



The Online Memorial and Museum of Prisoners of War

Charitable Incorporated Organisation, [registered charity number 1200975](#).

SAFEGUARDING POLICY AND PROCEDURE

1. Policy Statement

The Online Museum and Memorial of Prisoners of War is a Charitable Incorporated Organisation whose only members are its charity trustees. This policy and procedure affects the trustees / members, those who work with them or for them in any capacity, and anyone who makes use of the facilities provided by the charity.

The trustees of The Online Memorial and Museum of Prisoners of War have a duty of care to its members, to those who work for them or with them in any capacity and to those who make use of its facilities; but they do not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate.

The Online Memorial and Museum of Prisoners of War (hereinafter referred to as 'the Charity') recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected the Charity will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm. The Charity recognises that there are various forms of abuse. The Charity will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary, enabled to live in an environment which is safe and free from harm.

It is not appropriate for the Charity to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are serious concerns regarding abuse or neglect the Charity's trustees will seek advice and support from the Charity Commission where possible, and will contact the relevant statutory authorities, as needed. The Charity will monitor the implementation of this policy and procedure annually through its trustees.

In following the safeguarding procedure the Charity will strive to uphold the principles that those involved in incidents are entitled to:

- privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

The Charity will also follow the principles enshrined within the Care Act 2014:

- Principle 1 –Empowerment –whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- Principle 2 –Prevention –seeking to take steps to prevent issues from arising or escalating.
- Principle 3 –Proportionality –responding in a proportionate way to the issue/s being presented.
- Principle 4 –Protection –seeking to keep the membership and others concerned safe, and protection for those deemed to be at risk.
- Principle 5 –Partnership –reporting incidents to the relevant statutory bodies and liaising with the Charity Commission.
- Principle 6 –Accountability –accurate recording of incidents. Reporting incidents, as required, to the Trust and relevant regulatory authorities.

3. Procedure

The Charity has a responsibility to ensure that its trustees / members understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, the Charity will support the alleged victims and the alleged perpetrators of any abuse as well as anyone who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place others at risk.

The Charity will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations, confidentiality is not absolute.

Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared, on a 'need-to-know' basis only, to prevent:

- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- or to prevent or to facilitate the investigation of a serious crime

3.1 Courses of action

- The Charity's approach to safeguarding will include trustees / members and those who work for them or with them in any capacity who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This can include behaviour exhibited face to face as well as electronic communications or via social media platforms.
- The Charity will particularly take care that users of its online facilities, including electronic communications and social media platforms, are not permitted to exhibit inappropriate behaviour including of a sexual nature, bullying, aggression, harassment and/or discrimination.
- Where the trustees becomes aware of a safeguarding concern steps will be taken, as needed, to ensure the safety of those at risk is secured as a first priority. The steps to take to address this will be discussed and agreed between the Executive Officers of the trustees in the first instance. No trustee / member will act in isolation when dealing with a safeguarding concern.
- Where the Charity trustees become aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the trustees. Where it is deemed that the risk is high and immediate action needs to be taken, the trustees will contact the relevant authorities and –where possible –the Charity Commission for advice and support.
- As far as possible, wishes of those at risk will be respected as to whether or not to refer any concerns to the local authority as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, it may be necessary to override their wishes in the best interests of others at risk.
- In developing the risk assessment, the trustees will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
 - Risk to the individual member
 - Risk to other members within the Charity

- Repetitional risk for the individual and/or the Charity itself.
- Where the risk is not deemed to be high but support is needed, the Charity will contact the Charity Commission to discuss the concerns and seek additional assistance in developing the risk assessment. Assistance will always be sought before moving to exclude anyone from association with the Charity on the basis of a safeguarding risk assessment.
- Once the risk assessment is completed, the trustees will decide as to the most appropriate course of action.
- All actions taken will be recorded. Any records will remain confidential to the trustees unless a prior decision has been taken to share the record with the relevant statutory bodies.

Approved by trustees: June 2023.

Next Review August 2024

Change Record: Approved by Trustees: 14th Oct 2024
Due for review October 2025

Date of Change:	Changed by:	Comments:	Date of approval by Trustees:
15/1/2024	DL	Original	February 2024
August 2024	MJS	Reformatted etc.	14th Oct 2024

The objects of the CIO are:

To advance the education of the public on the subject of prisoners of war by:

- a. Providing a permanent, online Memorial & Museum of Prisoners of War by maintaining and regularly updating an interactive, historical and educational internet resource which enables the collection and preservation of information concerning prisoners of war
- b. organising seminars, conferences and tours that educate the public on the experiences of prisoners of war, and to pursue any other activities that support these purposes.
- c. The commemoration and remembrance for the public benefit, of former prisoners of war and the sacrifices they made.