



Newcastle under Lyme Camera Club  
Established 1907

**SAFEGUARDING POLICY AND PROCEDURE**  
**REGARDING CHILDREN AND VULNERABLE ADULTS**  
**ATTENDING CLUB ACTIVITIES**

For the purpose of this policy, a child is considered to be a person under the age of eighteen. Additionally, the term "vulnerable individuals" is used to cover both children and vulnerable adults.

The definition of a vulnerable individual is a person who:

- Is or may be in need of / eligible for Community Care Services by reason of mental or other disability, age or illness
- AND is unable to take care of him / herself
- OR is unable to protect him / herself from significant harm or exploitation

A vulnerable person may fall into any one of the following groups: young person under the age of 18; older frail people; people with a mental health need, a learning difficulty, a physical impairment, a sensory impairment; people who are substance or alcohol dependent, or family carers are providing assistance to another vulnerable adult.

**Abuse** is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

**Physical:** for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.

**Psychological and emotional:** for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

**Financial:** including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

**Sexual:** such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

**Discriminatory:** including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks;

**Institutional:** the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in

accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

**Neglect and acts of omission:** including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person: for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

This policy is designed to ensure that vulnerable individuals are protected, according to Human Rights legislation, at club meetings and activities from all types of abuse as identified above and other actions and activities that may be considered harmful.

Whilst it has, in the past, been rare for vulnerable individuals to attend club activities, the Club does not wish to avoid potentially complex issues surrounding their attendance. However the club does recognise that it does not have the skills, resources, training and a sufficient pool of members having undergone the Disclosure and Barring Service (previously CRB) check to help ensure the safety of venerable people at every Club activity.

In the light of the above, the following points will be implemented within the Club:

1. When attending club activities, vulnerable individuals must be accompanied by a parent, legal guardian or a responsible adult appointed in writing by a parent, legal guardian or formal carer.
2. Written permission from the parent or guardian or formal carer shall be obtained prior to a vulnerable individual attending the club. This written permission shall include the Nomination of the responsible adult to accompany the vulnerable individual if the parent/guardian does not wish to attend.
3. Should a vulnerable individual arrive at a club activity unaccompanied, attempts shall be made to contact the parents and/or legal guardian for the individual to be collected as soon as possible. Until such time as he/she is collected, three club members shall be nominated to supervise the vulnerable individual. If no suitable arrangements can be made for his/her collection within a reasonable time, the police shall be contacted.
4. Club portrait sessions shall only involve the taking of images of vulnerable individuals under the direct supervision of a parent or legal guardian.
5. Indecent or suggestive images of vulnerable individuals shall not be taken or displayed at any time.
6. Vulnerable individuals shall be treated as equals by all those present. Acceptable language shall be used in the presence of vulnerable individuals.
7. Vulnerable individuals shall not be allowed to operate, assemble or disassemble equipment.
- 8.. A copy of this Policy and Procedure shall be placed on the Club's website and a hardcopy will be made available for inspection at the AGM .and a copy shall be given to all to the parents or legal guardians of a vulnerable individual at the time of joining.

## **Prevention and Confidentiality**

All Committee members and volunteers will be requested to read and familiarise themselves with Newcastle Camera Clubs Safeguarding Policy and Procedure.

Where abuse to a vulnerable person is alleged, suspected, reported or concerns are raised, the Safeguarding Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that committee members cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

## **Safeguarding Procedure**

### **1. If you think abuse has or may have just occurred. Act immediately.**

Make sure the person is safe.

Inform the Chairman and Club Secretary immediately. They will contact the police if it is thought a crime has just been committed and record details of the allegation.

### **2. Bringing a concern to the attention of The Chairman and Club Secretary who in turn will contact the Police or local authority referral agency.**

The Chairman and or Club Secretary will contact the local authority referral agency or the police straight away.

### **3. The Local Authority referral agency or Police will coordinate an investigation.**

If necessary they will hold a strategy discussion or meeting to decide what action to take next. You might need to give a statement to the local authority referral agency or the police. Social services or the police will decide what to do next.

## **The Procedure in Detail**

### **You think abuse has or may have occurred. Act immediately.**

It is the responsibility of the person first becoming aware of a situation where there may be a vulnerable adult subject to, or at risk of, abuse to:

#### **Make Safe**

- Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.
- Do NOT discuss the allegation of abuse with the alleged perpetrator.
- Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.
- If the allegation is about a club or committee member, ensure that the allegation is properly managed. This may include suspending the member(s) or volunteer. The member or volunteer is also entitled to support at this stage but this will be the responsibility of the local authority referral agency or the police to source.

#### **Inform**

Tell another Committee member if the Chairman or Club Secretary is unavailable or is implicated in the allegation. Contact the police if it is thought a crime has just been committed.

#### **Record**

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- a. The allegation or concerns, including the date and time of the incident, what the vulnerable adult said about the abuse and how it occurred or what has been reported to you.
- b. The appearance and behaviour of the victim.
- c. Any injuries observed.

**It is the responsibility of the Chairman and/ or the Club Secretary to:**

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
2. Deal with any immediate needs:
  - a. Ensure that the victim of the alleged abuse is safe
  - b. Ensure that any necessary emergency medical treatment is arranged
  - c. Ensure that no forensic evidence is lost
  - d. If the alleged perpetrator is also a vulnerable adult, ensure that a committee member is allocated to attend to their needs and ensure that other members are not put at risk.
3. Clarify the facts stated by the member but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
4. Check that the circumstances fall within the safeguarding adults procedures i.e. meeting the definition of abuse as defined in this Policy and Procedures. If at all uncertain a referral should be made to the local authority referral agency or police.
5. Address issues of consent and confidentiality.
6. A formal referral must be made on the same day as the alert is raised wherever:
  - A crime has been, could have been, or yet could be committed.
  - There is a suspicion that an abuse has taken place.
  - The allegation involves a member of staff or paid carer.
  - Other vulnerable adults are at risk.
  - The alleged perpetrator is a vulnerable adult.
  - They are unsure if abuse has taken place
7. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer to the Local Authority referral agency and it must be recorded that an alert has been considered.

**Bringing the concern to the attention of the Local Authority referral agency**

The referral stage involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the local authority referral agency. Any individual who has been alerted to the possibility of abuse having occurred or being likely to occur should make a referral.

Referrals should be made to:

- Tel: 0845 604 2719. Email: [vastaffordshire@staffordshire.gov.uk](mailto:vastaffordshire@staffordshire.gov.uk)
- A trained member of staff will be available to help you between 8:00am - 5pm, Monday-Thursday (excluding Bank Holidays) and 8:00am - 4:30pm Fridays.

- To report a concern outside of these hours, please contact the Emergency Duty Service. Tel: 0845 6042886. Text: 0845 6042886
  - The police if you think a crime may have been committed
  - Contact Children's Services immediately if a child is also at risk –via the above contact details

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- The name of the vulnerable adult
- Date of birth and age
- Address and telephone number
- Why the adult is considered vulnerable
- Whether consent has been obtained for the referral, and if not the reasons e.g. the vulnerable adult lacks mental capacity or there is an over-riding public interest (e.g. where other vulnerable adults are at risk)
- Whether there are any concerns or doubts about the mental capacity of the vulnerable adult
- Whether the police are aware of the allegation, and whether a police investigation is underway