

# **Keyworth Camera Club**

## **POLICY FOR THE PROTECTION OF VULNERABLE INDIVIDUALS**

Keyworth Camera Club (KCC) provides a forum where those with an interest in Photographic Art and Techniques may meet on a friendly, social and inclusive basis. In this context, young people between 16 and 18 years of age and vulnerable adults (a person aged 18 years or over and who is in need of community services due to illness or mental/physical disability) are welcome to join.

KCC recognises that the protection of children and vulnerable adults is the responsibility of all members and in this regard, the following policy shall apply:

1. All members, especially children and vulnerable adults, must be treated with respect and dignity.
2. Any visitor under the age of 16 years attending a KCC meeting, must be accompanied by a parent or legal guardian, or a person nominated by one of these, who will take responsibility for the child whilst on the premises where it is taking place.
3. A vulnerable adult may attend meetings with appropriate support. The accompanying person(s) will not be charged for attendance.
4. KCC members are requested not to use inappropriate language in the presence of other members or visitors.
5. Care should be taken not to show images of a suggestive, indecent or extremely disturbing nature in the presence of vulnerable individuals. As a guide, the range of content of images shown is expected to be similar to those on display to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context. Anyone invited to meetings to show and discuss their images should be made aware of this Policy if a vulnerable individual is present.
6. Taking portrait photographs of vulnerable individuals at Club portrait sessions should only be allowed with the express permission and under the direct supervision of the parent or legal guardian responsible.
7. All KCC members should take reasonable care to consider the health and safety of vulnerable individuals who are members or visitors to meetings.

### **Reporting Incidents**

Concerns or allegations about inappropriate behaviour by a member/members towards vulnerable individuals should be reported in the first instance to the KCC Secretary, who will promptly inform the Chair and Vice Chair of the Club. Following investigation and discussion with the Club's members a decision will be made on any action to be taken. This could take the form of a written warning, exclusion from the Club and/or, if considered necessary, informing the appropriate authorities.

The KCC Secretary should keep a copy of all written records, reports, notes and correspondence relating to any reported incident involving vulnerable individuals.

## **Confidentiality**

The KCC Treasurer and Secretary maintain a database of members' contact details. Care is taken to protect this information, which is not published or circulated outside the Club. The contact details of any vulnerable individual will be integrated into this database unless a request for its omission is received from their parent or legal guardian.

## **General**

All KCC members are to be made aware of the contents of the Policy.

The parent, legal guardian or carer of a vulnerable individual is to be made aware of the contents of the Policy.

All visitors to meetings are to be made aware of the contents of the Policy if a vulnerable individual is present.

## **Review**

The Policy will be reviewed regularly and also immediately after any reported incident.

**Date adopted:** 5<sup>th</sup> July 2023