



## **Berwick Camera Club: Safeguarding Policy**

Berwick upon Tweed and District Camera Club has a duty to ensure the safety and welfare of all its members, particular those such as children who may be more vulnerable. The Club will fulfil this duty by:

- adopting this policy and ensuring that it is regularly updated and communicated to all members;
- appointing a Designated Safeguarding Officer;
- assessing any risks that might arise from the club's activities and taking action to mitigate them;
- committing to always acting in accordance with the relevant government guidance.

As the Club is based in Berwick, this policy is written to comply with the English government guidance and legislation. However, it is recognised that many members live in Scotland and the club would follow the relevant Scottish procedures when responding to any safeguarding concerns affecting them. The relevant guidance documents are referenced below and should be referred to when considering how to respond to any concerns.

***Safeguarding children*** means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

***Child protection*** is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

For the purposes of this policy a child is anyone who has not yet reached the age of 18. The club welcomes children of any age as members, but would expect children under the age of 14 to be accompanied by a parent or carer.

The role of the Designated Safeguarding Officer (DSO) is to:

- Act as a central point to whom any safeguarding concern would be reported. If the DSO is not available, concerns should be reported to any committee member.
- To decide what action (if any) is required. In particular, the DSO will decide whether or not it is necessary to share the information with the parent or carer of the individual concerned, or with another organisation or agency.

- If the DSO has any doubt as to what action to take, they will seek advice from the NSPCC Helpline or from the relevant local authority (contact details are included below).
- To keep an accurate record of the concerns and of any action taken and to store records securely and confidentially.
- To ensure that this policy is regularly reviewed and updated to reflect changes in government guidelines and legislation, or in the nature of the club's activities.

While this policy is primarily concerned with safeguarding children and young people, the same principles would apply in the case of an adult who is deemed to be at risk of abuse. The principal differences relate to matters of capacity and consent; the different types of abuse (e.g. financial abuse) that could be involved; and the different agencies who may be able to assist.

The club is committed to ensuring a safe and respectful online environment for all through the Online Code of Conduct and Complaints Policy, adhering to the Online Safety Act together with monitoring by the Online Safety Officer (website) and the Online Safety Officer (Social Media).

### **Relevant guidance documents**

#### **England**

The two main guidance documents issued by the government are 'Working together to safeguard children' and 'What to do if you are worried a child is being abused'. They are available here:

[https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

#### **Scotland**

In Scotland the relevant documents are 'Getting it right for every child' and the 'National guidance for child protection in Scotland'.

<https://www.celcis.org/application/files/2216/9358/2979/national-guidance-child-protection-scotland-2021-updated-2023.pdf>

<https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/>

#### **Adults**

It is difficult to identify a single guidance document relating to safeguarding adults as there are many possible reasons why an adult might be at risk. The Ann Craft Trust provides a helpful summary of the range of guidance available.

<https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/>

## **Contact Details**

The Designated Safeguarding Officer for the club is Paul Anderson and he can be contacted on 07866 545859.

The NSPCC Helpline can be contacted on 0808 800 5000

For children or adults living in England, the Local Authority can be contacted on 01670 536400 at any time.

For children living in Scotland the number is 01896 662787 during office hours and for adults it is 0300 100 1800. Out of office hours ring 01896 752111 for both children and adults

In an emergency ring 999

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