



CARLUKE CAMERA CLUB

Currently Meeting at United Reformed Church Hall, Carnwath Road, Carluke, ML8 4DF.

A SAFE CLUB CHARTER

This club accepts that sexual harassment and abuse is a serious problem which occurs in society, and recognises that sexual harassment, abuse and violence is always unacceptable and must be stopped.

Everyone has the right to a safe place. This means that :

Dignity should be respected at all times.

Abusive behaviour will not be tolerated and the club will take the necessary steps to investigate all allegations of sexual harassment, abuse or violence and ensure that appropriate action is taken.

Every effort will be made to offer support to those who need it.

Allegations will be taken seriously and the club will put in place a reporting mechanism to receive any allegation or complaint and take appropriate action.

This club accepts it is possible for inappropriate behaviour to go unrecognised and unacknowledged. It is, therefore, the responsibility of everyone in this club to challenge inappropriate sexual behaviour, abuse or violence.

This charter complements the Carluke Camera Club policy on safeguarding young persons (under 18 years of age) and vulnerable people of all ages.



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PROTECTION POLICY

The Carluke Camera Club policy on safeguarding young persons and vulnerable people of all ages recognises the following procedures :

The club will create a Safe Environment at all times.

It will be the responsibility of the supervising adults to ensure the premises are safe at all times.

Every young person wishing Junior Membership **MUST** submit a '**YOUNG PERSON DETAILS FORM**' when joining, a copy of which will be made available to the parent/guardian.

Every young person, whether a Junior Member or visitor, **MUST** be accompanied during all club meetings/events by an appropriate parent/guardian acceptable to the club who will assume full responsibility for the well-being of the young person during that time.

An **INCIDENT REPORT FORM** should be filled in for each incident.

An **ACCIDENT REPORT FORM** should be filled in for each accident.

Access to fire doors should be available at all times.

All club members should be made aware of the foregoing procedures.

In the event of any suspicion or allegation of abuse to any child, young or vulnerable person in a 'club' situation the agreed procedure checklist should be implemented.

Club members should also be aware that as a club, persons suffering abuse may 'walk in off the street' to make such allegations and these are subject to the 'agreed procedure' even though there will be no club connection either with the incident or the complainant.

It is impossible to cover every conceivable eventuality in a checklist, if the exact circumstances of your situation are not covered please base your actions on common sense and your best judgement.

The club members have agreed that the person receiving the allegation will immediately implement the '**INCIDENT CHECKLIST**'.

The club members have also agreed that as long as the incident checklist procedures are carried out the actual order does not matter.



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INCIDENT CHECKLIST

| | | YES | NO |
|----------|--|---|-----------|
| A | Was violence used within the club meeting/event? | Contact Police Immediately Then Go To 2 onwards | Go To B |
| B | Did you or anyone else present witness Abuse? | Contact Police Immediately Then Go To 2 onwards | Go To C |
| C | Is there injury-requiring treatment? | Contact Police Immediately Then Go To 2 onwards | Go To D |
| D | Person makes allegation about abuse having just taken place during club meeting/event. Both parties still in building not witnessed by you. | Contact Police Immediately Then Go To 2 onwards | Go To E |
| E | Person makes allegation about abuse having taken place during a club meeting/event in the past. | Go To 1 onwards | Go To F |
| F | Person enters club from street and makes allegation of Non Club related abuse | Contact Police Go To 2 onwards | |

Be supportive of victim, but do not make any judgemental comments or remarks.
Be open minded.

| | |
|----------|---|
| 1 | Record accurately and without any embellishment exactly what was said to you. Do not ask any questions at all just write what is said, in the way it is said. Then ask victim to read and sign. Do not make big issue of victim signing but you must sign and date record and keep it SAFE . |
| 2 | Contact Safe Club Liaison Person – Mrs Sue Pinkus (Telephone : 01659 74408)/or a Committee Member - Please do not contact any person named in allegation. |
| 3 | Complete ' INCIDENT REPORT FORM ' |
| 4 | Safe Club Liaison Person/Committee Member should :- Ensure all of the 3 actions above have been undertaken And Inform Club President |

The order of carrying out 1-4 is not important as long as all requirements are fulfilled



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INCIDENT REPORT FORM

Date :

Time :

Event :

Name of person making Incident Report :

Victim

Full Name :

Address :

Age :

Male/Female (delete as applicable)

Brief details of allegation (continue on back if required)

Is allegation against any club member : Yes/No

Did you comply with the 'INCIDENT CHECKLIST' 1-4 : Yes/No

Name Police Officer allegation reported to :

Date/Time reported to Police Officer :

Police Reference No : (if applicable)

Safe Club Liaison Person/or Committee Member

Procedure complied with : Yes/No

Date/Time Club President informed :

Signed :

Date :



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ACCIDENT REPORT FORM

Date :

Time :

Event :

Name of person making Accident Report :

Victim

Full Name :

Address :

Age :

Male/Female (delete as applicable)

Brief details of accident (continue on back if required)

Outcome :

Safe Club Liaison Person/or Committee Member

Procedure complied with : Yes/No

Date/Time Club President informed :

Signed :

Date :



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Extract from Carluke CC Constitution (Amended May 2012) for Conditions of Junior Membership

XIII Junior Membership

Young people are very welcome to join Carluke Camera Club and take part in most of its activities. The Club recognizes its duty of care to such young people, however, and in order to safeguard the interests of all members the following conditions shall apply.

