



The Online Memorial and Museum of Prisoners of War

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

VOLUNTEER POLICY

Volunteer Policy

The Online Memorial and Museum of Prisoners of War is run by and resourced entirely with volunteers.

We recruit volunteers through our Facebook forums and the charity's website.

<https://www.prisonersofwarmuseum.com/>

This and our other policies, describe how we ensure that we treat all volunteers with fairness and equity.

The trustees will proactively engage with volunteers to ensure that they are able to contribute in ways which are rewarding and fits their circumstances.

We will make reasonable adjustments to the charity's work where necessary to do so.

Volunteer induction and training is delivered through a combination of personal interaction and written instructions.

Volunteers will be given a Role Description.

Volunteers will be supervised and supported by a trustee and, where appropriate, one or more other named volunteers.

Most volunteer contributions are delivered from the volunteer's home using their own IT or other equipment. It is the volunteer's own responsibility to ensure they have a safe environment from which to contribute.

Volunteers are expected to keep confidential all personal information that they receive. Volunteers will be asked to sign a confidentiality agreement.

If anything occurs which a volunteer considers a problem or they have cause to complain they should raise these in the first instance with one of the trustees.

Volunteers:

- may contribute as much or as little time as they choose to support the charity;
- are not paid for their contributions to the charity but may, with prior approval from the trustees, reclaim any directly incurred out-of-pocket receipted expenses associated with the activities they do;

- and the charity have no intention of establishing an employment relationship nor other legally binding contract between themselves, at the outset or at any time in the future.
- may cease to contribute at any time in their sole discretion;
- are expected to abide by the charity's policies.
- must be over 18 years of age.

Approved by trustees August 2023

Due for review Aug 2024

Change Record:

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	August 2023
August 2024	MJS	Format to standard	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.