

Godalming Photographic Club – Policy for the Protection of Children and Vulnerable Adults

1. OVERVIEW

The Club exists to encourage an interest in photography, both within its membership and in the wider community. In this context, children and vulnerable adults are very welcome to join Godalming Photographic Club and take part in its activities.

The minimum age for membership is 15, with Junior Members being defined as individuals aged 15 to 17 inclusive. The Club has a legal duty of care to such young people, and to vulnerable adults. In order to safeguard the interests of all Club members, the following policy shall apply to all officers, members of the Club, guests and visitors.

2. THE SAFEGUARDING VULNERABLE GROUPS ACT 2006

This legislation covers the protection of both children and vulnerable adults. For the purpose of the Act, a child is defined as a person under the age of 18. The legislation aims to protect these groups with respect to:

- Sexual abuse
- Emotional abuse
- Physical abuse
- Health and safety issues
- Protection of personal data.

3. PERMISSION TO JOIN

All children or vulnerable adults wishing to join the Club must complete a membership application form, which must be counter-signed by a parent, legal guardian or carer (as appropriate) giving their express permission to join, and acceptance of this safeguarding policy.

The parent, legal guardian or carer must also undertake to pay the relevant Club subscriptions.

The parent, legal guardian or carer may delegate certain responsibilities (as set out below) to a designated responsible adult. Any designated responsible adult, taking the parent, guardian or carer's place, must be named on the membership application form.

4. ATTENDANCE AT MEETINGS

A parent, guardian, carer or designated responsible adult is encouraged to accompany the child or vulnerable adult to any Club meeting or event at no cost.

5. CLUB PROGRAMME

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 is expected to be similar to those shown to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context.

6. PORTRAIT PHOTOGRAPHY

In the event that a Club meeting involves practical portrait photography, then no photographs of the child or vulnerable adult shall be taken except with express permission of the parent, guardian or carer.

7. TRAVEL TO AND FROM MEETINGS

The parent, guardian, carer or designated responsible adult is wholly responsible for bringing and collecting the child or vulnerable adult to and from meeting venues. In no circumstances shall another Club member offer a lift without permission from the parent, guardian or carer.

8. RESTRICTED AREAS

No child or vulnerable adult shall be allowed in the kitchen area.

9. CONFIDENTIALITY OF PERSONAL INFORMATION

A database of members' contact details is maintained by the Club Treasurer and Membership Secretary. 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 or vulnerable adult member will be integrated into this database, unless a request for its omission is received from the individual's parent, guardian or carer, through the completion of the relevant section of the membership application form.

10. HEALTH AND SAFETY

All members of the Club shall take reasonable care to consider the health and safety of children and vulnerable adults whilst on Club premises. For example, children and vulnerable adults should not be asked to handle or operate equipment which might be beyond their capability.

11. REPORTING INCIDENTS OR ALLEGATIONS

Allegations concerning incidents set out in Section 2 of this policy should be reported to any member of the GPC Committee, who in turn shall pass these on immediately to the Chairman. The Chairman shall liaise with the Secretary in deciding what action to take. This could include sharing information about concerns with agencies who need to know such as police or social services, and involving parents, guardian or carer and child or vulnerable adult appropriately. A copy of all written records, reports, notes and correspondence relating to any incident shall be kept by the Secretary.

12. POLICY PROMULGATION AND REVIEW

This policy shall be brought to the attention of all Club members.

This policy shall be reviewed as required, and also immediately after any reported incident.

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