

# DAVENTRY PHOTOGRAPHIC SOCIETY

## Safeguarding Policy

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This Safeguarding Policy applies to all members of the Daventry Photographic Society (DPS) located at Mayfield Park Sports Club, Daventry, Northamptonshire and who, as members, work with or alongside young people from 16-18 years of age and vulnerable adults.

The Daventry Photographic Society takes very seriously its responsibility to protect and safeguard the welfare of young people and vulnerable adults entrusted to its care. Each member has a responsibility to prevent the physical, sexual and emotional abuse of such people. Members must report any abuse or suspected abuse if discovered.

This policy will be revised annually, accepted and written in the minutes of the Annual General Meeting.

Members who work with and/or alongside young people and vulnerable adults will be required to work within the guidelines defined in this policy. Each member must read, know about, and undertake to observe them.

### **The Golden Rule**

'Keep all relationships with young people and vulnerable adults open, observable, readily understood and shared with more than one responsible adult. All such work must be well supervised and the people doing it advised of their Safeguarding duties.'

### **Objectives:**

- To keep all young people and vulnerable adults and those who work with or alongside them safe from harm.
- To take all reasonable efforts to ensure that every, young person or vulnerable adult who is a member of DPS or entrusted into its care is never subjected to any form of abuse by DPS members.
- To know the procedures to follow, in the event of any concern about a young person or vulnerable adult's welfare, or if there are complaints/allegations of abuse made either within or outside the society.

### **Working policy**

#### **1 Safeguarding Coordinator**

- a. At least one member will perform the role of Safeguarding Coordinator on behalf of DPS and will be responsible for ensuring that the society members know their responsibilities with regards to this policy.
- b. A Criminal Records Bureau (CRB) enhanced check may be required in accordance with government legislation.

## **2 Membership**

- a. Young people aged 16 to 18 and vulnerable adults are welcome to apply to become club members.
- b. 16-18 year olds must have parental or guardian permission to become a member and the application form be countersigned by a parent or guardian.
- c. Travel to and from meetings should be arranged by parents or guardians. Parents/guardians must accept their responsibility to inform a member of the committee should their son/daughter`s post-meeting lift be delayed whereupon club members will ensure the safety of the said son/daughter, on the premises if possible, during the delay.
- d. Vulnerable visitors, or adults, who normally have the services of a carer must be accompanied throughout meetings by a carer and will be responsible for making their own transport arrangements. The carer is not expected to be a member of the Society or pay the weekly attendance fee unless they play an active and independent part in the Society`s activities.
- e. 16-18 years olds and any adults with health problems must carry with them an up-to-date contact number in case of an emergency. DPS committee members must be made aware of the emergency contact number.
- f. Written parental or guardian consent including a contact number in case of an emergency is needed for a young person to attend a particular off-site activity organised by the club or individual club members.
- g. No young persons are to be photographed at DPS meetings without the written consent of the parent or guardian.

## **3 Reporting**

- a. The well-being of the young person or vulnerable adult is paramount at all times.
- b. If there is a concern of abuse by any member within DPS it must be reported immediately to one of the following: Society Chairman, Safeguarding Co-ordinator or Society Secretary. A lead agency may be contacted for advice in the first instance.
- c. If there is a complaint of abuse by a Society Chairman, Safeguarding Co-ordinator or Society Secretary within DPS it must be reported immediately to any one of the other serving committee members.
- d. If a disclosure is made by any young person or vulnerable adult about abuse by a non-club member it must be reported immediately to one of the following: Society Chairman, Secretary or Safeguarding Co-ordinator. A Lead Agency may be contacted for advice in the first instance.

## **4 Training**

- a. The Daventry Photographic Society will make every effort to train the Safeguarding Co-ordinator and volunteers to the level of their responsibility.

## **5 Visitors to DPS**

- a. All visitors to DPS must be made aware that DPS has this Safeguarding policy and procedures in place.
- b. A copy of the Young People and Vulnerable Adult Safeguarding Policy will be

- on display to visitors on the Society web site.
- c. Any young people who visit the Society must have permission to attend from their parent or guardian.

## **6 Important Note**

The Society Chairman, Secretary, Safeguarding Co-ordinator or other Management Committee members are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police or Social Services are authorised to investigate such cases. These are called Lead Agencies and will co- ordinate the responses.