

Safeguarding (Child Protection) Policy for Organisations in the Voluntary Sector

Great Notley Photography Club (hereinafter: Organisation) fully recognises its responsibilities for Child Protection. Our policy applies to all staff (if any) members and volunteers (hereinafter ALL referred to as 'members') working with the organisation.

The Organisation's Officers of the Club (hereinafter: Committee) are responsible for ensuring this policy is implemented. There are four main elements to our policy:

- I. We establish a safe environment in which children can learn and develop**
 - i. We have an environment where children feel secure, are encouraged to talk, and are listened to
 - ii. We ensure children know that there are adults in the organisation whom they can approach if they have concerns
 - iii. We ensure that members (and their parents if members are minors) have an understanding of the responsibility placed on the organisation for child protection by setting out its obligations in this policy

- II. We raise awareness of child protection issues amongst members**
 - i. We ensure every member knows the name of the Designated Adult Member Responsible for Child Protection (hereinafter: DAMRCP) and their role
 - ii. Every member (and parents of non-adult members) are entitled to a copy of this policy which will be available to them on the organisation's web site. Paper copies will be supplied to members and parents on request.

- III. We practice safe recruitment in checking the suitability of members who work with children**
 - i. We recognise the potential danger of recruiting new members without knowing their background

- ii. We recognise the need for Criminal Record Bureau (CRB) or Enhanced CRB and other relevant checks to be made for appropriate trustees, staff and volunteers.

IV. We develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse

- i. We recognise that as they work with children, adult members are well placed to notice the outward signs of abuse
- ii. We will seek the guidance of the Essex Safeguarding Children Board (ESCB) when necessary
- iii. We have a Designated Adult Member Responsible for Child Protection (DAMRCP) who has received appropriate training and support for this role
- iv. We ensure all adult members understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DAMRCP
- v. The DAMRCP is to maintain effective links with relevant agencies and co-operate as appropriate with their enquiries regarding child protection matters
- vi. We may keep written records of concerns about children, even where there is no need to refer the matter immediately. Any such records are kept securely, separate from the main membership files, in a locked location.
- vii. We will develop and then follow procedures where an allegation is made against a member.

5. Procedure in the case of a disclosure

- I. In non-emergency cases we would contact the appropriate Social Care office
- II. If a child is in immediate danger we would contact the Police

Signed on behalf of the Organisation