



Effective Date: 01 June 2023

1. Introduction

The Safeguarding Policy of the Historic Army Aircraft Flight (HAAF) establishes guidelines and procedures to ensure the safety, well-being, and protection of all individuals, particularly children, young people, vulnerable adults, and other potentially at-risk individuals involved in HAAF's activities. This policy aims to create a safe and inclusive environment, prevent harm, and respond appropriately to any safeguarding concerns.

2. Scope

This policy applies to all employees, volunteers, contractors, members, visitors, and anyone associated with the HAAF, regardless of their role or level of involvement. It covers all activities organized or supported by the HAAF, including but not limited to events, projects, workshops, and outreach programs.

3. Principles

The HAAF is committed to upholding the following principles in relation to safeguarding:

a. Prevention:

- The HAAF will take proactive measures to prevent harm, abuse, or exploitation of individuals, particularly those who may be more vulnerable.

b. Empowerment:

- The HAAF will promote the empowerment and well-being of individuals, ensuring their voices are heard, respected, and taken into consideration.

c. Safeguarding Culture:

- The HAAF will foster a safeguarding culture where all individuals are aware of their responsibilities, trained appropriately, and encouraged to report any concerns or incidents.

d. Accountability:

- The HAAF will hold individuals accountable for their actions, ensuring that any safeguarding concerns are thoroughly investigated and addressed promptly.

4. Safeguarding Responsibilities

a. The HAAF's Leadership:

- The HAAF's leadership is responsible for establishing and implementing safeguarding policies, providing appropriate resources and training, and ensuring compliance with applicable laws and regulations.
- They shall appoint a designated Safeguarding Officer to oversee safeguarding matters and act as the primary point of contact for safeguarding concerns.

b. Employees, Volunteers, and Contractors:

- All individuals associated with the HAAF shall adhere to this policy, undergo appropriate safeguarding training, and report any safeguarding concerns to the designated Safeguarding Officer or other appropriate authority.



c. Safeguarding Officer:

- The designated Safeguarding Officer shall be responsible for receiving and managing safeguarding concerns, ensuring proper investigation, reporting, and follow-up actions.
- They shall maintain confidentiality, document all safeguarding concerns and actions taken, and provide guidance and support to staff, volunteers, and individuals involved.

5. Risk Assessment and Risk Management

a. Risk Assessment:

- The HAAF shall conduct regular risk assessments to identify potential safeguarding risks and vulnerabilities associated with its activities.
- The risk assessment shall consider factors such as the nature of activities, participant demographics, physical environments, and the involvement of vulnerable individuals.

b. Risk Management:

- Based on the risk assessment findings, the HAAF shall implement appropriate measures to mitigate identified risks and protect individuals from harm.
- Risk management measures may include implementing codes of conduct, defining appropriate boundaries, establishing reporting mechanisms, and conducting background checks for relevant staff and volunteers.

6. Responding to Safeguarding Concerns

a. Reporting Concerns:

- Any individual who has a safeguarding concern shall report it immediately to the designated Safeguarding Officer or other appropriate authority.
- All reports shall be taken seriously and treated with confidentiality, respect, and sensitivity.

b. Investigation and Response:

- The designated Safeguarding Officer or relevant authority shall promptly investigate all safeguarding concerns in a fair, objective, and unbiased manner.
- Appropriate actions shall be taken to protect individuals, ensure their safety, and address any breaches of the safeguarding policy.
- Legal requirements, such as reporting to local authorities or law enforcement agencies, shall be followed where necessary.

c. Support and Referral:

- The HAAF shall provide support and assistance to individuals who have been affected by safeguarding concerns, ensuring they receive appropriate care and access to relevant support services.
- Referrals to external agencies or organizations may be made, as required, to provide specialized support.



7. Training and Awareness

- The HAAF shall provide regular safeguarding training and awareness programs to all volunteers, and individuals involved in its activities.
- Training shall cover recognizing signs of abuse, reporting procedures, responding to disclosures, and understanding safeguarding responsibilities.

8. Policy Review

This policy shall be reviewed periodically to ensure its continued effectiveness, compliance with applicable laws and regulations, and alignment with best safeguarding practices. Any proposed changes to this policy shall be reviewed and approved by the appropriate HAAF authority.