

North Norfolk Photographic Society (NNPS)
Young People & Vulnerable Adults Protection Policy
(compliant with the *PAGB Advice for Clubs on Children, Young People and Vulnerable Adults attending Club Meetings*).

1. Introduction.

'Vulnerable Individuals' is a term covering Children & Young People under 18, and Adults with Learning Difficulties. The concern of this policy is to afford protection from sexual, emotional and physical abuse, exploitation and other actions and activities that may be considered harmful. The Sexual Offences Act 2003 states that the age of consent for sex is 16 years. But it is also illegal, regarding 16-17 years old persons, to take, show or distribute indecent photographs, pay for or arrange sexual services, or to be engaged in sexual activity with anyone in a position of trust (e.g. teacher, care worker).

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 this policy may be applicable to anyone.

The Club will ascertain if a new member is a vulnerable adult. In some instances, this will be a matter of judgement.

NNPS membership is limited to those over 16 years of age. This is stated on our membership forms, programme and website. In the context of this document, the term 'vulnerable individuals' is therefore limited to young people 16-17 years and vulnerable adults.

There is no requirement for a Camera Club to subject any member to a Disclosure and Barring (previously CRB) check even if vulnerable individuals are admitted to its meetings.

2. The aims of the Policy:

- To ensure the safety of vulnerable individuals by outlining clear procedures and ensuring that all members of NNPS are clear about their responsibilities in relation to this;
- To promote good practice within NNPS in relation to the protection of vulnerable individuals;
- To ensure vulnerable individuals are protected during NNPS activities, but that they can participate as fully as possible to fulfil their ability and potential;
- To allow all committee members to make informed and confident responses to specific issues relating to the protection of vulnerable individuals.

3. Policy:

NNPS expects that all Club Members and members of the public will be treated equally, with respect, consideration and dignity. It also recognises a special responsibility for vulnerable individuals, be they Club Members or members of the public.

3.1 Membership:

- a) Young people of 16-17 years are welcome to join the Club with the proviso that written authority is obtained from a parent or legal guardian.
- b) Vulnerable adults are similarly welcome with the proviso that written authority is obtained where possible from their carer if they have one.
- c) Vulnerable individuals should be accompanied by a parent, legal guardian or responsible adult appointed in writing by a parent or legal guardian.

Such adult, if not a Full member, will only pay the meeting attendance fee.

3.2 Policy in Operation:

- a) In the event that a vulnerable individual arrives at the club unaccompanied, a committee member present should put in place alternative supervision arrangements appointing two or more club members to take on the supervision role.
- b) Bad language will be discouraged by the Club, but this is even more important in the presence of vulnerable individuals.
- c) NNPS does not display or capture indecent images at club meetings or outings.
- d) The Club will take reasonable steps to protect young people of 16-17 years from viewing or taking images that may be considered suggestive in nature:
 - a. It is recognised that as part of a camera club's normal activities e.g. internal or external competitions, images such as artful nudity may be displayed and may be considered suggestive.
 - b. Wherever possible NNPS will inform the parent or legal guardian in advance of this occurring.
 - c. Speakers to the club will be informed that a young person may be present and if their talk is likely to contain suggestive images, the parent or legal guardian will be notified in advance.
 - d. Exactly what comprises a suggestive image is subjective and open to interpretation. However, NNPS takes its responsibility seriously and seeks to balance the inclusion of young people in club activities against the need to protect.
 - e. A Committee member present will be prepared to terminate the activity if it starts to run the risk of such images being seen or photographed.
- e) Vulnerable individuals are not allowed to operate, assemble and disassemble equipment, or to enter the kitchen, unless supervised.
- f) NNPS does not provide unsupervised internet access to vulnerable individuals at any club activities.
- g) At club portrait sessions, taking portrait photographs of vulnerable individuals is prohibited.

- h) Members are advised not to offer lifts to vulnerable individuals unless accompanied or authorised by a parent or legal guardian. Members should not work on their own with a vulnerable individual. They should make sure they can be observed by others, and preferably that the parent, guardian or carer is present.

