



SAFEGUARDING POLICY

Version: 1.0

Effective from: 18th June 2026

1. Introduction

- 1.1 The aim of the Keswick Photographic Society ('Keswick PS') is the advancement and enjoyment of photography, both within the Club and the wider community.
- 1.2 Keswick PS is affiliated to the Photographic Alliance of Great Britain ('The PAGB'). The PAGB's guidance on child protection may be found here:
http://thepagb.org.uk/wp-content/uploads/child_protection.pdf
- 1.3 All members and visitors to the Club must be treated with respect and dignity, recognizing any unique personal needs.
- 1.4 Our regular meeting venue is wheelchair accessible and includes wheelchair accessible toilet provision.

2. Aims of our Safeguarding Policy

- 2.1 Keswick PS recognises that in its activities it has a responsibility towards others, especially children and vulnerable adults.
- 2.2 For the purposes of this Policy, the term "child" refers to any Club member or visitor under the age of 18. The term "vulnerable adult" refers to any Club member or visitor aged 18 or over who is unable, or may be unable, to take care of themselves and therefore needs assistance from a Carer, and/or who is unable to protect themselves against significant harm, abuse, or exploitation.
- 2.3 The aims of this Policy are:
 - to assist members by setting out their responsibilities to safeguard children and vulnerable adults.

- to provide guidance to members on adopting behaviours to protect children, vulnerable adults and themselves.
- to have a process in place for reporting concerns, suspicions or allegations of abuse.

3. Club Meetings & Activities

3.1 Meeting Room

- 3.1.1 Meetings held at the Quaker Meeting House in Keswick are group events and considered low risk environments for both children & vulnerable adults. We have a dedicated volunteer to greet new members and ensure any special needs are accommodated, for example the siting of wheelchairs.
- 3.1.2 All children under the age of 18 should be accompanied by a parent, legal guardian or other appropriate adult. This does not have to be the same person each week, but adults who are not parents or legal guardians must be approved in writing by the child's parent or legal guardian. Parents/legal guardians/pre-approved adults do not have to be members of Keswick PS.
- 3.1.3 Should a child attend a meeting unaccompanied, a Committee member must make attempts to contact their parent or legal guardian. If this is unsuccessful, two Committee members should act as joint temporary guardians whilst the child is present.
- 3.1.4 The meetings of Keswick PS are simultaneously broadcast via Zoom and recorded. Recordings are placed on the Club's private YouTube channel for access by members. Agreement must be obtained from the parent or legal guardian of a child wishing to join the Club that they consent to meetings being recorded. This is the responsibility of the Membership Secretary.
- 3.1.5 Vulnerable members should be accompanied by a Carer. Carers accompanying vulnerable adults do not have to be members of Keswick PS.
- 3.1.6 At no time should a child or vulnerable adult be left alone in the company of a solitary Club member.
- 3.1.7 Children and vulnerable adults should not operate equipment belonging to Keswick PS or enter the kitchen area of the venue. This is to ensure the health and safety of the child or vulnerable person.

3.2 Outings

- 3.2.1 Small groups of members regularly meet up using their own transport at various outside venues in order to enjoy taking photographs together.
- 3.2.2 All children under the age of 18 should be accompanied by a parent, legal guardian or appropriate adult. Adults who are not parents or legal guardians must be approved in writing by the child's parent or legal guardian.

- 3.2.3 Lifts should not be given to children unless accompanied by a parent/legal guardian/pre-approved adult.
- 3.2.4 Vulnerable adults must be accompanied by a Carer.
- 3.2.5 Lifts should not be given to vulnerable adults unless accompanied by a Carer.
- 3.2.6 At no time should a child or vulnerable adult be left alone in the company of a solitary Club member.

3.3 Mentoring & Training

- 3.3.1 The Club holds regular training and mentoring sessions, both via Zoom and in person. These are usually group events, though occasionally may be offered on a one-to-one basis.
- 3.3.2 If mentoring or training a child either via Zoom or in-person a parent, legal guardian or other approved adult must also be present.
- 3.3.3 If mentoring or training a vulnerable adult either via Zoom or in-person a Carer must also be present.

4. **Photographs, Social & Other Media**

- 4.1 Keswick PS's Facebook page is monitored by 3 Committee members who can remove unacceptable or inappropriate content.
- 4.2 Permission to post photographs taken by members on our Facebook page, website, for competitions and in advertising literature is requested when new members join the Club. This is the responsibility of the Membership Secretary.
- 4.3 For photographs taken at events which depict a child member or vulnerable member, permission must be granted by the parent/legal guardian/carer before use. This is the responsibility of the Membership Secretary.
- 4.4 No photographs may be taken with a child or vulnerable member in a state of undress.
- 4.5 As a matter of courtesy, in respect to photographs taken at events which depict any adult members, permission should be requested by them before use on public platforms such as Facebook, the Keswick PS website or in advertising literature though they may be shared on private platforms such as the Club's Whatsapp group without permission. This is the responsibility of the Membership Secretary.
- 4.6 Very occasionally, photographs of nude models may be shown at Club competitions and events. Permission to view these kinds of images must be obtained from the parent/legal guardian/Carer of child or vulnerable members wishing to join the Club. This is the responsibility of the Membership Secretary.

5. Communications

- 5.1 While communications such as text messages, emails and phone calls between members is encouraged to form friendships and to share information and ideas, there should be no direct one-to-one communication between a Club member and a child or vulnerable adult.
- 5.2 All communication to a child should also include their parent or legal guardian.
- 5.3 All communication to a vulnerable adult should also include their Carer.

6. Procedure to report a concern, suspicion or allegation of abuse

- 6.1 Keswick PS take the safety of all members, and particularly child and vulnerable members and visitors, seriously.
- 6.2 The Safeguarding Lead for Keswick PS is the Chair Tony Marsh.
Tel: 07974909522
Email: marشلambl@aol.com

In the absence of the Chair, any available Committee member can be approached with concerns, suspicions or allegations of abuse, all of whom are listed on our website and most of whom will be in attendance at each Club meeting.

- 6.3 Concerns, suspicions or allegations of abuse should be reported to the Safeguarding Lead or a Committee member as soon as possible after the alleged event occurs or is known.
- 6.4 It is not up to the Committee member or Safeguarding Lead to decide whether abuse has occurred, merely to record the alleged incident.
- 6.5 This information must be passed on to the relevant public body, eg. Police or Social Services, as soon as possible after it is obtained.
- 6.6 All Committee members should be made aware by the Chair than a concern, suspicion or allegation of abuse has been made.

Copies of Keswick PS's Safeguarding Policy are available on our website at <https://keswickphotographicsociety.co.uk> and included in the Welcome Pack given to new members.

The Policy will be reviewed annually by the Club's Committee.