

# QPCC Safeguarding Policy and Procedure

## Introduction

Queens Park Camera Club welcomes people aged over 16 years and wishes to ensure that all members and visitors are safe and protected from harm.

Queens Park Camera Club values all members, but recognises its particular responsibility to individual members who are vulnerable adults.

All members, especially vulnerable adults, must be treated with respect and dignity, recognising any unique personal needs.

Where we are asked to become involved in external activities where there are children or vulnerable adults, the Trustees will decide who is the most appropriate member to undertake the activities.

We will refer any safeguarding issues to the appropriate agencies.

We also wish to protect members and visitors from unfair allegations: the guidelines in this policy will ensure that there is no doubt over obligations and standards.

## Legal Background

The Adult Support and Protection (Scotland) Act 2007 gives greater protection to adults at risk of harm or neglect. The Act defines adults at risk as those aged 16 years and over who are unable to safeguard their own wellbeing, property, rights or other interests.

## Policy Statement

As a responsible club we believe that:

- Everyone has the right to protection from abuse;
- All suspicions and allegations of abuse should be properly investigated and dealt with swiftly and appropriately;
- All members and visitors should be clear on appropriate behaviour and responses. Failure to maintain appropriate standards may be dealt with using the disciplinary procedure.

We will therefore ensure that:

- All members are aware of the Safeguarding Policy and Procedures;
- Any interested parties are given information on our procedures; and
- Our complaints procedure is accessible to all.

## Responsibilities

All members have a responsibility to maintain appropriate standards of behaviour and to report lapses in these standards by others. Any concerns or reasonable suspicions of abuse should be reported to the President or other Trustee.

Any allegations of inappropriate behaviour should also be reported to the President or other Trustee who will liaise with police and social work services as necessary.

All allegations will be treated with sensitivity.

The role of the President or other Trustee will be to:

- Assign the investigation to an appropriate person;
- Ensure that information is assessed promptly and carefully, clarifying or obtaining more information about the matter as appropriate;
- Consult initially with a statutory agency, such as the local social work department to test out any concerns or uncertainty about the concerns;
- Make a formal referral to a statutory agency or the police.

## Familiarisation

The committee is responsible for ensuring all members are aware of this policy.

Date Reviewed	Date authorised by Committee
10.11.2020	