3.2 Communication:

The policy will be brought to the attention of Members through announcement, website and notice board. New Members will be directed to existence of the policy on the website via the Welcome Newsletter. Copies of the policy will be kept in the Membership folder.

4. PROCEDURE IN THE EVENT OF A DISCLOSURE:

- a. If a member suspects an instance of abuse within the Club environment, be it sexual, emotional or physical, it must be reported to the Chairman or a Committee Member as soon as possible and action must be taken.
- b. If a vulnerable individual reports abuse within the Club environment, or outside the Club environment, then they should be asked about the nature of it at the earliest opportunity.
- c. Care must be taken not to ask leading questions of the victim but to allow them to tell their story in their own way and only ask questions for clarification.
- d. Provide reassurance that they are doing the right thing in reporting the abuse and tell them that it will be reported only to those who need to know. Write down all that has been said.
- e. Once the detailed information from the potential victim and any witness has been taken, this information should be passed on to the relevant authority (social services or police).

It is important that vulnerable individuals are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

5. Appendices

The following forms are to be used in accordance with this policy:

- a. **Authority for North Norfolk Photographic Society (NNPS) Membership**
 - To be used when a vulnerable individual joins the club but does not require to be accompanied by a responsible adult.
 - To be completed by parent/guardian/carers in addition to NNPS Membership Application Form.
 - Blank forms will be kept in the Membership folder.
- b. **Authority for North Norfolk Photographic Society (NNPS) Attendance at NNPS Event**
 - To be used when a vulnerable individual attends a club event in the company of a responsible adult.
 - Blank forms will be kept with the attendance register.

A. Authority for North Norfolk Photographic Society (NNPS) Membership

Young Person or Vulnerable Adult: Membership and attending accompanied by parent/guardian and/or Responsible Adult. To be completed in addition to the NNPS Membership Application Form.

As parent/guardian/carer for

I confirm that I have read the Policy for Protection of Young Persons and Vulnerable Adults.

I agree to him/her joining NNPS and taking part in the Club activities, always accompanied by myself and/or the Responsible Person I have nominated below.

I have made NNPS aware of any specific needs the vulnerable individual has.

I accept that I am responsible for the vulnerable individual during club activities.

I agree that, in common with all other members, photographs of vulnerable individuals may be taken and used when illustrating a club activity (including use on the internet and in EAF/PAGB literature).

NNPS will make every effort to prevent the vulnerable individual viewing any image that could be considered suggestive in nature. However, I recognise that due to the nature of the Club's activity, namely photography, some images may be displayed which contain artful nudity. Wherever possible NNPS will inform the parent or legal guardian in advance of this occurring.

I understand that I am not required to join the Club but would be expected to pay the meeting fee that all attendees pay each time they attend.

Signed: (Parent/Guardian/Carer) Date:

and, if required...

As the Responsible Person

nominated to accompany to NNPS

I undertake to accompany them at all times during Club activities and to ensure that they have safe passage to and from these activities.

I accept that I am responsible for the vulnerable individual during club activities.

I understand that I am not required to join the Club but would be expected to pay the meeting fee that all attendees pay each time they attend.

Signed (Responsible Person) Date:

B. Authority for North Norfolk Photographic Society (NNPS) Attendance at NNPS Event

Young Person or Vulnerable Adult (non-member): Attending NNPS activities.

Event:

Date:

As the accompanying adult, I confirm that:

- the parent/guardian/carer for, has consented to his/her attendance at this event
- I undertake to accompany them at all times during the event and to ensure that they have safe passage to and from the event.
- I am responsible for the vulnerable individual during the event.
- I agree that, in common with all other members, photographs of vulnerable individuals may be taken and used when illustrating a club activity (including use on the internet and in EAF/PAGB literature).
- NNPS will make every effort to prevent the vulnerable individual viewing any image that could be considered suggestive in nature. However, I recognise that due to the nature of the Club's activity, namely photography, some images may be displayed which contain artful nudity. Wherever possible NNPS will inform the accompanying adult in advance of this occurring.

Signed:

Capacity:

Dated: