



## APPENDIX 2

### CLUB POLICIES

#### 1. DATA PROTECTION POLICY

The Data Protection Act 1998 established rules for organisations holding personal information. As a “not-for-profit” organisation, a camera club is exempt from the requirement to register with the Information Commissioner’s Office, but is still subject to the basic requirements of the law. *NB A not-for-profit organisation can make a profit for its own purposes, which are usually charitable or social, but the profit should not be used to enrich others. Any money that is raised should be used for the organisation’s own activities.* Thus when the Club engages in money-raising activities such as selling tickets for keynote speaker presentations to the general public, it is important to state that proceeds are to be used for the Club’s own activities.

The Club holds personal information for the purpose of running the Club and its activities, and is committed to complying with the requirements of the above Act.

#### **Club Policy:**

1. The maintaining of personal information by the Club on paper, in computers or by any other means is to be limited to that required for the following:

- establishing and maintaining membership
- supporting the Club
- providing and administering activities for Members and those who have regular contact with the Club.

2. Personal information to be held is to be restricted to that which is relevant to the relationship the individual has with the Club. For the purposes of membership, this information comprises:

Personal Details: Name, Telephone Number(s), E-mail Address, Address, Date of Birth

Club & Photographic Details: Year Joined, Competition Class, Photographic Honours, Positions Held, Photographic Skills, Photographic Interests, Make & Model of Cameras

For the sake of clarity, images produced by Members are not included under the definition of personal data.

3. Membership records are to be maintained by the Membership Secretary. Other Club Officials keep records for other purposes, eg membership fee payment or running Club competitions, but these contain no personal details additional to the above.

4. The Membership Secretary is to be responsible for the accuracy of membership data and for keeping it up-to-date. All Officials maintaining personal data are required to take reasonable steps to ensure the accuracy and safe-keeping of the data.



5. The Club will circulate a list of Members and their contact details (telephone and email) to all Members on a regular basis, and this is to be used solely for Club purposes. The Club will not pass personal information to other organisations without obtaining prior consent.
6. Upon written request from an individual to the Membership Secretary, the Club will respond within 21 days to provide the personal information held on that individual.
7. The Club will delete, within a reasonable period of time, information relating to an individual once the relationship with the Club comes to an end. This will normally be done by the end of the season following the season in which the cessation of the relationship occurred. Historical personal information in the Club archives should be the minimum required to reflect a Member's record at the Club eg name, dates of membership, positions held and photographic achievements.
8. As a condition of Club membership, Members agree that the Club may contact them by email with information of various kinds related to Club activities or may forward emails received by the Club from third parties offering products or services to Club Members. In the latter case, these are kept to a minimum. Any Member who does not wish to receive any email communications should advise the Club Chairman and Club Secretary in writing.

## **2. HEALTH AND SAFETY POLICY**

While camera clubs do not fall under the scope of Health and Safety legislation, it is appropriate for the Club to have a Health and Safety Policy in order to identify any such risks in any area of its activities, to explain what measures have been put in place to ensure that these risks are minimised, and to bring these factors to the attention of Members.

### **Club Policy:**

#### **Fire Risk**

1. At the commencement of each meeting, the Chairman will point out to the attendees the location of Fire Exits from the building, and also advise the location of the designated Assembly Point in the event of the evacuation of the building.
2. The Club will appoint a Fire Warden whose responsibilities include ensuring that Members and other attendees sign in at the beginning of a meeting and sign out if they leave prior to the end of the meeting, thus enabling a roll call to be made at the Assembly Point in the event of an evacuation. The Fire Warden should be aware of the location of fire fighting equipment such as fire extinguishers, but only individuals who are conversant with the operation of such equipment should use them.

#### **First Aid**

3. The Club will appoint a First Aider and a deputy, these being Members who have up-to-date knowledge of first aid. The First Aiders must be aware of the location of the Club's first aid kit and any other first aid equipment in the building, and will take charge in the event of any accident or serious illness of an attendee.



## Club Equipment

4. The Club will appoint an Equipment Officer who is responsible for the maintenance of the Club's equipment. At the beginning of each meeting, the Equipment Officer should also visually check the integrity of all equipment being used, both that belonging to the Club and to a visiting speaker when present. Members should take care when using Club equipment, especially when putting up print display stands and panels. Members preparing refreshments for the Club should ensure that they are shown how to operate the electrical equipment before using it.

