



## **Huddersfield Photo-Imaging Club**

### **Policy for Protection and Procedures for the Children, Young People and Vulnerable Adults attending club meetings or activities**

Huddersfield Photo - Imaging Club exists to promote mutual understanding and fellowship in all its dealings by the holding of regular meetings, social and competitive events, lectures demonstrations and visits for its members.

This document is the policy and procedure for the implementation for protection of children, young people and vulnerable adults attending club meetings or activities.

It is the aim for this policy that HPIC (Huddersfield Photo-imaging Club), has realistic, relevant and attainable procedures. This places a responsibility on HPIC to ensure that children, young adults and vulnerable adults (collectively known as 'vulnerable individuals') are protected within the environment of club meetings and activities against any form of abuse. All relevant current legislation regarding the safeguarding of vulnerable individuals and abuse is provided in Appendix B.

Adherence to the policy is a condition of all grades of membership; member's attention is drawn to the policy on the membership form, along with other club policies and rules which members will be given in various forms such as hard copy and links from the club web page [www.huddersfieldpic.org.uk](http://www.huddersfieldpic.org.uk).

In the case of vulnerable individuals under the age of 18, their parent or guardian must countersign the form as an acceptance of the policy and be given a copy of the policy.

HPIC committee will review the policy and procedure annually.

Vulnerable individuals and those under the age of 18 must be accompanied to club activities by an appropriate adult and have permission of the parent or legal guardian to attend. If the parent or legal guardian cannot accompany the individual they must nominate in writing a responsible adult to accompany them. Should the vulnerable individual arrive at the club unaccompanied, then they will be unable to take part in that meeting or activity.

It is accepted by HPIC that photography being an art form will mean that images of all types' print or digital projection, may be presented as part of the club's activities. These may not be of everyone's taste, and indeed may potentially offend. By countersigning the application form, all members and parents/guardians signify acceptance of this. On occasions where activities within the club are deemed not suitable for those under the age of 18 to attend, then any such activity or meeting will be identified on the syllabus and the parent/guardian notified in advance so that they do not attend.

Any complaint from any vulnerable individual will be taken seriously, and in the first instance reported to and recorded by the club committees safeguarding champion as shown in Appendix C.

A Code of Behaviour has been developed to guide members where vulnerable individuals are present at meetings, all members are to read and adhere to this code as printed in Appendix A.

## APPENDIX A

### CODE OF BEHAVIOUR FOR CLUB MEMBERS WHEN ENGAGING WITH VULNERABLE INDIVIDUALS

All club members should give respect to any other club member and vulnerable individual to ensure that they are treated equally.

All club members have a responsibility in respect of using acceptable language when all members' not just vulnerable individuals are present.

At club portrait sessions taking portraits of vulnerable individuals are not allowed. All vulnerable individuals under the age of 18 must be accompanied by an appropriate adult and have permission of the parent or legal guardian to attend such sessions.

The following applies to all vulnerable individuals regardless of age and it is common sense to adhere to the following:

Members should avoid spending time alone with a vulnerable individual on his or her own. If members find themselves in this situation, they should make sure that they may be clearly observed by others.

Members should avoid doing things of a personal nature for vulnerable individuals that they can do for themselves or that their parent/guardian or designated adult assists with. This includes taking a vulnerable individual to the toilet.

#### Mentoring

The club may occasionally offer mentoring by a more experienced member of the club, in the case of vulnerable individuals especially those under the age of 18 this is only allowed with the explicit agreement of their parent/guardian or designated adult.

When demonstrating equipment or techniques the mentor may be required to be in close proximity of the vulnerable individual. This should be kept as short as possible and only with the express permission of the vulnerable individual and with prior permission of the parent/guardian or designated adult.

## APPENDIX B

### CURRENT LEGISLATION REGARDING THE SAFEGUARDING OF VULNERABLE INDIVIDUALS

This list of categories of abuse is provided for members. It covers all vulnerable individuals and is taken from current legislation regarding adults and children. If any member wishes to know more about the legislation and guidance covering the safeguarding of vulnerable individuals, they should contact the club's safeguarding champion who can provide links to the relevant documents.

**Physical abuse** – including assault, Hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## APPENDIX C

### REPORTING AN INCIDENT

Any incident or alleged incident should be reported.

There will be a named safeguarding champion from the committee, who will be the contact for any queries from club members or guests regarding safeguarding vulnerable individuals. The named person from the committee is Susan Gibson or nominated person in her absence.

#### What to do in the event of there being and alleged allegations of abuse, against any member of the club within a club meeting:

A group of club officials will be formed who are unrelated to the incident, who will collate the times and dates of the relevant club activity, which club members were present and notify the alleged incident to:

#### Adults

Gateway to Care, Kirklees Council, Civic 3, Huddersfield, HD1 2TG

#### Children

Kirklees Referral and Response Service – 01484 456848

Kirklees Emergency Duty Service - 01484 414933

#### Useful telephone numbers

NSPCC Helpline - **0808 800 5000**

NSPCC for a child - **0800 1111**

Police - **emergencies 999 or non-emergencies 101**