



Policy on Volunteering

1. Policy principles

1.1 The Ghana Museums and Monuments Board has a collection preserved and held for the benefit of all the world, present and future and is a centre of research and inquiry at all levels.

1.2 Volunteers are very important to the Museum and their commitment and enthusiasm is appreciated across the Museum's departments. The Museum is committed to providing meaningful, enjoyable and safe volunteer assignments of real value within clear and appropriate programmes of activities.

1.3 The Museum defines volunteers as those who are under no obligation to perform duties and who have no expectation of, and do not receive any, remuneration for the time that they spend volunteering for the Museum.

1.4 The relationship between volunteers and the Museum does not create a legally binding contract or a relationship of employment between the Museum and the volunteer. The Museum accepts the volunteers on the understanding that their services are received at its sole discretion, and that a volunteer's relationship with the Museum may be terminated by either side at any time without notice and for whatever reason.

1.5 Volunteers are not a substitute for employees and the Museum does not recruit volunteers to displace them. Individuals who gain employment at the Museum must step down from their volunteer roles. Staff may not be Ghana Museums and Monuments Board volunteers whilst also working for the Museum, although they may occasionally assist in other roles as part of their personal development.



2. Joining the volunteer programme

2.1 The Ghana Museums and Monuments Board is committed to engaging and developing a diverse volunteer body.

2.2 When the Museum has opportunities for volunteers, where possible these are shown on the Museum website. The Museum may select individuals from applications for voluntary opportunities and invite them to a meeting to determine whether the individual would be suitable as a volunteer for the Museum. The Museum's decision on suitability of a prospective volunteer is absolute and final.

2.3 All individuals will be required to undergo security clearance and reference checks before they are formally accepted as Ghana Museums and Monuments Board Volunteers. The level of clearance required will vary depending on the volunteer role.

2.4 Foreigners must ensure that they have a visa which permits before applying to be a volunteer.

2.5 Children and young people under 18 may volunteer only as part of a recognised work experience programme.

3. Induction and training



3.1 Volunteers are provided with an induction and training appropriate to their volunteer role, either by the Volunteer Office or the department supervising the role. This will always include a summary of the role and the likely period of role, details of any space or equipment provision and relevant health and safety information.

4. Expenses

4.1 The Museum is not able to pay expenses to volunteers.

5. Supervision and support

5.1 The Museum is committed to ensuring that all volunteering experiences are meaningful, enjoyable, rewarding and safe. All volunteers are assigned a member of Museum staff to act as their supervisor during their time spent volunteering for the Museum and can contact the Volunteer Office with any queries or concerns.

5.2 Volunteers do not have the authority to represent themselves as spokespersons for the Museum, to make contracts for the Museum or make any other commitment on its behalf.

6. Diversity and equality



6.1 The Ghana Museums and Monuments Board is committed to developing a diverse volunteer body and to making volunteering opportunities as accessible and responsive as possible to the different needs of our volunteers.

6.2 The Volunteer Office will discuss any needs that prospective or existing volunteers may have in order to identify the best volunteering opportunities available and to support their full and safe involvement. When required, the Museum will make reasonable adjustments to volunteering roles where possible.

7. Health and safety

7.1 The Museum is committed to ensuring that all volunteering experiences are safe. Volunteers are asked to attend any support, training or supervision sessions necessary in order to meet health and safety requirements.

8. Confidentiality

8.1 Volunteers should uphold the name of the Ghana Museums and Monuments Board and maintain the confidentiality of all confidential information to which they are exposed while volunteering.

This Policy will be reviewed at least once every five years.