5. With regard to electrical equipment, where the electricity supply in the meeting room does not have fixed RCDs (residual current devices), portable RCDs are to be used for each electricity supply socket used. This is to include any electrical equipment to be used by visiting speakers. Portable RCDs must be tested at the commencement of the evening by pressing the test button. It should be noted that the use of RCDs not only greatly reduces the risk of electric shocks but should also negate the need for Portable Appliance Testing which some building owners require.

6. All trailing electrical cables and any other tripping hazards should be taped to the floor by the Members setting up before the room is populated. Besides reducing the possibility of attendees tripping, this will also avoid equipment being dragged onto the floor and damaged.

## Insurance

7. The Club Treasurer will ensure that the Club has in place current Public Liability Insurance at a level of cover deemed sufficient for the purpose by the Club's Management Committee. The PAGB offer a suitable policy.

## 3. CHILD PROTECTION POLICY

The legislation covering the protection of children and young people is varied and complex. If minors (individuals under the age of 18) are to be admitted as members, the Club would need to have in place a Child Protection Policy that would introduce procedures and controls intended to provide an appropriate level of protection for the minor and which at the same time would seek to avoid any possibility of accusations of sexual, emotional and physical abuse, or exploitation.

### Club Policy:

The Club policy as set out in the Club Constitution is: "Minors may only become Members by special agreement of the Club". The Club's Management Committee has decided to give this special agreement for the admission of Junior Members (ie Minors aged 16 and 17) on a case by case basis subject to the requirements contained in the following "Junior Membership Policy". Minors below the age of 16 are not eligible to join.



## 4. JUNIOR MEMBERSHIP POLICY

The Club recognises the importance of encouraging young people with an interest in photography and welcomes those aged 16 and 17 to join as Junior Members. The intention is for Junior Members to participate fully in all the Club's various activities, and this Policy sets out rules and requirements that the Club has introduced to ensure that all reasonable steps are taken to ensure the safety of Junior Members during these activities. Junior Members should be treated in the same way as any other Member of the Club, and should be given every encouragement and assistance to help them develop their photography skills. This policy should allow for sensible interaction between Junior Members and all other Members of the Club, as long as the rules are adhered to.

### Club Policy:

#### Junior Membership

1. Junior Membership is open to young people who are aged 16 and 17. A Junior Member must complete and sign the usual Club Membership Form, and each application will be considered on a case by case basis.
2. As a condition of their membership, a Junior Member must be accompanied by a Responsible Adult at all Club activities (which term includes any meeting, event, visit, exhibition, workshop, etc organised by the Club). A Responsible Adult is one of the Junior Member's parents or guardians who must complete a Parental Consent Form before membership can be granted. Where both of the Junior Member's parents or guardians wish to be the Responsible Adult, both should sign the Parental Consent Form. In exceptional circumstances and where agreed by the Club, a Responsible Adult can be responsible for more than one Junior Member.
3. As an alternative, the parent or guardian may appoint a Nominated Adult, who may be a friend or relative, to assume the role of Responsible Adult, attending in their place and acting in loco parentis. This appointment of a Nominated Adult is made through the Parental Consent Form, and the Nominated Adult should be introduced by the parent or guardian to the Club's Chairman and Membership Secretary for identification purposes. More than one Nominated Adult is permitted in exceptional circumstances, and a Nominated Adult can be changed or another added during the season, subject to the above procedures being followed.
3. The Junior Member will be issued with a membership card which also shows the name of the Responsible Adult(s). The requirement for the presence of a Responsible Adult ensures that there is always someone who can represent the best interests of the Junior Member. Although desirable, there is not a strict requirement for the Junior Member and Responsible Adult to stay together throughout an activity, as long as the Responsible Adult is nearby and accessible in case of need. Should the Junior Member come to a Club event without a Responsible Adult, then he/she will not be permitted to join in that event until the Responsible Adult is present. If the safety of the Junior Member is then at issue, the Club will take whatever steps it considers necessary which may include phoning the parents or guardian. Parents and Junior Members are requested not to allow such situations to arise.



