

Nantwich Camera Club Safeguarding Policy

Introduction and Purpose

Nantwich Camera Club (NCC) recognises that it has a responsibility for the safety and wellbeing of any vulnerable club members whilst at club meetings or events organised by the club.

The purpose of this document is to lay out the extent to which this responsibility applies to club officials and the way in which it will be managed.

Links with other organisations that guide this Policy

NCC is affiliated to the Photographic Alliance of Great Britain (PAGB), so, should align its policies and procedures with that of the PAGB.

The PAGB advises all clubs that before allowing vulnerable individuals to become members they have a policy in place to protect vulnerable individuals.

As a minimum, these policies should consider sexual, emotional and physical abuse, exploitation and other actions that may be considered harmful. General health and safety and protection of personal data apply to everyone and so are covered separately to this document.

The PAGB document states that the duty of care towards someone who is a vulnerable individual is even greater than towards fellow adults. Furthermore it states that it cannot be assumed that a vulnerable individual will fully understand the result of their own acts or the acts of others towards them.

1. What is safeguarding?

“*Safeguarding*” in respect of members of Nantwich Camera Club, refers to measures designed to protect the health and wellbeing of vulnerable members.

Definition of Vulnerable member & those who would be covered by this policy:

Any person aged 18+ who has a need for care and support, is experiencing abuse or neglect, or is at risk of abuse or neglect, and as a result of those needs is unable to protect themselves against the abuse or neglect. See Appendix A for definition and types of Abuse.

This may include:

- An older member, who is not managing to care for themselves
- A member with a physical disability, a learning difficulty or a sensory impairment
- A member with a long-term health condition including mental illness

Younger members

Those under the age of 18 would come under the auspices of this policy, however Nantwich Camera Club requires any prospective member under 18 to attend meetings and/or club events accompanied by a parent or guardian. To date (2024), NCC has had no under-18s as members since its inception in 1981.

This parent/guardian would retain total responsibility for determining the suitability or otherwise of the young member attending individual meetings eg those where nude photographs are on display.

It is NCC's policy to make an announcement beforehand when it is known that there will be images / material that may give offence eg nude images.

Portrait sessions are sometimes included in the club programme. The taking of portrait photographs of vulnerable individuals is only permitted under the direct supervision of the parent or guardian

2. Examples of where safeguarding procedures may be activated

- A member arriving at a club meeting or event without appropriate clothing and/or seemingly confused.
- A member making unwanted advances towards another member.

3. Possible signs and indicators of abuse and neglect

Abuse may be inflicted by anyone that the vulnerable member comes into contact with eg:

- Unexplained bruises or injuries, or lack of medical attention for an injury
- Significant loss or gain of weight and/or an unkempt appearance.
- A change in the behaviour or confidence of a member, where they become quiet and withdrawn, or lash out in anger.
- A member showing fear of a particular individual.
- A member who sends unwanted sexually explicit text messages to a vulnerable member
- Threats of physical harm and bullying, or intentional striking of another member.

Additionally, a club member may report they are being abused.

4. How should any club member deal with a safeguarding concern?

You should speak with a committee member without delay.

If the Chairman or Vice-Chairman is available you should contact one of them regarding the concern. If either of them is not available, then the concern should be referred to another committee member.

Safeguarding is everyone's responsibility, and all club members should bring any safeguarding concerns they have to their committee without delay.

5. How should a committee member deal with a safeguarding concern?

If a club member discloses a safeguarding concern to you as a committee member:

Do:

- Stay calm and try not to show shock or disbelief.
- Listen carefully to what they are saying.

Speak with the member about whom the concern has been raised as soon as possible in a private area

- Advise them that concerns regarding their wellbeing have been raised with you
- Advise them that NCC has a policy in place to support anyone at risk of harm and that you wish to speak with them to ensure that they are supported
- Ask if they feel that they are at risk of harm
- Be sympathetic ("I'm sorry that this has happened to you").

- Tell the person concerned that:
 - You are treating the information seriously and confidentially
 - However you need to inform the appropriate people who can help them (Adult Social Services)
 - The abuse (if disclosed) was not their fault.
 - You will take steps to protect and support them.
- Record and report the disclosure as below (section 6)

Do not:

- Press the person for unnecessary details.
- Stop someone who is freely recalling significant events (Don't say 'hold on, we'll come back to that later'; they may not tell you or anybody else again).
- Promise to keep secrets; you have a duty of care to raise safeguarding concerns.
- Make promises you cannot keep such as "this will never happen to you again".
- Contact the alleged abuser unless they are also a club member and it is necessary to do so to safeguard this and any other members.
- Be judgemental.
- Pass on the information other than to those with a legitimate 'need-to-know'; someone with a legitimate need to know would be eg the Club Chairman or their deputy

6. How should a committee member record a safeguarding concern?

- Note in writing what people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time of the disclosure.
- Separate factual information from your own and others' opinions.
- Use pen or biro with black ink so that the report can be photocopied if needed.
- Be aware that your report may be required later as part of a legal action.

7. What is the responsibility of the committee in reporting safeguarding concerns?

Once a safeguarding concern has been raised with any committee member, it should be referred by them to the Cheshire East Council Adult Social Services at the earliest opportunity and certainly within 24 hours. **0300 123 5010 (office hours) or 0300 123 5022 (all other times)**

The responsibility of NCC committee ends at this point unless it is alleged that a club member is the abuser.

In this case, the member will be suspended from the club pending an investigation; the outcome of the investigation will be referred to the committee for a decision re the future membership of the individual.

See <https://www.cheshireeast.gov.uk/livewell/staying-safe/community-safety/safeguarding-adults-at-risk.aspx> for additional information

Appendix A

Abuse

is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory, or financial, an act of neglect or failure to act”.

Types of abuse

- **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.
- **Physical abuse** e.g. assault, hitting, slapping, pushing.
- **Domestic violence** e.g. psychological, physical, sexual, financial, emotional.
- **Sexual abuse** – including inappropriate looking or touching, indecent exposure and sexual harassment.
- **Psychological abuse** e.g., threats of harm, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation.
- **Financial or material abuse** e.g., theft, fraud, internet scamming, coercion in an adult’s financial affairs/arrangements, including with wills, property, inheritance or finances, or the misuse/misappropriation of property, possessions or benefits.
- **Discriminatory abuse** including harassment, slurs, or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect in relation to care provided at home. This may be a one off incident or on-going ill-treatment, through neglect or poor professional practice.
- **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, withholding of medication, adequate nutrition and heating.

JAK/7/10/24

Approved at committee meeting 14.10.24