



# Buckingham Camera Club

## SAFEGUARDING POLICY

**This policy applies to BCC officers, members or non-members who attend Club events.**

**This policy is available on Buckingham Camera Club's website  
and in hard copy upon request.**

**We will review our policy and good practice annually.**

**This policy:**

Was last reviewed/revised on: **10 June 2019**

Is next reviewed on : **8 June 2020**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long, horizontal, wavy line.

Signed.....

*BCC Chairperson*

## KEY SAFEGUARDING CONTACTS

### BUCKINGHAM CAMERA CLUB CONTACTS:

#### **Designated Safeguarding Lead**

Name: *Nick Steadman*

Mobile: *07719 816729*

Email: [safeguarding@buckinghamcameraclub.co.uk](mailto:safeguarding@buckinghamcameraclub.co.uk)

*( The Designated Safeguarding Lead is responsible for Safeguarding at Buckingham Camera Club. He/She is nominated to liaise with the Police, should this be necessary. )*

#### **Chairperson**

Name: *Peter Silver*

Mobile: *07791 346563*

Email: [chairman@buckinghamcameraclub.co.uk](mailto:chairman@buckinghamcameraclub.co.uk)

### AGENCIES:

#### **NSPCC Helpline**

Phone: *0808 800 5000*

Email: *help@nspcc.org.uk*

#### **Childline**

Phone: *0800 1111*

#### **Buckinghamshire Social Services**

Phone: *01296 383 962*

Out of hours: *08009 997 677*

Email: [secure-cypfirstresponse@buckscc.gov.uk](mailto:secure-cypfirstresponse@buckscc.gov.uk)

#### **Thames Valley Police**

Phone: *101 (999 in case of emergency)*

# Buckingham Camera Club ('BCC') (the 'Club')

## Safeguarding Policy

### Introduction

This policy applies to BCC officers, members or non-members who attend Club events.

The BCC believes that no child, young person or vulnerable adult should ever experience abuse of any kind. The Club recognises its duties under this policy to promote the welfare of all children, young people and vulnerable adults and to keep them safe during club meetings and activities.

### Purpose

The purpose of this policy is to:

- protect children and vulnerable adults who are BCC members and attend Club events;
- provide BCC officers, members and non-members with the overarching principles that guide the Club's approach to safeguarding.

For the purpose of this Policy:

- A **child** is defined as a person under the age of 18.
- A **vulnerable adult** is defined as a person aged 18 or over who is, or may be:
  - in need of community care services by reason of disability, age or illness; and/or
  - unable to take care of him/herself, and/or protect him/herself against harm or exploitation.

The BCC believes that children and vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and vulnerable adults and to keep them safe. We are committed to operating in a way that protects them.

### Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, including:

- Children Act 2004
- United Convention on the Rights of the Child 1990
- Data Protection Act 2018
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Care Act 2014
- Relevant government guidance on safeguarding children and vulnerable adults

## Policy Statement

We recognise that:

- the welfare of children and vulnerable adults is paramount, as enshrined in the legislation summarised above;
- all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- some children and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children and vulnerable adults, parents/guardians, carers and other agencies is essential in promoting the welfare of children and vulnerable adults.

We will seek to keep children and vulnerable adults safe by:

- valuing them, listening to and respecting them;
- adopting practices for the protection of children and vulnerable adults through a Code of Conduct ('[Safeguarding Code of Conduct](#)') and Procedures ('[Safeguarding Process](#)') for BCC officers and members;
- providing effective management for BCC officers and members through supervision and support;
- recruiting BCC officers safely, ensuring any necessary checks are made;
- sharing information about the protection of children and vulnerable adults, and good practice, with children, vulnerable adults, parents/guardians, carers, and BCC officers, members; and
- sharing concerns with agencies who need to know, and involving parents/guardians, carers, children and vulnerable adults appropriately.

# Safeguarding Code of Conduct

All BCC officers and members are expected to provide a safe and supportive environment for children and vulnerable adults with whom they come into contact in connection with BCC activities.

The behaviour of a BCC officer or member may give rise to allegations being made against them. Allegations may be genuine or misplaced, and may arise from differing perceptions of the same event.

BCC officers and members need clear advice about what constitutes illegal behaviour and what might be considered misconduct, as well as practical guidance about which behaviours constitute safe practice and which should be avoided. This Code of Conduct aims to assist BCC officers and members in monitoring their own standards and practice by raising awareness of illegal, unsafe and unwise behaviour.

