

Norwich & District Photographic Society expects that all Society members and members of the public will be treated with respect, consideration and dignity. It also recognises a special responsibility for children, young people and vulnerable adults (collectively, Vulnerable individuals), be they Society Members or members of the public.

This policy provides guidance to Members on their responsibilities to provide a safe environment for Vulnerable Individuals and their behaviour towards them at Society meetings and activities. It also includes a process for dealing with allegations or suspicions of abuse.

The policy will be brought to the attention of Members through announcement, website and notice board and referenced in the responsibilities of Officers and members of the Committee where appropriate. All new Members will be made aware of this policy upon joining the Society.

## Membership

- \* Membership of the Society is not open to anyone under the age of sixteen.
- \* Young people, at least sixteen but under the age of eighteen are welcome to apply to join the Society with the proviso that written authority is obtained from a parent or legal guardian. (See Appendix 1)
- \* Vulnerable adults are similarly welcome with the proviso that written authority is obtained where possible from their carer if they have one.
- \* The parent/guardian/carer may wish to specify that the new Member may only attend Society activities if accompanied by the parent/guardian/carer or a nominated Responsible Person. (See Appendix 1)
- \* Note: 'a vulnerable adult is one that:
  - has needs for care and support (whether or not the local authority is meeting any of those needs)
  - is experiencing, or at risk of, abuse or neglect
  - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Note that any person may be vulnerable at times so the Action section of this policy may be applicable to anyone.

- \* The Society will ascertain if a new member is a vulnerable adult. In some cases, it will be a matter of judgement.
- \* All applicants for Society membership and existing members must declare any conviction for offences against children or other vulnerable people.

## **Operation**

- \* Bad language will be discouraged by the Society, but this is even more important in the presence of Vulnerable Individuals.
- \* The Society will not allow images of a suggestive, indecent or extremely disturbing nature to be displayed at Society activities.
- \* The Society will not allow activities that may allow the taking of suggestive, indecent or extremely disturbing images.
- \* All activities organised by the Society must have at least one authorised member present who is familiar with this policy. He or she must be prepared to terminate any activity that starts to run the risk of such images being seen or photographed.
- \* At activities such as portrait sessions, any participation of Vulnerable Individuals as models, be they Society members or members of the public, must only be allowed under the direct supervision of a parent, guardian or carer who should sign a form agreeing to this activity.
- \* When Members are invited to take photographs at external events, it is the responsibility of the Member(s) to obtain permission for photographs to be taken where appropriate. This may be in the form of a statement in the publicity for the event where individual requests are not possible. If unsure Members should ask the organisers to confirm that this is in place.
- \* Always work in an open environment: a Vulnerable Individual should not be left alone with less than two other adults. When providing mentoring or offering transport on outings it is particularly important that the parent, guardian or carer must also be present.
- \* If any Member of the Society shows an abnormal interest in younger people, they must not be left alone with them even if a parent or guardian is present.
- \* Vulnerable Individuals should not be allowed to operate any equipment, for example mechanical and/or electrical equipment including tea/coffee making facilities.
- \* Permission to use any photographs of Vulnerable Individuals for publicity or general circulation must be given by the parent, guardian or carer before being used.
- \* Other than for these provisions for protecting Vulnerable Individuals, they should be treated in the same way as other Members.

## **Action**

- \* Should any member of the Society believe that this policy is not being upheld it is their duty to report the matter as soon as possible to the Chairperson or another member of the Committee who shall ensure together with the designated member of the Committee responsible for 'safeguarding matters' that the appropriate action is immediately taken.
- \* It is not the Society's role to decide whether or not a vulnerable person has been abused or to investigate an allegation/disclosure. This must be done by the appropriate authorities, including the police and social services etc.

## Appendix 1

Authority for Norwich & District Photographic Society Membership:

As parent/guardian/carer for .....

I confirm that I have read the Policy for Protection of Vulnerable Individuals. I agree to him/her joining Norwich & District Photographic Society and taking part in the Society activities without my supervision.

Signed ..... (Parent/Guardian/Carer)

or...

As parent/guardian/carer for .....

I confirm that I have read the Policy for Protection of Vulnerable Individuals. I agree to him/her joining Norwich & District Photographic Society and taking part in the Society activities accompanied at all times by myself or the Responsible Person I have nominated below.

I understand that I am not required to join the Society but would be expected to pay the annual subscription and any other fees fee that all attendees pay each time they attend.

Signed ..... (Parent/Guardian/Carer)

and, if required...

As the Responsible Person nominated to accompany .....

to Norwich & District Photographic Society I undertake to accompany them at all times during Society activities and to ensure that they have safe passage to and from these activities.

I understand that I am not required to join the Society but would be expected to pay the annual subscription and any other fees fee that all attendees pay each time they attend

Signed ..... (Responsible Person)

*Advice for Clubs and Federations issued by The Photographic Alliance of Great Britain (PAGB) to which the NDPS is affiliated through the East Anglian Federation of Photographic Societies has been taken into consideration in the preparation of this policy.*