



Hexham & District Photographic Society

Child, Young People and Vulnerable Adults Policy

Version 1.0: Adopted April 2018

1. This policy is drafted with regard to the following Legislative References:
 - a. The Safeguarding of Vulnerable Groups Act 2006
 - b. Sexual Offences (Amendment) Act 2003
 - c. The Protection of Children Act 1999
 - d. The Human Rights Act 1998
 - e. The Children Act 1989
2. This policy relates to the protection of children, young people and vulnerable adults (collectively vulnerable individuals) with respect to sexual abuse, emotional abuse, physical abuse, health and safety issues and the protection of their personal data.
3. A child is defined as a person under the age of 18 years.
4. The Club will take every reasonable precaution to ensure that all vulnerable individuals involved in any Club activity are protected from any form of abuse.
5. All Club Members will ensure that the appropriate standards of language and behaviour are used at all times when a vulnerable individual is present.
6. Members and visitors under the age of 18 must be accompanied at all regular club meetings and other club activities by a parent or guardian or an adult club member with the specific agreement of the parent or guardian who will be responsible for the safety at all times during Club activities. This is defined as the period starting from the arrival at the designated location at the advertised start time of an official Club activity until the end of the activity and an agreed specified time and location for collection of the child.
7. If a vulnerable individual arrives unaccompanied at a Club activity, the most senior Member of the Committee present at the activity will be informed and will contact immediately the parent and/or guardian of that individual.
8. When joining the club the Membership Application for the child must be signed by the parent or guardian and, if appropriate, the designated responsible adult named on the Membership form.

9. The Membership fee for the parent or guardian will be waived if they are attending Club activities solely in accordance with this policy to accompany the vulnerable individual and are not participating in Club activities on their own behalf.
10. Photography is an art form and in the course of club activities images of all types, print or digital, will be presented. Whilst the Club does not display unsuitable or indecent images, some images are not suited to everyone's individual taste and this might, on occasion, provide potential to cause offence. The Club will make every endeavour to ensure that vulnerable individuals are not exposed to images that may not be suitable. However, by signing the application for membership on behalf of the vulnerable individual, the parent or guardian acknowledges and signifies acceptance of this.
11. The Club will advise the parent or guardian if there are any syllabus topics or Club activities that are considered unsuitable for the vulnerable person to attend (for example, photographic films with an inappropriate age rating).
12. Vulnerable individuals will not be allowed to operate club equipment or participate in routine club activities which require access to the kitchen. This will include unsupervised access to the Internet via the Club's laptop computers at meetings or events.
13. Mentoring of a vulnerable individual by a more expert Club Member will only be allowed with the explicit agreement of the parent/guardian and will be conducted in the presence of the parent/guardian or nominated responsible individual.
14. Any allegation or complaint concerning incidents in relation to this policy shall be reported to any Member of the Committee who will immediately report this to the Society President. A special Committee meeting will be convened to determine the action to be taken to include informing the relevant agencies, such as the police and social services, and involve the parent or guardian as appropriate. Copies of written records, reports, notes and correspondence relating to the incident will be kept by the Secretary.
15. This policy will be reviewed once every three years.