## Underpinning Principles

- BCC officers and members:
  - are responsible for their own actions and behaviour, and should avoid any conduct which may lead a reasonable person to question their motivation and intentions;
  - should work, and be seen to work, in an open and transparent way; and
  - should promptly seek advice from a BCC Safeguarding Officer on any incident which gives, or may give rise to concern.
- Records should be kept of any incident and the decision(s) made/action(s) agreed (see [Form 1](#) and [Form 2](#)).
- All BCC officers and members should know the name of the Club's Safeguarding Officer, be familiar with the BCC Safeguarding Policy, Code of Conduct and Process, and understand their responsibilities.
- Breaches of the law could result in criminal prosecution.

## Duty of Care

- BCC officers and members:
  - are accountable for the way in which they exercise authority, manage risk, use resources, and protect children and vulnerable adults from discrimination and avoidable harm; and
  - have a duty to keep children and vulnerable adults safe and to protect them from physical and emotional harm.

## Exercise of Judgement

- No guidance can provide a complete checklist of what is, or is not, appropriate behaviour.
- There may be occasions when BCC officers and members have to make decisions or take action in the best interest of the child or vulnerable adult, where no guidance has been provided.

### **Power and Positions of Trust**

- As a result of their knowledge, position and/or the authority invested in their role, BCC officers and members may be in a position of trust in relation to a child or vulnerable adult with whom they come into contact in connection with BCC activities.
- There is potential for exploitation and harm of vulnerable people, and BCC officers and members have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

### **Propriety and Behaviour**

- BCC officers and members should adopt the highest standards of personal conduct in their dealings with children and vulnerable adults, in order to maintain the confidence and respect of children, vulnerable adults, parents/guardians, carers, BCC officers, members and other members, and the general public.

### **Infatuations and Unwanted Attention**

- A child or vulnerable adult who is in regular contact with a BCC officer or worker may develop an infatuation with, or show unwanted attention to, that officer or worker.
- Such situations should be:
  - reported promptly to a BCC Safeguarding Officer or other senior BCC officer so that appropriate action can be taken; and
  - managed sensitively, maintaining the dignity of all concerned and bearing in mind the high risk of words or actions being misinterpreted, resulting in allegations being made against the officer or worker.

### **Social Contact and Friendships**

- BCC officers and members should avoid developing social contact/friendships outside the BCC, either in person or via social media, with children and vulnerable adults with whom they come in to contact in connection with BCC activities.

### **Physical Contact**

- BCC officers and members should avoid physical contact with children and vulnerable adults with whom they come in to contact in connection with BCC activities.
- Unavoidable physical contact should be strictly in response to the child's or vulnerable adult's needs at the time, of limited duration, and appropriate to the child's or vulnerable adult's age, disability, gender, racial heritage and religious belief.

### **One-to-One Situations**

- BCC officers and members should avoid situations where they are alone with children and vulnerable adults with whom they come in to contact in connection with BCC activities.
- Ideally a child should be supervised by a parent/guardian and a vulnerable adult by a carer, but if this is not possible, any interaction with the child or vulnerable adult must be in sight of at least one other BCC officer.

# Safeguarding Process

The BCC has appointed, or will appoint a Safeguarding Officer.

- An additional Safeguarding Officer may, where appropriate, be appointed temporarily to oversee a specific BCC project in which a child or vulnerable adult is, or may be, involved.
- The Club will investigate the need for its Safeguarding Officers to undergo Disclosure and Barring Service (DBS) checks, formerly known as Criminal Records Bureau (CRB) checks, and will arrange such checks if appropriate.

Safeguarding Officers:

- must be BCC members;
- may not be Designated Officers (i.e. the Chairman, Secretary, Treasurer);
- are the first point of contact for BCC officers and members who, based on their own observations and/or concerns expressed to them by another person, are concerned about the welfare of a child or vulnerable adult who is a member of the BCC or attends Club;
- support BCC officers in deciding, when a concern is expressed about a child's or vulnerable adult's welfare, whether action needs to be taken, including (where appropriate) escalation to relevant authorities;
- are responsible for ensuring that the BCC Safeguarding Policy, Code of Conduct and Process are kept up to date;
- ensure that records are kept of any incidents and the decision(s) made/action(s) agreed; and
- will undertake online training on their roles and responsibilities, the cost of which will be borne by the BCC.

If a concern is expressed by any person about the welfare of a child or vulnerable adult who is a member of the BCC or attends Club events:

- the matter should be reported promptly to the Safeguarding Officer as appropriate; and
- the Safeguarding Officer should investigate the situation, consulting with other BCC officers as appropriate, to determine to the best of his/her ability whether the concern:
  1. is unfounded;
  2. Arises from poor practice or a breach of the BCC Safeguarding Code of Conduct by a BCC officer or worker; or
  3. Is a possible instance of abuse or a criminal offence by a BCC officer or worker which needs to be escalated to relevant authorities, e.g. the Children's Social Work Services, the Local Safeguarding Children Board, the Local Authority Designated Officer and/or the Police.

