

# **LAIRG & DISTRICT COMMUNITY INITIATIVES CHILD PROTECTION & VULNERABLE ADULTS PHOTOGRAPHY AND SAFEGUARDING POLICY**

Date approved by Board	NOVEMBER 2022
Review date	August 2024 and biannually thereafter
Responsibility for monitoring and review of policy	Project Officer/Directors

This policy applies to all staff, including management and board members, paid staff, volunteers, sessional workers or anyone working on behalf of Lairg & District Community Initiatives (LDCI).

The purpose of this policy is:

All trustees, members, staff and volunteers have a duty to safeguard vulnerable users and those who may come into contact with vulnerable users. Vulnerable users could include: children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, financial, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children not be permitted or tolerated.

LDCI believes that children or vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children or vulnerable adults and to keep them safe. We are committed to practise in a way that protects them. Working in the partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults.

## **We will seek to keep children and young people safe by:**

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers. All suspicions or allegations of abuse against a vulnerable adult or child will be taken seriously and dealt with speedily and appropriately.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made. The staff will endeavour to keep the premises safe for use by children and vulnerable adults. The trustees recognise that a higher standard of safety is required where

small children are involved, those who cannot read safety notices and physically disabled adults.

- Sharing information about child protection and good practise with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know and involving parents and children appropriately. The nominated Child Protection and Vulnerable Adult Representative (Project Officer) will have responsibility for reporting concerns that arise, as a matter of urgency, to the local authority Child Protection and Vulnerable Adult lead agency. The representative may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

The nominated person should:

- Know whom to contact at the local authority
- Know whom to contact in Social Services for advice and referrals
- Know about helplines and other sources of help for children and young people and vulnerable adults
- Ensure that there is an environment in which people can raise any concerns.

### **Photography of Children and Vulnerable Adults**

LDCI will gain parental or guardian permission to photograph children and vulnerable adults participating activities or events and may use them on the LDCI printed or online media platforms. Permission must be obtained in written format, for example by email or by signing a sheet provided at an event. All written records will be stored securely at the LDCI office for as long as the photographs are kept and a minimum of 1 year after the photograph has been removed from the archive or destroyed.

LDCI will:

- Establish the type of photographs that appropriately represent LDCI and activities. Think carefully about any using photographs of young people and vulnerable adults on our website or in any publication.
- Only take photographs of young people or vulnerable adults in suitable dress. For example, young people and vulnerable adults dressed in swimming or gymnastics clothing will not be photographed.
- Never supply the full names of young people and vulnerable adults along with photographs; use first names only.
- Following any issues or concerns raised about photographing young people and vulnerable adults within LDCI, concerns must be reported to the Project Officer or Chairperson and the concerns raised will be on the agenda of the Board meetings.

**We are committed to reviewing our policy and good practice biennially.**