

Tenterden Camera Club Safeguarding Policy

Promoting good practice

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school, sporting and social club environments. Some individuals will actively seek membership to clubs with young people in order to harm them. A coach, instructor, teacher, official, volunteer or club member will have regular contact with young people and can be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Tenterden Camera Club's constitution makes clear that children and young people under the age of sixteen should be accompanied by a parent or responsible adult to all meetings and events. Vulnerable adults should be accompanied by their carer. This policy is designed to minimise any possibility of any difficulties for children, young people or vulnerable adults. However, the club has produced a safeguarding policy to ensure that all members are aware of national guidelines and legal obligations for clubs and societies.

Safeguarding Policy

Good practice guidelines

All members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

1. Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
2. Treating all children, young people and vulnerable adults equally with respect and dignity.
3. Always putting the welfare of each child, young person or vulnerable adult first.
4. Maintaining a safe and appropriate distance with children, young people or vulnerable adults.
5. Building balanced relationships based on mutual trust and empowering children, young people or vulnerable adults to share in decision making.
6. Making photography fun, enjoyable and promoting good practices and techniques.
7. Ensuring that any form of manual/physical support is provided by the parent or carer.
8. Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
9. Giving enthusiastic and constructive feedback rather than negative criticism.
10. Keeping a written record of any injury that occurs, along with the details of any treatment given.

NOTE:

Under no circumstances should club members do things of a personal nature for children.. These tasks should only be carried out by the parents or guardians. Members should avoid taking on the responsibility for tasks for which they are not appropriately trained.

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Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the Safeguarding Officer or in his absence a committee member, and record the incident. You should also ensure the parents or guardians of the child are informed:

1. If you accidentally hurt a child.
2. If a child has an accident and injures themselves.
3. If a child seems distressed in any manner.
4. If a child misunderstands or misinterprets something you have said or done.

Club Safeguarding Officer

The club will appoint a Safeguarding Officer. If the Safeguarding Officer is not available, any member of the committee should be approached with your concerns.

The role of the Club Safeguarding Officer is to:

1. Help the club follow the guidelines laid down in this policy.
2. Ensure that new initiatives and information from the Tenterden Camera Club Safeguarding Policy are communicated to the club and its members.
3. Ensure that the promotion of welfare and care of children and vulnerable adults is an item on the club committee meeting agendas.
4. Know their own limits and know when to seek advice and support.

The role of the Club Safeguarding Officer does not require him/her to be the recipient and 'solver' of club problems relating to children, young people or vulnerable adults, who should be able to talk to those with whom they feel most confident.

What To Do If A Child Informs You of Abuse

Always

1. Stay calm and reassure the person.
2. Take the person seriously.
3. Be honest and explain that you will have to inform somebody else.
4. Make written notes of what the person said as soon as practically possible after the event; do not trust your memory.
5. Maintain confidentiality; only tell those that need to know, but do so as soon as is reasonably possible. Please remember, a child could be informing you of abuse which is happening outside the club – i.e. at school, at home or possibly at another club. In these circumstances Tenterden Camera Club must still act appropriately.
6. Report the conversation to the Safeguarding Officer without delay.

Never

1. Rush into inappropriate action.
2. Make promises you cannot keep.
3. Take sole responsibility - consult with somebody else as advised above.

Responding to Allegations or Suspicions

It is not the responsibility of Tenterden Camera Club or its members to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Tenterden Camera Club Safeguarding Policy

Tenterden Camera Club will assure all members that it will fully support and protect anyone who in good faith reports his/her concern that someone is, or may be, abusing a child.

Any complaint or allegation against a member of the club will be referred to the police and social services. The member will be suspended whilst enquiries take place.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

1. The Club Safeguarding Officer
2. The parents of the person who is alleged to have been abused.
3. The person making the allegation.
4. Social services/police..

Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Allegations of previous abuse

Any allegations of previous or historic abuse will be referred to the police and social services.

Concerns outside the immediate club environment

1. Report your concerns to the Club Safeguarding Officer, who should contact social services or the police as soon as possible, and inform the committee.
2. If the Club Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
3. Maintain confidentiality on a need to know basis only.

Any club member who is worried about sharing concerns about abuse with members of the committee, should contact Social Services or the Police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.