



SAFEGUARDING POLICY

This policy will be reviewed on an ongoing basis, at least once a year. Aerial Recovery will amend this policy, following consultation, where appropriate.

PURPOSE

Aerial Recovery's charitable activities include working with children and vulnerable adults. The purpose of this policy is to protect these individuals and to provide stakeholders - and the public - with the overarching principles that guide Aerial Recovery's approach in doing so.

DESIGNATED LEAD BOARD MEMBER

A lead Board Member will be nominated by the CEO. This individual will be designated to provide oversight of safeguarding matters at Aerial Recovery. They will be responsible as the lead on any incident investigation/s and requisite reporting.

Designated Lead Board Member	To be nominated by the CEO
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APPLICABILITY

This policy applies to anyone working on Aerial Recovery's behalf, including Aerial Recovery's Board Members, staff, contractors and volunteers.

Partner organizations that Aerial Recovery has a signed Partnership, Collaboration or Memorandum of Understanding Agreement with will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to other USA Regulators, if applicable.

Aerial Recovery has aimed to ensure that Safeguarding is appropriately reflected in other relevant policies and procedures followed at the organization.

PRINCIPLES

Aerial Recovery believes that:

- Nobody who is involved in Aerial Recovery's work should ever experience abuse, harm, neglect or exploitation.
- Everyone has a responsibility to promote the welfare of all of Aerial Recovery's beneficiaries, staff and volunteers. A responsibility to keep especially children and vulnerable adults safe and to always ensure their protection when working with / for them.
- Everyone has a collective responsibility for creating a culture in which Aerial Recovery's staff, Members, volunteers, contractors and beneficiaries not only feel safe, but also feel comfortable to speak up if they have any concerns.

TYPES OF ABUSE

Abuse can take many forms, such as physical, psychological, emotional, financial, sexual or institutional abuse. Aerial Recovery acknowledges that abuse includes neglect and exploitation. Signs that may indicate the different types of abuse can be found listed in Appendix 1.

REPORTING CONCERNS

If a crime is in progress, or an individual is in imminent danger, Aerial Recovery insists that the police must be called immediately unless there is an ongoing investigation in which appropriate authorities are already aware.

Beneficiaries, or members of the public are encouraged to make their concerns known to a member of Aerial Recovery's staff immediately. It is the responsibility of the staff member who is informed to alert a senior member of the charity immediately.

Members of the charity who receive these alerts must escalate these concerns to the CEO. If they feel unable to do so for any reason, they must speak to a Board Member.

The CEO or Board Member should report any reasonable suspicion of child abuse or neglect to the appropriate authorities, for example the Tennessee Department of Children's Services (DCS) or local law enforcement unless there is an ongoing investigation in which appropriate authorities are already aware.

Reports of suspected child abuse or neglect can usually be made anonymously, and there are legal protections in place for reporters to encourage them to come forward without fear of retaliation.

It's important for individuals to familiarize themselves with the specific reporting requirements and procedures in Tennessee, as failure to report suspected abuse or neglect can result in legal consequences. Additionally, reporting suspicions promptly can help ensure that children in need receive the necessary protection and support.

Government Guidance on Handling Safeguarding Allegations:

Charitable organizations in Tennessee should be familiar with government guidance on handling safeguarding allegations, which may include recommendations and best practices for preventing, identifying, and responding to instances of abuse, neglect, or other safeguarding concerns. This guidance may be provided by state agencies, such as the Tennessee Department of Children's Services, or national organizations specializing in child welfare and protection.

Overall, charitable organizations in Tennessee have a responsibility to ensure the safety and well-being of individuals served by their programs and activities, and compliance with reporting obligations and safeguarding guidelines is essential to fulfilling this duty.

RESPONSIBILITIES

Board Members: This safeguarding policy will be reviewed and approved by the CEO & Board of Directors annually.

The CEO & Board Members must remain aware of and willing to comply with the policy.

A lead Board Member should be given responsibility for the oversight of all aspects of safety, including Whistleblowing and Health & Safety guidelines. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimize these risks, as part of Aerial Recovery's risk management processes, when necessary.
- Ensuring that all relevant checks are carried out in recruiting staff.

- Planning programs/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require background checks/clearance and safeguarding training are identified, including the level of background checks required based on the role/appointment.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that background checks/clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, contractors,volunteers, Board Members and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers, Board Members, contractors and others aware of:
 - Aerial Recovery's safeguarding policy and procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Everyone: Should be aware of Aerial Recovery's Safeguarding Policy and Procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if they have any concerns, to report these immediately (see above).

FUNDRAISING

Aerial Recovery will ensure that it complies with its Ethical Fundraising Policy & Due Diligence Practices.

ONLINE SAFETY

Aerial Recovery will identify and manage online risks by ensuring:

- Volunteers, Board Members and staff understand how to keep themselves safe online. Aerial Recovery may use high privacy settings and password access in meetings to support this.
- The online services Aerial Recovery provides are suitable for its users. For example, age restrictions and password protection will be encouraged to help keep people safe.

- The services the organization uses and/or provides are safe and in line with Aerial Recovery's Values and Code of Conduct Policy and Procedures.
- The organization protects people's personal data and follows data protection legislation.
- The organization clearly explains how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process.

WORKING WITH OTHER ORGANIZATIONS

In working with other organizations:

- Aerial Recovery will always adhere to its internal policies & regulations and not the other organizations.
- Aerial Recovery aims to work with organizations that have comparable Safeguarding Policies as Aerial Recovery's.
- Aerial Recovery will comply with its Ethical Fundraising & Due Diligence and Grant Management Policies.

Safeguarding Incident

This policy will be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.



SAFEGUARDING POLICY AGREEMENT

I, _____ (*insert full legal name of Board Member, contractor, employee or volunteer*) hereby confirm that I have read and understood 'Aerial Recovery's Safeguarding Policy' as well as Aerial Recovery's 'Values', 'Code of Conduct Policy' and 'Misconduct and Disciplinary Policy & Procedures'. I agree to adhere to these policies. I understand that if I violate 'Aerial Recovery's Safeguarding Policy' I will be subject to disciplinary actions as detailed in Aerial Recovery's *Misconduct and Disciplinary Policy and Procedures*.

(Signature)

(Date)

APPENDIX 1 – SIGNS OF ABUSE

Physical Abuse

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or underdose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behavior.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, fecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.

- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, fecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.