

Safe Guarding Guidelines for all RPS Events

Version 2

General Statement

All organisations that work with children and young people under the age of 18 and vulnerable adults have a responsibility to safeguard and promote their welfare. The Royal Photographic Society believes that every child and young person, without exception have the right to feel safe and protected.

The guidance applies to all trustees, staff and volunteers where children and young people are present. As defined in the Children Act 1989, anyone under the age of 18 should be considered as a child. The guidance also applies to vulnerable adults.

Responsibilities

The guidance will be reviewed in accordance with all Society documentation and management procedures reviews. The trustees will review/revisit the guidance if there is a major change to the organisation or in relevant legislation.

A child or young person under the age of 18 attending an RPS activity or event must be accompanied by a parent or responsible adult nominated by their parent or guardian.

Code of Good Practice

Always have a minimum of 2 adults present when in the company of a child or young person.

Treat all young people equally and with respect and dignity.

Never do anything for a young person of a personal nature.

Adults should wear appropriate clothing at all time.

Make sure that accidents are recorded in an accident book.

Notify those in attendance before showing material that may cause offense or is inappropriate for the age group.

Ensure appropriate use of new technology including internet use, use of photographs, video/digital equipment and websites including chat rooms and forums when young people are involved.

- Do not explicitly identify a young person in any publicity or promotional material without the parent/guardian's permission and having obtained a signed model release form.
- Only allow photographs to be taken of suitable subjects in appropriate situations.
- When communicating directly gain permission from Parents/Carers and ask them what the most appropriate form of contact for that young person is. It is good practice when using text or e-mail to also copy in the Parent/Carer.
- Obtain parental consent before photographing a child or young person and a signed model release form.