

# AdoptAClassroom.org Safeguarding Policy

## Introduction and Purpose

Safeguarding is a broad term that AdoptAClassroom.org (“AAC”) uses to describe the organization’s policies, procedures, and practices designed to prevent and protect people from all forms of abuse, including child abuse, sexual exploitation, and sexual violence of any kind, including sexual harassment caused by employees, volunteers, contractors, or partners. AAC is committed to upholding and maintaining the highest standards of behavior and integrity to ensure its commitment to safeguarding complies with the values that shape our culture. AAC believes that safeguarding is everyone’s responsibility and the duty to safeguard others applies without exception to anyone associated with AAC.

## Risk Analysis

AAC provides fundraising tools and classroom supplies to educators primarily through our website. Contact and interaction with the educators who use our services is primarily in digital form, through our website and via email and telephone. Most of our employees work remotely, from their homes across the country. Our donors, corporate partners, and foundation partners are widely dispersed across the U.S. AAC does not currently engage volunteers in its programs or operations.

The main risk factors for AAC relate to occasional in-person visits to schools by AAC staff and/or by our corporate partners’ staff, vendors, contractors, and media representatives, to collect photos, videos, and interviews (collectively “Content”) that are collected through these school visits. Additional content is also provided by educators to AAC and to its corporate partners. Such Content is used to communicate AAC’s impact that is made possible by donations from individuals, corporate partners, foundations, and others.

Such in-person school visits, and the collection and utilization of Content can open the possibility of abuse. For this reason, AAC has a duty to maintain vigilance for situations where children or other vulnerable persons may be victims.

## Scope

This policy applies to:

- All employees of AAC, including all permanent and temporary employees and interns
- Associated personnel while engaged in work or visits to schools related to AAC programs, including but not limited to partners, vendors, consultants, contractors, journalists, funders, and government representatives
- All Directors
- Guests and observers

## **Responsibilities**

All employees, consultants, trustees, guests, observers, and other representatives are obliged to follow this policy and maintain an environment that prevents exploitation and abuse, and which encourages reporting of breaches of this policy.

### ***All people working with or for AAC will:***

- Read, understand, and adhere to this policy
- Strive to promote a zero tolerance approach to discrimination, sexual harassment, and abuse in all working environments
- Strive to develop relationships with all stakeholders which are based on equality, trust, respect, and honesty
- Place the safety and welfare of children and vulnerable people above all other considerations
- Report any concerns they may have about the welfare of a child or vulnerable person
- Report any concerns they may have about the behavior of an AAC representative in relation to safeguarding
- In a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the interaction is taking place and why. Ensure another adult is in sight and that the child or young person knows another adult is around

### ***All people working with or for AAC will not:***

- Sexually harass, assault, or abuse another person
- Physically harass, assault, or abuse another person
- Emotionally abuse another person, such as engaging in behavior intended to shame, humiliate, belittle, or degrade
- Condone, or participate in behavior which is abusive, discriminatory, illegal, or unsafe
- Develop, encourage, or fail to take action to prevent relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative, or abusive
- Act in ways that may be violent, inappropriate, or sexually provocative
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people, or withhold information that would have implications for a child's safety
- Use any form of technology to exploit or harass another person
- Use any form of technology to access, view, create, download, or distribute indecent images (e.g., pornographic images, sexualised images of children, images of child abuse)

## **Communications, Storytelling, and Social Media**

AAC takes care to ensure that in all forms of communication, individuals whose words, image, or likeness may be used to promote AAC's mission are treated with respect, portrayed with dignity, and not put at risk as a result of their contact with AAC. Text, photographs, or video images should

never be used in a way that may put individuals at risk of harm, and risk assessment is an essential stage of any content gathering. Individuals who are invited to be the subject of text, photograph, or video resource-gathering should be provided with accessible information about how their story or image will be used to enable them to make an informed decision about consent.

**Safeguarding Point of Contact** - This individual is responsible for handling reports or concerns, about the protection of children or other vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

The Safeguarding Point of Contact for AAC is Ryan Jordan. If you have any abuse or concern to report, please contact him at [rjordan@adoptaclassroom.org](mailto:rjordan@adoptaclassroom.org) and include the words "Safeguarding Reporting" in the subject line.

### **Consequences of Breach**

- Any breach of this policy may result in disciplinary action, termination of employment or volunteer agreements, and/or legal action.
- AAC will fully cooperate with appropriate authorities if allegations of abuse are made that require investigation.

Note also:

- [Code of Ethics](#)
- [Whistleblower Policy](#)

*(August 9, 2024)*