- a) Junior Membership is open to young people aged 14 to under 18 years of age at time of enrolment.
- b) Junior Members must be accompanied at all meetings and other events by a parent or guardian, or an adult with the specific agreement of the parent/guardian, who will assume full responsibility for the well-being of the young person during that time. This may not be a sibling.
- c) During the Club's Friday Syllabus, portfolios of work covering a wide range of photographic styles and content are frequently shown at meetings. From time to time this may include content more appropriate to 18 years or older, but all such content will be appropriate to be shown to the public in exhibition galleries. The parent/guardian will be made aware of this at time of enrolment, and it will be solely their responsibility to deem whether or not images are inappropriate.
- d) Junior Members are excluded from all Portrait Group Nights
- e) When joining the Club, the membership application form in respect to a young person 'Young Person Details Form' must be signed by their parent / guardian to signify acceptance of these conditions and that they have read the 'Protection Policy'. If the 'young person' is not to be accompanied at meetings by their parent / guardian, the designated responsible adult(s) taking their place should be named on the membership form. On signing the parent/guardian will be accepting the full conditions of Junior Membership, and that the Club accepts no responsibility or liability for the 'young person'
- f) No Junior Member shall be put on the Coffee Rota or be expected to have responsibility for any Club equipment.

YOUNG PERSON DETAILS FORM

Name :

Date of Birth :

Address :

Postcode :

Telephone No :

Name of Parent/Guardian :

Accompanying Adults :

.....
Any Other Relevant Information :

.....
On signing this form I confirm that I have read and accept the full conditions of Junior Membership as laid out here and in 'A Safe Club Charter' and 'Protection Policy' documents, and that Carluke Camera Club accepts no liability for the young person named above.

Signed :

(Parent/Guardian)

Date :

Signed :

(Club Official)

Date :

Carluka Camera Club

'Young Persons' and Portrait Nights

The CCC recognises its responsibility to safeguard the welfare of all young people, with whom it has contact and the Club is committed to a practice that protects them.

For the purpose of this document any person under the age of 18 years will be considered as a 'young person'.

Junior Members are not permitted to attend CCC Portrait Nights.

Models - Any model used at a CCC event will sign a release form, and provide proof of age.

Any model under the age of eighteen years, will be accompanied at all times by a parent/ legal guardian, or a suitably appointed person, who is over the age of eighteen. The release form must be signed by the parent/ guardian. If an appointed adult is used, then a letter authorising this, is to be signed by a parent/ guardian. These forms are to be held on file, after the shoot, by the Secretary.

ALL images of 'young persons' must be **FULLY** clothed, and not posed provocatively. If a 'young person' poses with older models, this applies to **ALL** models in the image.

'Young persons' can only be present at the event or studio when all models in attendance are fully clothed.

One of the event organisers must be a 'committee member' and must be present at the event for its duration.

At the start of the event, the models and photographers are to be made aware who the organiser is, and they are to report any inappropriate actions to that person immediately. If deemed necessary, the event is to be cancelled or suspended and the 'young person' removed from the situation.

Any member found to be breaking these guidelines shall be dealt with under the complaints and discipline procedure of the Club.

Proposed May 2012

Carluke Camera Club

Model Release Form

Model release between (model)
And Carluke Camera Club

Description of photograph(s):

Date of photograph(s):

Intended use of Photographs:

I (*Model full name*)

hereby give CCC and all licensees and assignees the absolute right to copyright and use the photograph(s) described above for the intended use listed above. It is understood and agreed by myself and CCC that any use of the photographs other than that listed above will require a separate model release and that a fee may be involved for that use.

If the photographs are to be used in an altered form then it is further agreed and understood that each of the finished images will require approval and permission from CCC prior to any use or publishing.

Both parties have read this release and are fully familiar with and understand its contents.

*I am over the age of 18 and have the right to enter into this contract.

*I am not over the age of 18, but my parent/guardian agrees to these conditions.

Please delete as appropriate

Name of Model:

Signature of model:

Date:

Address:

If under 18

Name of parent/guardian:

Signature:

Date:

Signature of Photographer:

Date :