

ASHINGTON CAMERA CLUB



SAFEGUARDING: PROTECTION OF CHILDREN & ADULTS AT RISK POLICY

OVERVIEW

The Club exists to encourage an interest in photography, both within its membership and in the wider community. In this context, young people and adults at risk are very welcome to join Ashington Camera Club and take part in its activities. The Club has a legal duty of care to such young people, however, and to safeguard the interests of all members the following procedures shall apply.

The Designated Safeguarding Officer (DSO) as of 23/04/26 is:

- **Sandra Knaggs (Hewitson). Please refer to your members handbook for Sandra's personal contact details**

Safeguarding training including the safeguarding of children undertaken 16/01/25 and valid for 3 years

Other Safeguarding Officers as of 23/04/26 are:

- **Paul Templeman. Please refer to your members handbook for Paul's personal contact details**

Safeguarding training undertaken 28/06/26 and valid for 3 years

INTRODUCTION

The purpose of this policy is to identify procedures, roles, and responsibilities for ensuring that committee members working for Ashington Camera Club deal with safeguarding in relation to the protection of children & vulnerable adults appropriately and promptly.

CONTEXT

For the purpose of this procedure a child is a person under the age of 18 and an adult at risk is a person aged 18 years or over, who is less able to protect themselves than others and some have difficulty making their wishes and feelings known.

DEFINITION OF ABUSE

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect, or it may occur when a vulnerable person is persuaded to enter into financial or sexual transactions to which they have not consented.

Abuse can occur in any relationship, and it may result in significant harm to, or exploitation of, the person subjected to it.

The main types of abuse are:

- **Physical abuse**- including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**- including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting.
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse**- including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission**- including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse**- including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

THE ROLE OF COMMITTEE MEMBERS

All committee members working on behalf of Ashington Camera Club have a duty to promote the welfare and safety of children and adults at risk.

Committee members may receive disclosures of abuse and observe children and adults at risk. The policy will enable committee members to make informed and confident responses to specific protection issues.

PROCEDURE IN THE EVENT OF A DISCLOSURE

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child or adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Any concern to be reported as soon as possible to the named Safeguarding officer, who will advise and liaise as necessary.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

Any incidents should be reported to Northumberland County Council as soon as possible through the Onecall number.

Onecall number: 01670 536 400

Out of Hours: 01670 536400

In an emergency, i.e., if someone's safety is under immediate threat, dial 999, and then report to safeguarding officer.

The Safeguarding Officers as of 23/04/26 are:

- **Sandra Knaggs (Hewitson)**
- **Paul Templeman**

It is important to remember that it is not the responsibility of the person who encounters a case of alleged abuse to decide as to whether the abuse has occurred.

CONFIDENTIALITY

Child and adult at risk protection raises issues of confidentiality, which should be clearly understood.

Committee members have a professional responsibility to share relevant information about the protection of children & adults at risk with other professionals, particularly investigative agencies, and social services.

All personal information regarding a child or adult at risk will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines.

Where possible, consent should be obtained before sharing personal information. The safety and welfare of the individual is the priority therefore in some circumstances obtaining consent may not be possible.

A database of members' contact details is maintained by the club. Care is taken to protect this information, as set out in the separate Data Protection Policy. The contact details, including email address, of any child member will be integrated into this database, unless a request for its omission is received from the child's parent or guardian, through the completion of the relevant section of the Members Record form.

ATTENDANCE AT CLUB MEETINGS

Members and visitors under 18 years of age must be accompanied at all meetings and other events by a parent or guardian or an adult(s) with the specific agreement of the parent/guardian, who will always be responsible for their safety, including any occasional external meetings for which members arrange their own transport. These involve a small number of members meeting, usually in public places. Members are advised not to offer lifts to minors unless accompanied or authorised by a parent or guardian. Members should not work on their own with a child. They should make sure they can be observed by others, and preferably that the parent, guardian, or carer is present.

When a child member wishes to join the Club, a parent or guardian must complete the Standard Consent Form. Acceptance of this Policy must also be agreed on the club membership form. If the child is not to be accompanied at meetings by their parent or guardian, the designated responsible adult(s) taking their place should be named on the letter of acceptance.

CLUB PROGRAMME

During the Club's Annual Programme, portfolios of work, covering a wide range of photographic styles and content are frequently shown at meetings. The range of content of these images is expected to be similar to those shown to the public in exhibition galleries. Whether or not images are inappropriate should be judged within this context.

HEALTH AND SAFETY

No child or adult at risk shall be expected to have responsibility for any Club equipment.

ROLE OF THE DESIGNATED SAFEGAURDING OFFICER

The role of the Designated Safeguarding Officer is to deal with all instances involving child and adult protection that arises within Ashington Camera Club, and they will respond to all protection concerns and enquiries. The Designated Safeguarding Officer is **Sandra Knaggs**, and any concerns or suspicions should be reported to them in the first instance. In their absence or if the allegation involves the Designated Safeguarding Officer concerns should be reported to another committee member. This being **Paul Templeman**

Initial policy adopted 17/1/23 - To be reviewed prior to each AGM. (See date in footer)

Training in Safeguarding to be carried out by the Safeguarding Officers every 3 years.

ASHINGTON CAMERA CLUB PARENT/GUARDIAN CONSENT FORM

I give permission for my child to attend weekly meetings and additional outings as arranged by ASHINGTON CAMERA CLUB.

Child's Full Name	
Address	
Home Telephone No.	
Age	
Date of Birth	
Name of Parent/Guardian Attending	
Emergency Tel. No.	
If unavailable contact	Name Tel. No. Relationship to child

ASHINGTON CAMERA CLUB is committed to ensuring that any information gathered in relation to this application meets the specific responsibilities as set out in the Data Protection Act 2018 and the Society's Data Protection Policy.

ASHINGTON CAMERA CLUB holds 'Practical' events throughout the season. Members will use their personal camera equipment on these nights to improve their photographic techniques and skills. Occasionally some members will 'sit' for these photographic sessions. We will not permit photographs of your child to be taken without your consent and the consent of the child.

I give my consent/I do not give my consent for the current members of ASHINGTON CAMERA CLUB to photograph the above-named child in accordance with the rules set out above and in line with the Club's Child Protection Policy.

ASHINGTON CAMERA CLUB will take steps to ensure that any photographs taken of your child are used solely for the purposes they are intended, namely, to be handed over to the child and used in the Society's internal and external competitions within the Northern Counties Photographic Federation.

If you become aware that these images are being used inappropriately you should inform ASHINGTON CAMERA CLUB immediately.

I confirm that all details are correct to the best of my knowledge, and I can give parental consent for my child to take part in the club's activities.

Name of Child

Signature of Parent/Guardian

Print Name

Date