4. The Junior Member and each Responsible Adult will receive a copy of this policy and will be required to sign to confirm that they have read it and understand their role, and that they will abide by its rules.

5. A reduced membership subscription fee is applicable for Junior Members. This is payable by the parent or guardian. Where the Responsible Adult is not a Club Member and therefore not eligible to participate in Club activities, there will be no additional charge levied for their attendance except where there are extra charges applicable to all Members, as when the Club has a headline speaker.

6. Both the Junior Member and the Responsible Adult must sign in and out of meetings and other events where appropriate.

7. Junior Members will not be expected to participate in the Refreshments rota.

### **Responsibilities of the Club and Club Members**

8. While Junior Members should be treated in the same way as other Club Members, there are some guidelines that need to be followed. Members should always act and be seen to act in the best interests of a Junior Member, and should avoid any conduct that would lead a reasonable person to question their motivation and intentions. Conversations with Junior Members should take place within the hearing of other Members and Members should try to avoid one-to-one conversations with the Junior Member when no-one else is present. Swearing and abusive language is inappropriate in any Club activity and is not acceptable in the hearing of a Junior Member.

9. The Club will communicate with Junior Members by email in the usual way, but a copy will also be sent to the Responsible Adult. A Junior Member may join the Club's social media sites such as Facebook and Flickr. The Junior Member's contact details will be included in the list of Members distributed by the Membership Secretary. Members may contact the Junior Member by phone, email or social media concerning Club business as long as the Responsible Adult is also contacted or aware. Members should however refrain from direct contact with the Junior Member by these means on other matters unless the Responsible Adult has agreed in advance that it is permitted.

10. It is illegal to show or distribute indecent or suggestive photographs to 16 and 17 year olds, and illegal for them to take such photographs. While it is extremely unlikely that indecent photographs will be shown in the Club's meetings, the Club will alert speakers and judges to the fact that Junior Members are present by inserting appropriate wording in the booking information sent to them. Members are asked to ensure that no images that might be considered indecent or suggestive are entered into competitions – this is clearly a subjective judgement that has to be made, but tasteful images of the naked human figure may still be considered acceptable competition images. There may occasionally be images that a Junior Member will find upsetting: this might include images of the naked form, of war or torture, or even an animal kill in the wild. This is clearly subjective and impossible for the Club to be aware of in advance. Therefore it is the responsibility of the Responsible Adult to enquire beforehand if a subject suggests that there might be a problem, and to handle any unexpected situation which arises, possibly leaving the meeting with the Junior Member if necessary.



11. Occasionally Club Members take photographs of other Members when participating in Club events, and while the privacy of Junior Members must be respected, they can be included in such photos. However if any of these photos are to be used in Club media or displayed anywhere, parental permission must first be obtained. Members may not take photos of Junior Members without the knowledge of the Junior Member or when no others are present.

12. At Studio sessions, a Junior Member can act as a model, but only with prior written parental permission and in the presence of the Responsible Adult. Nude modelling is not permitted. Resulting images may be used in Club competitions, but use outside the Club will require completion of a formal model release form. Young people aged 16-17 years who are not Club Members may also be allowed to act as models for the Club, subject to the same rules. A Junior Member may take part in a Studio session as a photographer but the Responsible Adult must be present and be satisfied that the Junior Member can cope with the experience which should not involve a nude model.

13. In the case of Club outings and workshops, Junior Members are encouraged to take part, always in the presence of the Responsible Adult, but Members are advised not to work on their own with a Junior Member and not to offer transport to them on their own.

14. If there is an accident or emergency involving the Junior Member, Club Members will give whatever assistance is possible but it is clearly the responsibility of the Responsible Adult to make any decisions affecting the welfare of the Junior Member.

15. It is the duty of all Club Members to report any concerns about the behaviour or conduct of Members toward a Junior Member, or any Member who contravenes this Policy.

### **Procedure For Handling Complaints**

16. If the Junior Member, Responsible Adult or any other Club Member should have any concerns about the behaviour or conduct of any Member toward the Junior Member, or considers that a Member has acted in contravention of this Policy, they should in the first instance report their concerns to the Club Chairman or Membership Secretary. A written record of the complaint will be made and this will be referred to a small number of Club officials convened for the purpose of deciding what action to take. In extreme cases, this may require referral to external bodies involved in Child Welfare.