

## Child Protection Procedures

Aperture Woolwich Photographic Society is committed to practices which protect children. Our child protection procedures set out actions to take when dealing with child protection issues.

1. All those applying to be a member of the Aperture Woolwich Photographic Society will be informed of the Society's commitment to child protection and advised that concerns in relation to child protection will be acted upon by Aperture Woolwich Photographic Society (hereby referred to as 'the Society').
2. This could lead to membership being suspended or terminated where misconduct is identified or there is a risk of serious damage to the reputation of the Society.
3. The Society reserves the right to change, adapt or modify its child protection policy and the criteria for membership of the Society.
4. Aperture Woolwich Photographic Society ensures that there are clear lines of responsibility in respect of child protection. There is a Designated Child Protection Person ('DCPP') within the Society who will take action following any expression of concern. The DCPP is responsible for dealing initially with any concerns about the protection of children and will raise any concerns immediately with the attending studio officer and the Chairman. For the year 2010/2011 Elaine Cramer has been co-opted to the role of DCPP on the AWPS Committee.
5. These members of the Committee will then decide whether to report the matter to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action.
6. Information relating to any allegation or disclosure will be clearly recorded as soon as possible.

### Conduct of members

7. The Society expects that all its members will adhere to the principles set out under UK law in respect to their conduct and contact with all persons under the age of 18.
8. Good practice includes valuing and respecting children as individuals; this will always include zero tolerance to bullying, shouting, racism, sectarianism or sexism.
9. Any member who has concerns about the conduct of another member in relation to a child should report them immediately to the DCPP.

### Confidentiality

10. Members must respect the confidentiality of all personal information imparted to them, except where this affects the right of children to be protected from harm. Disclosure of information to a third party is permissible when necessary to safeguard the welfare of a child.
11. The Society will ensure that confidentiality is maintained when a complaint has been made and is being investigated. Disclosure of personal information will be strictly on a 'need to know' basis. Issues relating to confidentiality in the context of legal advice will be carefully considered and if necessary referred to a relevant legal professional body for guidance.