
- Subject to restrictions on the information that can be shared, the club should, as soon as possible, inform the person accused about the nature of the allegation; how enquiries will be conducted and the possible outcome

Bingley Camera Club has a legal duty under the Safeguarding Vulnerable Groups Act (SVGA) 2006 (England and Wales) to make a referral to the DBS in cases when the club has dismissed a member in relation to incidents with children or vulnerable adults (or would or may have done so if the person had not left or resigned) because of concerns over their behaviour towards children.

The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important the report is an accurate description and is signed and dated.

The Designated Safeguarding Lead if appropriate, can support the individual receiving or witnessing the concern during this process, but must not complete the report on their behalf. This report must be made available on request from either the police and/or Children's Social Care. - Regardless of whether a police and/or Children's Social Care investigation follows,

Bingley Camera Club will ensure an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve termination of club membership, dependent on the nature of the incident. –

Duty of Care to child/young person: The worker or Designated Safeguarding Lead (DSL) should follow up what happens to any referral made by the organisation. If they do not hear back from Bradford Children’s Social Care, LADO or the police

Flow chart 1: Action taken when a child is referred to local authority children's social care services