In the case of (2):

- Where the poor practice or breach of the Code of Conduct is minor, the Safeguarding Officer should alert the BCC officer or worker concerned, remind him/her of the BCC Safeguarding Policy and Code of Conduct, and provide advice on how to avoid a recurrence of the incident.

- Material malpractice or breaches should be promptly referred to the Safeguarding Officer and the BCC Chairman and Secretary, who will decide whether or not disciplinary action should be taken, e.g. dismissal of the BCC officer or member.

In the case of (3):

- The Safeguarding Officer should promptly advise the BCC Chairman and Secretary before escalating to relevant authorities.

In all cases, records should be kept of the incident and the decision(s) made/action(s) agreed (see [Form 1](#) and [Form 2](#)).

## FORM 1: Logging a Concern

|                                                                                                                                                                    |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Child or Vulnerable Adult's Name:</b>                                                                                                                           | <b>D.O.B.</b>             |
| <b>Date:</b>                                                                                                                                                       | <b>Time:</b>              |
| <b>Your Name:</b>                                                                                                                                                  |                           |
| .....<br><b>Print</b>                                                                                                                                              | .....<br><b>Signature</b> |
| <b>Position:</b>                                                                                                                                                   |                           |
| <b>Note the reason(s) for recording the incident:</b>                                                                                                              |                           |
| <b>Record the following factually:</b>                                                                                                                             | <b>Who?</b>               |
|                                                                                                                                                                    | <b>What?</b>              |
|                                                                                                                                                                    | <b>Where?</b>             |
|                                                                                                                                                                    | <b>When?</b>              |
| <b>Offer an opinion where relevant (how and why might this have happened?):</b>                                                                                    |                           |
| <b>Substantiate the opinion. Note the action taken, including names of anyone to whom your information was passed (continue on a separate sheet if necessary):</b> |                           |

Check to make sure your report is clear now - and will also be clear to a stranger reading it next year.

**PLEASE PASS THIS FORM TO THE DESIGNATED SAFEGUARDING LEAD**

**FORM 2: Handling and recording allegations or complaints**  
(for use by Designated Safeguarding Lead only)

|                                                                                |                               |               |
|--------------------------------------------------------------------------------|-------------------------------|---------------|
| <b>1. Name of who is subject of allegation/complaint:</b>                      |                               |               |
| <b>2. Is the complaint written or verbal?</b>                                  |                               |               |
| <b>3. Complaint made by:</b>                                                   | <b>Relationship to child:</b> |               |
| <b>4. Name of Child or Vulnerable Adult:</b>                                   | <b>Age:</b>                   | <b>D.O.B:</b> |
| <b>5. Parents'/Carers' name and address:</b>                                   |                               |               |
| <b>6. Date of alleged incident/s:</b>                                          |                               |               |
| <b>7. Did the child attend BCC on this/these dates?</b>                        |                               |               |
| <b>8. Nature of the complaint (continue on a separate sheet if necessary):</b> |                               |               |
| <b>9. Other relevant information:</b>                                          |                               |               |
| <b>10. Further actions advised by Police, NSPCC or Social Services:</b>        |                               |               |
| <b>11. The decision(s) made/action(s) agreed:</b>                              |                               |               |

PLEASE SEE CHECKLIST ON FOLLOWING PAGE

## FORM 2: Handling and recording allegations or complaints (cont'd)

| <b>Checklist:</b>                                                                                                                                             | <b>Yes</b> | <b>No</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| Do you have details (either a written account or notes from a verbal account ) of the alleged incident, signed and dated?                                     |            |           |
| Have you checked the incident could actually have taken place (i.e. was the child in the club building at the time; was the member of BCC there on that day)? |            |           |
| Is there evidence i.e. a witness?                                                                                                                             |            |           |
| Has a criminal offence taken place – e.g. has excessive force been used, that could be classed as an assault?                                                 |            |           |
| Has the incident been reported to anyone else – e.g. the Police?                                                                                              |            |           |
| Were there any witnesses to the incident – if so have you made a note of names?                                                                               |            |           |
| Are the parents aware of the allegation?                                                                                                                      |            |           |
| Is the member of BCC aware of the allegation?                                                                                                                 |            |           |
| <b>Remember, do not attempt to investigate the allegation yourself.</b>                                                                                       |            |           |

|                   |                  |
|-------------------|------------------|
| <b>Your Name:</b> | <b>Position:</b> |
| <b>Signature:</b> | <b>Date:</b>     |