

Towcester and District Photographic Society ("TDPS")

Safeguarding Policy

1. General

This policy applies to all TDPS officers, members and non-members who attend TDPS meetings and events.

The aim of the policy is to safeguard and protect children and vulnerable adults engaged in TDPS activities from harm. It has been written taking into account guidance issued by the Photographic Alliance of Great Britain.

For the purpose of this policy:

- A child is any person under the age of 18.
- A vulnerable adult is any person aged 18 or older, who is, or may be, in need of community care services i.e. adult social services, because of mental health, disability, age or illness, and/or who is unable to care for themselves or unable to protect themselves from significant harm or exploitation.

It is the responsibility of each officer, member and non-member to ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of children and vulnerable adults; and
- they follow the procedures following concerns, suspicions or allegations

2. Attendance at meetings and events

Children must be accompanied by a parent or legal guardian at all club meetings and events. This includes meetings held online. If a child arrives at a meeting or event unaccompanied, they will not be admitted or allowed to participate. The parent or legal guardian should remain with the child at all times.

Membership application forms for children must be signed by the parent or legal guardian, who must:

- agree to pay the membership and attendance fees
- agree that they are responsible for the child until the child arrives at the TDPS meeting or event and after the TDPS meeting or event concludes.

Children under the age of 16 are not eligible for membership of TDPS and may not attend TDPS meetings or events.

Vulnerable adults may attend TDPS meetings and events with appropriate support. If a vulnerable adult normally receives the service of a carer then they should at all times be accompanied by that carer during all TDPS activities.

3. One to One situations

TDPS officers and members should avoid situations where they are alone with children and vulnerable adults with whom they interact in connection with TDPS activities. This is for two reasons:

- to protect children and vulnerable adults from harm or abuse; and
- to protect TDPS officers and members from unsubstantiated accusations.

Ideally a child should be supervised by a parent / guardian and a vulnerable adult by a carer, but if this is not possible, any interaction with the child or vulnerable adult must be undertaken by two TDPS officers or members together.

4. Physical contact

TDPS officers and members should avoid physical contact with children and vulnerable adults with whom they interact in connection with TDPS activities.

Unavoidable physical contact should be strictly in response to the child's or vulnerable adult's needs at the time and of limited duration.

5. Studio portrait sessions and working with models

Children will not be permitted to attend studio portrait sessions with models because of the potential for nudity at such events.

6. Photography of children and vulnerable adults

Children and vulnerable adults shall not model for TDPS without the prior written consent of a parent or legal guardian or appropriate person, who must remain present throughout.

No images of children or vulnerable adults or people who appear to be under the age of 18 will be published on the TDPS website or social media.

7. Reporting and handling of concerns, suspicions or allegations

Any concern about the welfare of a child or vulnerable adult or a suspicion or allegation of abuse should be reported promptly to the Chairperson, Vice Chairperson or Secretary of TDPS, who will:

- document in writing the concerns, suspicions or allegations raised;
- document in writing the ascertained facts; and
- decide what actions should be taken.

If none of the Chairperson, Vice Chairperson or Secretary of TDPS are present, then the organiser of the event shall carry out the actions described above and promptly report to the Chairperson, Vice Chairperson or Secretary of TDPS.

It is not the responsibility of members of TDPS to decide if a criminal offence has taken place. If the concern, suspicion or allegation relates to a potential criminal offence then the police will be contacted.