

The Northern Ireland Photographic Association

APPENDIX 1

Code of Behaviour for Safeguarding Children and Adults at Risk or in Need of Protection

The Northern Ireland Photographic Association recognises that it is not practical to provide definitive instructions that would apply to all situations at all times whereby members of affiliated clubs come into contact with children or adults at risk or in need of protection and to guarantee their protection or that of club members.

However, below are the standards of behaviour required of affiliated club members in order to fulfil their role in the application of a Safeguarding Policy. This code should assist in the protection of both children, adults at risk or in need of protection and club members.

Members of affiliated clubs **must** implement the Safeguarding Policy and procedures at all times. Members of affiliated clubs must not:

- Have children / adults at risk or in need of protection in their own vehicle.
 - Where circumstances require such transportation in their vehicle, another adult / parent must also travel in the vehicle.
 - It is essential that there is adequate insurance for the vehicle to cover any transporting in connection with the activities of the club.
 - In extreme emergencies (for medical purposes) where it is required to transport a child / adult at risk or in need of protection on their own, it is essential that the parent / carer is notified immediately.
- Take a child / adult at risk or in need of protection to the toilet unless another adult is present or has been made aware (this should include a parent, if present)
- Spend time alone with a child/adult at risk or in need of protection on his or her own. If members find themselves in this situation, make sure that they may be clearly observed by others.
- Engage in rough, physical games including horseplay with children / adults at risk or in need of protection.
- Allow or engage in inappropriate touching of any kind.
 - The main principles of touch are:
 - Touch should always be in response to the person's need.
 - Touch should always be appropriate to the age and stage of development of the child / adult at risk or in need of protection.
 - Touch should always be with a person's permission.

- Do things of a personal nature for children / adults at risk or in need of protection that they can do for themselves or that their parent / carer can do for them.
- Physically restrain a child unless the restraint is to prevent physical injury of the child / other children / themselves / others / visitors / other club members or yourself.
 - In all circumstances physical restraint must be appropriate and reasonable, otherwise the action can be defined as assault.
- Make sexually suggestive comments to or within earshot of a child / adult at risk or in need of protection.
- Expose a child / adult at risk or in need of protection to sexually explicit images.
- Involve a child / adult at risk or in need of protection as models or participants in inappropriately explicit photo shoots.

The Northern Ireland Photographic Association may, from time-to-time, amend the above policy, to take account of the wishes of the Annual General Meeting.

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