



Ripon City Photographic Society — Safeguarding Policy for Children & Vulnerable Adults

1. Policy Statement

Ripon City Photographic Society (RCPS) is committed to safeguarding the welfare of children and vulnerable adults involved in its activities. We recognise our responsibility to prevent abuse and promote a safe, inclusive environment for all. This policy applies to all members, visitors, and participants in RCPS activities, including in-person and digital settings.

2. Definitions

- Child: Anyone under 18. All children are considered legally vulnerable.
- Vulnerable Adult: An adult at risk of abuse, neglect, or exploitation due to factors such as disability, illness, communication difficulties, coercion, or reduced capacity to protect themselves.
- Responsible Adult: A parent, guardian, carer, or formally appointed adult (in writing) responsible for a vulnerable individual during RCPS activities.

3. Scope

This policy applies to all RCPS settings, including:

- Club nights (e.g. at St Wilfrid's Community Centre)
- Exhibitions and public events
- Photography outings and trips
- Social events (meals, cafés)
- Online and digital platforms (social media, website)
- One-to-one mentoring or training (e.g. editing, camera work)

4. Membership Rules Involving Vulnerable Individuals

- RCPS membership is not open to children under 14.
- Members aged 14–17 must be accompanied by their responsible adult at all times. The adult may be granted free or reduced-fee attendance.
- Vulnerable adults may join but require a responsible adult to be appointed in writing if they need support or cannot attend alone.

5. Code of Conduct

Members must:

- Treat all individuals with respect, sensitivity, and inclusion.

- Never be alone with a child or vulnerable adult (including digital contact).
- Ensure any interaction with vulnerable individuals is visible and appropriate.
- Avoid discriminatory, derogatory, or offensive language or behaviour.
- Not allow vulnerable individuals to operate equipment or enter kitchens.

Visiting speakers and judges must also be made aware of this policy.

6. Photography Involving Vulnerable Individuals

- Written permission is required from the responsible adult to photograph a vulnerable individual, whether as subject or model.
- A separate written permission is required before publishing any such images (e.g. in exhibitions, online, on social media).
- Photos of vulnerable individuals taken incidentally should be removed or cropped out if not consented.
- Events featuring potentially distressing or adult-themed content must carry a warning for vulnerable individuals and their responsible adults at least 24 hours in advance.

7. Digital Safety

- Contact with children or vulnerable adults must only occur in public or group digital settings (e.g. group emails or forums).
- RCPS social media accounts must have at least two moderators to monitor content and manage user activity.
- No private messaging with vulnerable individuals is permitted.

8. Managing Risk

- All RCPS risk assessments must include a safeguarding section.
- Members must not offer lifts to children unless accompanied by a responsible adult.
- Accompany vulnerable individuals to toilets.
- Leave vulnerable individuals unaccompanied at events.
- Events involving food must include an allergy disclaimer ("Eat at your own risk").

9. Responding to Concerns or Disclosures

If abuse or safeguarding concerns arise:

During a disclosure:

- Stay calm and listen without judgment.
- Explain that you cannot keep information confidential but will only share it with those who need to know.
- Reassure the person they are doing the right thing.

- Avoid asking leading questions or pressing for details.

After a disclosure:

- Use the RCPS safeguarding form to record:
- What was said (use their words if possible)
- Any observations or concerns
- Action taken
- Pass the form to two RCPS officers (e.g. President, Secretary, Treasurer, or Vice-President) who will refer on as needed. They will keep the form and note their decision and referral as appropriate. Any such records will be kept by the Secretary in a confidential file.

Reporting externally:

- Emergency: Call 999 or 101 if immediate risk.
- Children: Contact North Yorkshire Safeguarding Children Partnership – Email: social.care@northyorks.gov.uk – Phone: 0300 131 2 131
- Vulnerable Adults: Report via <https://safeguardingadults.co.uk/> or call 0300 131 2 131.

RCPS is not responsible for investigating concerns but must report and document them accurately.

10. Policy Communication & Review

- New members will receive this policy and confirm in writing that they've read and understood it.
- Responsible adults must sign acceptance on behalf of any vulnerable individual.
- The policy will be reviewed every 2 years by the RCPS committee or sooner if significant safeguarding changes arise.
- A digital copy will be made available on the RCPS website.

Policy Review Dates

Last Reviewed: 11 August 2025

Next Review Due: August 2027

Safeguarding Concern Form

Date & time of concern or disclosure:

Name of the vulnerable individual:

Age (if known):

Address (if known):

Details of the disclosure or concern (use individual's own words where possible):

Names of any alleged abuser(s):

Relationship of alleged abuser(s) to the vulnerable individual:

Observations (marks, emotional state, behaviour):

Immediate actions taken:

Names of two RCPS officers informed:

Member's name:

Member's signature:

Date: