Contents

Constitution of Reflex Photographic Club

1. The club is to be known as: Reflex Photographic Club.
2. The object of the club shall be to encourage the study and the practice of photography by means of meetings, lectures, competitions, and any other means that the Committee may deem desirable.
3. The club is to be managed by a committee consisting of: Chair, Treasurer, Programme Coordinator, and Secretary as the Executive, and up to 5 other members. A committee meeting quorum will comprise of 4 committee members of which one must be an Executive member. Any sub committees must include one full committee member.
4. The committee members will retire annually, but shall be eligible for re-election, at the Annual General Meeting. The Executive will serve on the committee for two years, but one will be retired each year and be eligible for re-election at the AGM in rotation. The order of rotation is Chair, Treasurer, Programme Coordinator, and Secretary.
5. Should an officer or member resign before their appointment expires, the committee shall have the power to co-opt a member to fill the vacancy until the next AGM.
6. The accounts of the Club are to be audited by the examiner at least once a year by a member of the Club who is not on the committee.
7. Annual General Meeting (AGM)
    a. The AGM will be the last meeting before the summer recess.
    b. The quorum for the AGM will be 20% of the membership. Voting will be by a simple majority. In the event of a tie, the Chair will have the casting vote. He has no other Vote.
    c. Motions for consideration at the AGM shall be displayed on the club noticeboard for at least 2 meetings prior to the AGM. Agenda items must be proposed and seconded and then handed to the Secretary in writing prior to the meetings.
    d. The agenda for the AGM will include:
        i. The reports of the officers of the club
        ii. The election of officers and committee
        iii. The election of the examiner for the following year
        iv. The setting of the annual subscription for the following year
        v. Discussion and voting on motions displayed in accordance with para 7.c above.
        vi. Any other business that does not require a vote.
    e. Nominations for the committee and retiring executives must be handed to the Committee one month before the AGM.
8. Extraordinary General Meeting (EGM)
    a. An EGM may be called by the committee or at the signed request of any nine members.
    b. The EGM will be held within 6 weeks of receipt of the request and at least 4 weeks' notice given to all members stating the purpose of the meeting.
    c. The rules of quorum and voting shall be the same as the AGM given in para 7.2 above.
    d. No other business may be conducted at this meeting.
9. Annual subscriptions shall be due not more than 30 days following the beginning of a season. Any delay beyond that will result in the now ex-member not being allowed into the club room during meetings.
10. Membership
    a. Membership shall be open to any person over the age of eighteen interested in membership of the club and its activities. Applicants for membership under the age of eighteen may join providing they are accompanied to club meetings or other

activities by a parent or guardian who is a member or associate or member of the club.

b. The Committee may refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the club to do so.
    i. The applicant must be informed of the reasons for refusal in writing within 21 days.
    ii. The Committee must consider any written representation the applicant may make about the decision. The Committee must notify the applicant in writing of their decision, but their decision will be final.
c. The Committee may expel a member from the club should they consider that their ongoing membership is not in the best interest of the club and its members. The expelled member will be given a pro rata refund of the membership fee depending on when in the season the expulsion is made. The member must be given the reasons for the expulsion in writing within 21 days.
    i. The member may submit a written request for a review of the decision which will be considered by two members of the Executive Committee (the Chair and the Secretary). Their decision will be notified to the member in writing and will be final.
d. Membership is not transferable.
e. The Committee must keep a register of the names and addresses of all members.

11. Dissolution
    a. If the membership of the club falls below 10 and the majority of the remaining members consider that the club is no longer viable, it may be wound up. The Executive Committee members will be responsible for doing so.
    b. The Executive Committee must collect in all the assets of the club and must pay or make provision for all proper liabilities of the club.
    c. The Executive Committee must dispose of all equipment acquired through lottery funding to a local charity or photographic club. Any money remaining after the payment of all liabilities should be disposed of by agreement with the members, at a quorate EGM. The decision should be minuted and must be produced to the club's bankers if the account is to be closed or transferred.
12. Agenda items must be proposed and seconded and then handed to the Secretary in writing one month before the AGM.
13. Any item to be purchased over £100 must go before the full committee for approval. The Treasurer will advise as to affordability.

Management of Reflex Photographic Club

Introduction
Paragraph 3 of the Constitution says, "The club is to be managed by a Committee consisting of: - Chair, Secretary, Treasurer and Programme Coordinator, and up to 5 other members".

The individual responsibilities of the Executive members are listed below.

Chair

The Chair chairs the Annual General Meeting and all Committee Meetings. When he/she is unavailable to do so it is for the Chair, or if this is not possible for the membership of the respective meetings, to agree a deputy.

The Chair is responsible for providing leadership to the club, for which purpose he/she will either initiate or be consulted on all major initiatives affecting the club. However, this is not to say that the Chair has to be involved in every detail of the running of the club. It is for individual Committee Member's judgement on what matters require the Chair's involvement, and the Chair's discretion about what he/she wishes to be informed about.

If there is a vote going on for whatever reason and the vote becomes a tie. The Chair has the final vote and this settles the matter.

Secretary

The Secretary is responsible for writing the minutes of the Annual General Meeting and all Committee Meetings. He/she also produces the agenda for these meetings in consultation with the Chair. The Secretary assists the Chair and Committee by conducting general correspondence on behalf of the club. This is not an exclusive responsibility as the Chair and/or individual members will conduct their own correspondence on subjects that concern them and their responsibilities to the club.

Similarly, the Secretary will correspond with the membership and the Committee on behalf of the club. Similarly to the above paragraph this is not an exclusive responsibility.

The Secretary is responsible for advising the Chair and the Committee on its adherence to the club constitution and club rules.

Treasurer

The Treasurer is responsible for the handling and banking of all the club's monies and for the production of accurate accounts. He/she may devolve the collection of cash to others, but all funds collected must be given to him/her for banking. He/she is also responsible for collecting members' annual subscriptions. The annual subscription charge is decided by the full membership at the AGM, but it is the Treasurer's responsibility to recommend what the amount should be.

Purchases may be made by the Chair or any Committee Member, but such purchases must be notified to the Treasurer in advance who will advise on affordability. Any individual item costing over £100 must be agreed by the full committee in accordance with paragraph 13 of the Constitution. The purchase of items on behalf of the club may

be made by the Chair or any Committee Member and where agreed by the Treasurer by individual members. It is not an exclusive responsibility of the Treasurer.

Programme Coordinator

The Programme Coordinator is responsible for the drafting and smooth running of the club programme. However, the final published Programme is the responsibility of the Committee. Club competitions and lectures are the responsibility of the nominated organisers; however, the Programme Coordinator is responsible for keeping an overview to ensure that all the necessary arrangements are made. Similarly, external competitions are the responsibility of the External Competition Secretary, but the Programme Coordinator is responsible for keeping an overview of these.

External Competition Secretary

The External Competition Secretary is responsible for the co-ordination of arrangements and in particular the selection of images for external competitions. The detailed rules for selection are listed in the club handbook in the section entitled “Selection Arrangements for External Battles”. Amendments and updates to this document are the responsibility of the full Committee.

The External Competition Secretary will conduct communication and arrangements with external bodies.

Archivist

The Archivist is responsible for retaining records that have value as reliable memories of the past, and they help people find and understand the information they need in those records.

The Archivist is also responsible for:

- Collecting images and displaying the digital images and using the clubs nominated software so collate the scores given by the relevant judge.
- Providing the club with an update of the results of competition(s)
- Setting up Zoom meetings when relevant and notifying the membership of the appropriate information to allow them to sign in.

Note: Due to the nature of prints the collection of these will be shared by the various members of the club.

Web Administrator and Communications

The Web Administrator and Communications is responsible for:

- Manage and maintain the clubs website, ensuring that it is up-to-date, properly functioning, and visually appealing, implementing necessary improvements to ensure overall user experience.
- Troubleshoot and resolve website issues, such as broken links, error messages, and usability problems.
- Develop and curate content for the clubs social media platforms. Assisting in the creation and editing of written, video, and photo content.
- Manage the clubs social media, email and website accounts.
- Maintain the clubs brand across the different social media channels and website.

General Rules for All Competitions

The competition organiser has the discretion to exclude images if the total entry exceeds 80. They will use the members' image rankings to determine which images to leave out, namely image "X" will be taken out etc. There are no rankings for the Clash of the Titans for which separate rules will apply. Two pictures that differ simply because of manipulation such as cropping, cloning, and filtering should be deemed to be one image.

No images from previous clubs are to be used in any of the competitions.

It is the members responsibility to make sure their images have been included in the competition.

Images that have been generated from 'AI' are NOT to be entered into any competition of this club.

The club awards certificates to the photographers of winning images and in most cases the winners can also expect a cup or trophy at the end of the season.

General Rules for Print Competitions

1. Prints must not exceed a maximum size of 50cm x 40cm. They must be mounted on boards of 50cm x 40cm
2. Entries must have a title and the member's name and ideally the club membership number on the back in the **top right-hand corner**.

Print Title:				
Competition Entry	**Season**	**Points**	**Awards**	**COTT**
Membership no.	**Author:**			

3. For each print a digital file must be supplied. For format see General Rules for Digital (DPI) Competitions

General Rules for Digital (DPI) Competitions

1. Digital files should comply with the Kent County Photographic Association (KCPA) format.
2. This currently is:
    a. Resolution: Change the Resolution to 300 (This is recommended but **not** obligatory)
    b. Landscape Orientation Sizing: For Landscape Orientation make sure width is set to 1600 pixels and height will be set in proportion
    c. Portrait Orientation Sizing: For Portrait Orientation make sure height is set to 1200 pixels and width will be set in proportion
    d. Colour Space: When you come to Save this is the time to check you are saving as sRGB otherwise the colours may look wrong when projected.
    e. Naming the File: Certain punctuation characters are not permitted within image titles. These are: _ # & / : ; ‘ * " ~ < > | ? \

See: https://www.kcpa.co.uk/resolution-sizing-and-colour-space/

Note: Image titles should only contain the image name e.g., THE SKY AT NIGHT.jpg, except for a member’s least preferred image which should have a ‘X’ at the end e.g., THE SKY AT NIGHT X.jpg. In the case of three entries the digit 3 should be appended.

Print and Digital League Competitions

- Up to four images per member, Colour or Monochrome unless specific rules apply.
- Any image that ranks 1st, 2nd or 3rd shall not be entered into any of either the digital or print league competitions again.
- Any image entered into either the digital or print league competitions cannot be used again in the current year in that specific league but may be used in a subsequent year.
- Entry in to any one of the digital or print league competitions will be as both an individual entry and part of the league.
- Images used in a print competition may be used in a digital competition and visa-versa subject to the rules of that competition.

Ken Hayward Trophy Digital Competition

The subject is Flora and Fauna, i.e., plants and animals with no Latin names. The animals or plants must be the main item featured. Other than this the rules for print and digital league competitions apply

Small Print Competition

- Maximum size A4 inclusive of mount. Can be top mounted i.e., not window. Maximum entry is four prints per member whether colour, monochrome, or both.
- There will in effect be two competitions: One for the colour prints and another for the monochrome prints. A 1st, 2nd and 3rd will be awarded for each.
- There will be an entry fee of £3.00 per person.
- Light snacks and drinks will be provided by the Club subject to the agreement of the Committee. Any print that comes 1st, 2nd or 3rd shall not be entered again into this competition.
- Associate members (guests) are eligible to enter this competition.
- Images entered into this competition **do not** qualify for entry to the Clash of the Titans.

Panel Prints

Occasionally the Club will host a Panel Print Competition. The general rules for this are:

- Maximum of 6 prints per panel. Up to 3 panels per member.
- Prints should adhere to the conventions set out in the General Rules for Print Competitions,
- Any panel that ranks 1st, 2nd or 3rd shall not be entered into this competition again.
- Single images which have been entered into other competitions can be used in a panel and images used in a panel are eligible for other competitions subject to the rules of those competitions

Novice Cup (Both Digital & Print)

- The cups are open to:
    - all members who have not previously gained a first-place award in a Reflex PC competition. This includes the novice cup itself but excludes the small print competition and any “Challenge days”. Cups will be awarded for 1st, 2nd, and 3rd places.
    - Members who have never won a competition in any club, or has letters after their name.

- Maximum of four images per member. All images entered are eligible for entry in another competition (Print or Digital) in the same year subject to the rules of those competitions.
- Images entered into this competition do not qualify for entry to the Clash of the Titans; however, images may be entered for other competitions and will qualify if they score 19 or 20 in that competition.

Challenge Day(s)

- These competitions run from time to time and are designed as a day's outing for members. Photographs for the competition will take place on a designated day.
- Members are to meet in a designated area which will be clearly defined and agreed by the Committee.
- Each participating member can photograph any image in the area.
- Each member can produce a maximum of four DPI images that were taken on the day of the outing.
- Images entered into this competition **do not** qualify for entry to the Clash of the Titans.

Digital Manipulation (Digital)

- These competitions run from time to time
- You may enter up to 3 images to enter for the competition.
- The aim of this competition is to get creative.
- Use as many source files as you wish, as many times as you wish.
- If you are using a source file found online or elsewhere, please ensure you have the appropriate approval to use it.
- You may use any photo manipulation software, technique, filter, plug-in, or action to create your image. "Paid for" filters and plugins are allowed.
- This is a digital projection competition; images must be submitted using the usual digital format.
- Due to the open-source nature of the competition, images entered into this competition **do not** qualify for entry to the Clash of the Titans, or external competition.

The Clash of the Titans

- Prints and DPI images that score 19 or 20 in an internal competition qualify for entry However only a maximum of 80 images will be judged and it will be at the Committee's discretion as to how a larger number of qualifying images will be reduced to this number.
- Any image that comes 1st, 2nd or 3rd shall not be entered into this competition again. Only one copy of the same image may be entered.
- Where both a DPI and a print qualify, the member responsible will be asked to decide which version they wish to enter.
- Images will not be scored for this competition; the judge will be asked to only select a 1st, 2nd and 3rd place print and digital image.
- The judge will then deem either the 1st place digital or print image the overall winner.

Selection Arrangements for External Battles and Competitions

- Process and Responsibility:
  The External Competition Secretary is responsible for external battles and competitions. They have overall responsibility for the selection process and will form a sub-committee, of their choice, of a minimum of three members (including the Selector). The Selection sub-committee will select the images.
- Eligibility of Images:
  Images are only eligible for selection for external battles and competitions if they are selected by the Selection sub-committee and: -
  - If, for prints, the images are brought to the club or sent with another member of the club, as requested. All digital images will be uploaded to the Club's Dropbox.
  - The Images can be New or Old and any subject, but they should not have been used before in an outside competition with this club or other clubs in the past.
  - They must meet with the rules of the battle or competition for which they are being selected. If prints, they should be mounted on Mounting Boards 50 X 40 cm. If digital, they should adhere to the appropriate format.
- Acquisition of qualifying images by External Competition Secretary:
  It is the External Competition Secretary responsibility to arrange for the collection of eligible images. Lists of images that meet the criteria will be provided to the External Competition Secretary by the Club Archivist. Collection will usually be organised by making an announcement at a club meeting when members will be asked to bring their images to a future meeting. The External Competition Secretary will inform members of the final selection, and which battle or competition their image/s will be entered into.
- Selection Objectives:
  It is the Selection sub-committee's responsibility to use their judgement in choosing the best images available for the external battles from those selected by the sub-committee.
- Feedback to Members:
  Members are interested to know whether their work will be shown at external battles and competitions and success at selection might encourage them to attend the event. Therefore, the External Competition Secretary will notify members of which images have been selected prior to a battle or competition taking place and request member approval for the Club to use the images externally for this purpose.
- Responsibility for Member's Work:
  The External Competition Secretary is responsible for the safekeeping and returning of members' work, they should ensure that work is made available for collection, and they should arrange the safe keeping of those images that it has not been possible to return owing to absence, etc. It follows from this that it is the External Competition Secretary responsibility to either personally, or to deputize someone, to retrieve images from external event organizers. To assist in organizing the safekeeping of images the External Competition Secretary will be allocated a Print Box and specially marked in which images that are in their possession will be stored and they should keep this storage facility in their own possession for the duration of the period that they hold the appointment.

Safeguarding Policy for Children and Vulnerable Adults

For the purposes of this policy a minor is taken to mean someone under the age of 18; and a vulnerable adult is one over the age of 18 that does, or may, need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation.

Some people are always vulnerable, but any person may be vulnerable at times. This policy could therefore be relevant to the treatment of any club member.

1. AIMS
   Reflex Photographic Club (RPC) recognises that in its activities it has a responsibility towards others, especially any minor or vulnerable adult, to prevent any form of abuse.

   The aim of the Policy is:
   - to assist members by setting out their responsibilities to safeguard minors and vulnerable adults.
   - to provide guidance to members on adopting behaviours to protect minors, vulnerable adults and themselves under different circumstances that might arise in the Club.
   - to have a process in place for reporting allegations or suspicions of abuse.

2. THE CLUB
   RPC exists to encourage members to practice, discuss, and enjoy photography, and to improve their skills. The Club aims to be as inclusive as possible to all members of the community, including members who are under the age of 18, or who are vulnerable adults.

   RPC values all members, but recognises its particular responsibility to individual members who are minors or vulnerable adults. All members, especially minors and vulnerable adults, must be treated with respect and dignity, recognising any unique personal needs.

   Adherence to the Policy is a condition of membership of the Club. The Policy is available to read on the Club website and will be reviewed once a year by the Club committee and endorsed at the AGM.

3. CLUB ACTIVITIES with SAFEGUARDING GUIDELINES for each.
   Presentations, competitions and other meetings in general open to members held in a large meeting room.

   These meetings are the main club activities. Those showing images, whether prints or projected images, must ensure that these images are not indecent nor likely to cause offence to vulnerable adults or minors. If there is a likelihood of this, prior advice must be given before the meeting.

   Meetings are low risk environments for minors or vulnerable adults. Committee members take responsibility for welcoming members and taking account of any special personal needs of members (for example, the siting of wheelchairs).

   Occasional external meetings for which members arrange their own transport.

   These involve small numbers meeting, usually in public places. Members must not offer lifts to minors unless accompanied or authorised by a parent or guardian. Members should not work on

their own with a minor or vulnerable adult. They should make sure they can be observed by others, and preferably that the parent, guardian or carer is present.

Members of the Club are sometimes invited by organisers of community events to take photographs.

The Club encourages individual members to respond to such invitations as it supports the community and gives members wider photographic experiences. Community events may include ones in which minors or vulnerable adults are taking part.

If members are photographing these events by invitation, then it is the responsibility of the inviting organisation to get permission for the photography from parents, guardians or carers if required. Asking permission from all parents, guardians or carers may not be possible and it is sufficient to have notices at the event that photography has been arranged. These could give a contact point for people who do not want photographs taken at the event.

The member dealing with the initial request should ask the organisers to ensure that such arrangements are in place. This should be done such that the request and reply are on record, for example by e-mail.

Mentoring requested by members who need help with aspects of their photography. Responding to this might involve visits to private homes. Informal mentoring is important to the club so that more experienced members can pass on expertise to others if requested. Mentoring of minors or vulnerable adults is only allowed with the explicit agreement of their parent, guardian or carer, and must take place only if the parent, guardian or carer, is present.

4. Internet discussion groups and photo-sharing.
   The Club has a Facebook site, which members can elect to join. On the Facebook site members can post their images and also make comments or discuss with others. The Facebook site has at least two managers who control access and can remove material, should anything that was unacceptable be posted.

   Members are required to treat others with respect and politeness in their comments, even if their opinions differ.

   The Club holds meetings occasionally via the Zoom platform.

   This can involve the display of digital images from members of the Club, other clubs or external presenters.

   Prior to such meetings, those taking part should be advised of their responsibilities under this policy.

5. Disclosure
   If a minor or vulnerable adult were to disclose an infringement of this policy to a club member in the course of Club events or activities, then the Club member should take such a disclosure seriously and communicate this to the Safeguarding Officer or a member of the committee.

   Prompt appropriate steps must be taken to support the minor or appropriate adult in accordance with Appendix A and B.

Current Safeguarding Officers are **David Ellis** and **Janet Neal**

6. Photography and Media Protection Policy

The business of the Club is to encourage photography and to help its members improve their skills. However, issues can arise from the photography of minors or vulnerable adults. No photographs may be taken of minors or vulnerable adults who are undressed or inappropriately clothed for the activity taking place.

If a minor or vulnerable adult is a member of RPC, then written permission must be gained from their parent/guardian or carer if photographs of them as the subject or model are to be taken. Separate written permission has to be sought if such photographs of a minor or vulnerable adult as the subject are to be published in any form, for example on the website, on social media, e-mailed to others, or used in competition.

No personal details of a member of the Club such as their address or telephone number, must be revealed without permission. In the case of a minor or vulnerable adult this permission should be given by the parent, guardian or carer. Committee members may need details for the Club membership list, but these should not be shared further.

When taking photographs or video recordings at an event that involves minors or vulnerable adults it is good practice to ask the permission of the organisers or persons in charge and for the photographer be able to identify themselves if requested during the course of the event. It is noted that there are no legal restrictions on photographing people in public places, and it often may not be practicable to ask permission. If Club members have been invited to photograph an event.

7. Mobile and on-line communication

There are many ways for people to communicate. Club members must not communicate with a minor or vulnerable adult by text or on-line, unless in a general communication to all members, or to avoid immediate risk to the minor or vulnerable adult.

When using e-mail to communicate, members should always include a parent/guardian/carer as an additional recipient.

8. Abuse

8.2 Child abuse

Child abuse, and the appropriate response to disclosure of abuse by a minor to a member of the Club in the context of Club activities:Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children (Working Together to Safeguard Children 2013).

8.3 Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

8.4 Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

8.5 Sexual Abuse

This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening.

Examples of physical contact include penetrative acts (rape, buggery or oral sex) or non-penetrative acts kissing, fondling, masturbation. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

8.6 Neglect

This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment to the child's health and development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or care failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Procedure in the Event of a Disclosure of Abuse by a Minor to a Member of the Club in the Context of Club Activities.

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the child.

If the complainant is the child, questions must be kept to the minimum necessary to understand what is being alleged and leading questions must be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an Allegation

Any suspicion, allegation or incident of abuse must be reported to one of the Designated Current Safeguarding Officers who are David Ellis and Janet Nea or if they are unavailable to a committee member.

Responding Appropriately to a Child Making an Allegation of Abuse

- Listen carefully to the child.
- Stay calm.
- Responsibility for making enquiries and investigating allegations rests with children's social services along with other relevant agencies.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Tell the child that the matter will only be disclosed to those who need to know about it.
- If the child can understand the significance and consequences of making a referral to social services, she/he must be asked his or her view.
- Regardless of the child's view it remains the responsibility of the member to take whatever action is required to ensure the safety of that child.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.

- Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. Also record what the member said.
- There is a form that can be used to record any allegation.
  It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection officer.

Abuse of a child may be suspected by a member of the Club in the context of contact through the Club, without disclosure from the child. If this were to occur then such suspicions and the evidence for these should be reported to the Designated Safeguarding Officer as previously mentioned. The Designated Officer should then refer this to the appropriate Social Services Department

The Role of Key Individual Agencies

Social Services

In the event of any disclosure or complaint by a child, the Club's Safeguarding Officer will contact Kent or Medway Social Services Department.

https://www.kent.gov.uk/social-care-and-health/report-abuse, www.Medway.gov.uk
or e-mail :social.services@kent.gov.uk. or mscp@medway.gov.uk
Phone : working hours : 03000 41 11 11(Kent) 01634 334466 (Medway)
Phone : out of hours : 03000 41 91 91 (both Kent and Medway).

Abuse of a Vulnerable Adult

Abuse of a vulnerable adult, and the appropriate response to disclosure of abuse by a vulnerable adult to a member of the club in the context of Club activities, or to strong suspicions of such abuse:

Local Authorities are obliged by law to set up Safeguarding Adults Boards. These have a duty to assess the risk to any adult referred to them.

Categories of Abuse
The main forms of abuse of vulnerable adults are set out by the Kent and Medway Safeguarding Adults Board as:

- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- Sexual abuse including rape and sexual assault or acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting.

- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- Neglect or acts of omission, including medical or physical care needs, failure to provide access to appropriate health, social care of educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This also includes self-neglect.
- Discriminatory abuse, including racist, sexist, that is based on a person's disability, and other forms of harassment, slurs or similar treatment.

If any such abuse were to be suspected by a member of the Club in the context of their membership, or were to be disclosed to a member during Club activities, the procedure to be followed is the same as for abuse of a minor.

The Safeguarding Policy Form can be used for vulnerable adults as well as children.
Any suspicion, allegation or incident of abuse in the context of Photographic Club membership must be reported to one of the Designated Safeguarding Officers: David Ellis or Janet Neal or if they are unavailable to a member of the committee.

Suspicions of abuse can be reported online :
https://www.kent.gov.uk/social-care-and-health/report-abuse , www.Medway.gov.uk
or e-mail :social.services@kent.gov.uk.
Phone : working hours : 03000 41 61 61(Kent) 01634 334466 (Medway)
Phone : out of hours : 03000 41 91 91 (for both Kent and Medway)

Reflex Photographic Club Child and Vulnerable Adult Protection and Safeguarding Policy Form

Initial cause for concern form, which must be taken to the Club Safeguarding Officer as soon as possible, preferably within 24 – 48 hrs. The Safeguarding Officer must then pass on any serious cause for concern to Kent or Medway Social Services Department within the same time scale.

