

# Cirencester Camera Club Policy and Working Practice Junior Members

Cirencester Camera Club (CCC) recognises the importance of encouraging young people with an interest in photography and welcomes Junior Members to the club. It is hoped that Junior Members will participate fully in the club's activities. This document sets out how CCC exercises its Duty of Care to ensure that all reasonable steps are taken to ensure the safety of Junior Members involved in club activities. It also describes what associated actions are required by CCC members and CCC Officers.

The following organisations have been consulted in the preparation of this policy:

- The Photographic Alliance of Great Britain
- Western Counties Photographic Federation

This policy takes account of the *Guidance for Safer Working Practice for Adults who Work with Children and Young People*, commissioned by the DfES.

Members should give every encouragement and assistance to Junior Members to help them develop their photography skills and should not be discouraged from doing so by the requirements of this policy. Members should not let the rules stand in the way of sensible club interaction with junior members, providing of course, that the rules are adhered to.

## Definitions

**Activities** are meetings, events, shoots, visits, outings or anything else that is organised by Cirencester Camera Club

**Children and young people** are interchangeable terms referring to children who have not yet reached their 18th birthday

**DBS clearance** refers to The Disclosure and Barring Service (DBS) formerly The Criminal Records Bureau (CRB) as set out in relevant legislation

**Nominated Adult** is someone chosen by the Junior Member's parent(s) to act *in loco parentis* and to look after the Junior Member's interests while attending Cirencester Camera Club - for example this might be a friend of the parents or a relative

**Parent** also includes guardian

**Responsible Adult** is one of the Junior Member's parents or alternatively a Nominated Adult

**CCC Officers** are elected CCC Committee Members

**Young Member or Junior Member** is a member of Cirencester Camera Club who has not yet reached his/her 18th birthday

## **Attendance of Young People at CCC activities**

At all club activities a Junior Member must be accompanied by a Responsible Adult. This ensures that there is always someone to accompany the Junior Member with full awareness of the Junior Member's parent(s). It enables the Junior Member to participate in all club activities including those which might otherwise require DBS clearance for participating CCC members.

If the Junior Member presents him/herself at a club activity without an accompanying Responsible Adult, then regrettably the Junior Member will not be allowed to join that activity until the Responsible Adult is present. Parents and Junior Members are urged not to put CCC Officers in the position of having to deny admission to activities.

At the beginning of the season, parents may identify the Nominated Adults for that season by completing the Consent Form, and the Junior Member will be issued with a membership card which includes the names of the Nominated Adults, one of whom must be present at meetings. If a parent wishes to identify an additional Nominated Adult not previously identified at the beginning of the season, for a particular activity, the parent must complete a supplementary Consent Form. In this respect, CCC reserves the right for its Officers to request some form of Identification from an accompanying Responsible Adult at any time.

This is necessary so that it is clear to all concerned that any Nominated Adult is acting with the permission of the parent(s), and that the Nominated Adult understands the role he/she is taking. The consent form should be handed to a CCC Officer at the commencement of the season upon joining, together with the relevant membership form, and before an activity if required.

No Officer of CCC should enter into any form of agreement to act as the Nominated Adult; parents should not ask Officers to do so.

Whenever a Junior Member is present at a club activity, at the start of that activity it is the duty of the responsible CCC Officer or Member who is organising that activity or hosting the meeting, to make sure that all persons present know that a Junior Member is attending, and to advise any visiting speaker of the implications regarding the display of inappropriate material (see below).

## **Display of Inappropriate Material**

From time to time there will be included amongst images displayed by visiting speakers or club members some images which parents might consider as inappropriate for Junior Members to view - for example an unclothed human figure. While this may be infrequent it is not always predictable.

In so far as CCC can assure, if a particular activity is known by CCC to include the presentation of such images, CCC will provide advance warning to the parents of Junior Members. Such notification, by the Programme Secretary, may be in the form of an annotation to the program or by-mail or other suitable means.

Parents must be aware that CCC will not always know in advance if such material is included in the activities and therefore CCC cannot guarantee to give advance warning. It will be the duty of the accompanying Responsible Adult to decide what to do in such circumstances.

Where Junior Members are known to be present, the responsible Officer of CCC should request the speaker to warn of unsuitable material either at the start of a presentation or at any time before the image is shown. It shall be the responsibility of the parent or Nominated Adult to advise the speaker if they do not wish the Junior Member to view the images and to escort the Junior Member elsewhere whilst the images are shown.

## **General behaviour**

Junior Members should be treated as ordinary members and encouraged to participate in all activities.

Members should always act, and be seen to act, in the Junior Member's best interests and should avoid any conduct which would lead a reasonable person to question their motivation and intentions

Members should not send individual messages to a Junior Member via internet or web-based communication or social network channels such as Facebook.

All normal CCC correspondence by-mail should be sent to the parent(s) of the Junior Member as well as the Junior Member, unless the parent(s) have elected to have all mail sent to them (the parent) only.

Members should not normally give their personal contact details to Junior Members, including their mobile telephone number, details of any blogs and personal websites, except in the circumstances necessary for the organisation of CCC activities in which the Junior Member is participating, and then only with the knowledge of the Junior Member's parent(s).

## **Photography and Junior Members**

This is a camera club and so we are going to be taking pictures. However, we must have due regard for the privacy of Junior Members. The situations where CCC members may be in a position to make an image of a Junior Member fall into two categories:

A Portrait Evening or Workshop: In this situation the purpose is to take pictures of people in a controlled environment. A Junior Member should only be the sitting subject of a portrait shoot if prior parental permission has been granted. Unless agreed otherwise, images may be used for CCC competitions, but may not be used or published in any other form without a formal model release form.

Club outings/shoots: On club shoots and outings it is common practice for one member to take a photograph of another. However, members should avoid making images of Junior Members in one to one situation or which show a single Junior Member with no surrounding context. Members must always ensure they have parental permission to take and/or display such photographs.

Members should not take images 'in secret' or take images in situations that may be construed as being secretive.

## **If there is a problem**

As an organisation that may deal with young people CCC is obliged to make it clear what to do if there are child protection or welfare concerns, regardless of the likelihood.

In the unlikely event that there are concerns by a CCC member or a parent of a Young Person or a Nominated Adult, in the first place they should contact the CCC Membership Secretary or the CCC Chairman or another Officer of CCC.

It is the duty of all Members to report any Junior Member child protection or welfare concerns to a CCC Officer and/or report any concerns to the local social care office.

Concerns about a Junior Member suffering harm, neglect or abuse, should be reported to Gloucestershire County Council Children and Families Help Desk on 01452 426565 (during office hours); concerns about the immediate safety of a child should be reported to the Police on 101 at any time.

Finally, if there is an accident or emergency involving the Junior Member, while CCC Members and Officers will obviously give any necessary assistance, it is the final responsibility of the Nominated Adult to make decisions affecting the Junior Member, if a parent is not present.

### **Documentation**

The relevant documentation applicable to Junior Members is as follows:

**This Document** - Cirencester Camera Club Policy and Working Practice for Junior Members

**Junior Membership Application and Annual Renewal Form.** To be completed when the Junior Member joins or renews his/her membership at the start of the season (first meeting in September). This form must be signed by a parent or guardian.

**Junior Membership Consent Form** which must be signed by a parent or guardian, and is to be completed when:

- the Junior Member first joins Cirencester Camera Club
- the Junior Member renews his/her membership at the start of the season (first meeting in September)
- if the parent wishes to nominate a new Nominated Adult during the season, in which case a supplementary Junior Membership Consent Form will be required