Belveder CIC & Belvedere Community Support

1. Purpose

This policy sets out how the organisation plans, manages and delivers humanitarian aid overseas, in particular in Ukraine, ensuring that all such activities are carried out in line with its charitable objects, applicable law and Charity Commission guidance.

2. Scope

This policy applies to all international humanitarian activities carried out by the organisation, including:

- provision and delivery of ambulances
- supply of medical equipment and medical supplies
- delivery of humanitarian aid such as food, clothing and essential items

3. Principles

The organisation will ensure that all overseas activities:

- further its charitable objects
- provide a clear public benefit
- are properly planned and assessed
- are carried out safely and responsibly
- are subject to appropriate oversight by the trustees

4. Selection of Beneficiaries and Partners

Beneficiaries and receiving organisations are identified through:

- direct requests for support
- trusted contacts and networks
- referrals from partners or institutions

Before any aid is delivered, the trustees will consider:

- the nature and urgency of the need
- the identity and credibility of the recipient
- whether the aid is appropriate and proportionate
- whether the activity is consistent with the organisation's objects

Where appropriate, aid is delivered directly or via trusted partners such as hospitals, NGOs or community organisations.

5. Due Diligence

The organisation takes reasonable steps to ensure that aid reaches intended beneficiaries. This may include:

- confirming the identity of recipients
- obtaining written or verbal confirmation of need
- using known or trusted contacts
- verifying the purpose of the aid

The level of due diligence will be proportionate to the scale and nature of the activity.

6. Delivery and Control of Aid

The organisation ensures that:

- all aid is documented prior to dispatch
- appropriate records are kept (including what is sent and to whom)

- delivery arrangements are planned in advance
- where possible, confirmation of receipt is obtained

Aid may be delivered directly or through agreed handover points and onward distribution arrangements.

7. Risk Management

The organisation recognises that overseas humanitarian work involves increased risk.
The trustees ensure that:

- risk assessments are carried out (including transport risks)
- volunteers are appropriately briefed
- activities are planned to minimise risk
- appropriate procedures are followed at all times

A separate risk assessment is maintained for the delivery of ambulances and long-distance transport.

8. Volunteers

Volunteers involved in international activities:

- are briefed on risks and procedures
- follow safety guidance
- act in accordance with organisational policies
- report any incidents or concerns

9. Financial Controls

All expenditure relating to overseas activities is subject to the organisation's financial controls.
The trustees ensure:

- proper authorisation of spending
- accurate record keeping
- appropriate use of funds

10. Oversight

The trustees maintain oversight of all international activities and will:

- review significant activities and decisions
- ensure alignment with charitable objects
- monitor risks and outcomes
- keep appropriate records

Aid may be delivered via established humanitarian partners such as registered charities or institutions operating in Poland or Ukraine.

Review: 25/06/2026 – Dawid Kozlowski