Name of individual	
Date	
Time	
Age (if known)	
Address (if known)	

Describe your concern and action taken.

Observations to support cause for concern.

Description and location of any visible marks, bruising etc

Name of alleged abuser, relationship with abused (if known)

Name of person completing form:

Signature:

Date:

Name of Club Safeguarding Officer:

Signature:

Date:

Name of Social Services Officer:

Signature:

Date:

Safeguarding – Photo Consent Form

This form is to be signed by the parent/guardian/carer of a child under the age of 18, together with the child. Please note that a separate form is required for each child.

Reflex photographic club (RPC) recognises the need to ensure the welfare and safety of all children involved in photography. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

RPC will ensure that any image of a child where consent has not been obtained will not be published.

RPC will follow the guidance for the use of images of children as detailed within the Safeguarding Policy for Children and Vulnerable Adults.

RPC will take steps to ensure these images are used solely for the purposes for which they are intended within the activities of the club.

If you become aware that these images are being used inappropriately you should inform one of the designated safeguarding officers (DSO) or a member of the committee.

Designated Safeguarding Officers: David Ellis or Janet Neal.

The photographs may be available on the reflex photographic website. If at any time either the parent/guardian/carer or the child wishes the data to be removed from the website they should contact either DSO or a committee member.

Reflex Photographic Club Safeguarding Child Photo Consent Form

Full Name of Child	
Full Name of Parent/Guardian/Carer	
Parent/Guardian/Carer Section	
I as the Parent/Guardian/Carer named above give full consent to Reflex Photographic Club photographing the child named above under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I consent to photographs taken for the purposes of club activities of the child named above being displayed on the RPC website.	
Signature of Parent/Guardian/Carer	
Date:	
Child Section	
I, the Child named above give full consent to Reflex Photographic Club photographing or videoing me under the stated rules and conditions and I consent to photographs of me taken for the purposes of club activities being displayed on the RPC website.	
Signature of Child:	
Date:	
Name of Club Safeguarding Officer:	

Code of Conduct

When attending club meetings, members will be asked to be respectful of their fellow members and be supportive of their photography that is up for review or discussion. The offering of feedback shall be constructive and in no way deliberately negative or used as a form of personal attack.

Member's photographs are their own intellectual property and no one else either within or outside of the club is allowed to use the work without their permission.

Members are not to use a fellow member's work without their express permission that is given either verbally or in writing.

Posting a photograph to the Facebook page or WhatsApp Group or submitting a photograph for review, a challenge, internal competition or exhibition grants Reflex Photography Club the right to display the image on the club's Social Media pages or online gallery. The submissions do not grant Reflex Photography Club the right to use the photography for any other purpose without the member's express permission.

Any offensive behaviour, including racist, sexist, bullying or inflammatory remarks by club members shall not be permitted in any way. If such instances occur, they will be respectively dealt with by committee members and if necessary, a private interview with the member(s) concerned will held with the Chairperson and Secretary. The committee can for the duration of the instances suspend the member(s) until they agree to act in a reasonable manner.

However, if it is found that the member's conduct or re-occurring conduct after a period of suspension makes their continued membership untenable then the committee as a whole will have the power to expel the member in question without refund of their subscription monies.

Health and Safety Policy

Reflex Photographic Club (RPC) does not come under the scope of Health and Safety legislation but acknowledges the benefits of such a policy and accepts the requirements of the owners and administrators of the premises where meetings are held.

Club members are required to provide contact details of a friend or relative in the event of an incident or emergency during club meetings.

At the beginning of each meeting all members will be required to sign.
RPC will follow the arrangements of the club venue regarding meeting points and evacuation. All members will be informed of the evacuation process, including fire exits and meeting points in the event of an emergency.

All fire exits will remain clear at all times.

Details of meeting points will be displayed at the venue and will be the responsibility of the site manager for the venue.

At all meetings, at least one member will be able to deliver Emergency First Aid and possess a valid certificate for this. A list of qualified members will be displayed on the club noticeboard. The full postal address with postcode for the venue will also be displayed.

First Aid Co-Ordinators currently are David Ellis and Janet Neal.