



## **SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP (SCAG)**

### **TRUSTEES' GOVERNANCE POLICIES**

#### **CONTENTS:**

<b>SECTION</b>	<b>CONTENT</b>	<b>PAGE</b>
<b>1</b>	<b>FINANCIAL CONTROLS and PROCEDURES</b>	<b>2</b>
<b>2</b>	<b>FINANCIAL RESERVES POLICY and PROCEDURES</b>	<b>3</b>
<b>3</b>	<b>TRUSTEES' EXPENSES</b>	<b>3</b>
<b>4</b>	<b>TRUSTEE CONFLICTS OF INTEREST</b>	<b>3</b>
<b>5</b>	<b>RISK MITIGATION POLICIES</b>	<b>3</b>
<b>6</b>	<b>SAFEGUARDING POLICIES AND PROCEDURES</b>	<b>6</b>
<b>7</b>	<b>COMPLAINTS PROCEDURE</b>	<b>13</b>
<b>8</b>	<b>SERIOUS INCIDENT REPORTING</b>	<b>13</b>
<b>9</b>	<b>SOCIAL MEDIA POLICY</b>	<b>14</b>
<b>10</b>	<b>ENGAGING EXTERNAL SPEAKERS</b>	<b>14</b>
<b>11</b>	<b>DATA PROTECTION GUIDANCE</b>	<b>14</b>
<b>12</b>	<b>PRIVACY POLICY FOR MEMBERS</b>	<b>16</b>
<b>13</b>	<b>ARCHAEOLOGICAL STANDARDS</b>	<b>17</b>
<b>14</b>	<b>APPENDICES: specific activity risk assessments</b>	<b>19</b>

Trustees will review this policy document on an annual basis and ensure its continuing relevance. The policy and any updates will be communicated to members.

## **1 FINANCIAL CONTROLS and PROCEDURES:**

- 1.1 The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- 1.2 A designated Treasurer is appointed by the Trustees. This position is voluntary and open to any member who feels they have the capacity to undertake the role. The position can be elected at the AGM with proposers and seconders and a vote of members. However, the Management Committee of SCAG have the right to accept volunteers for the role which are then submitted to the Trustees for approval.
- 1.3 The Treasurer will keep receipts and payments accounts against clearly defined cost-centres and produce reports of income and expenditure and financial forecasts for each and every meeting of both the Trustees and Management Committee.
- 1.4 The Secretary of SCAG who is on the Board of Trustees will have immediate line-management responsibilities for the work of the treasurer. The Secretary will have access to bank statements and a debit card for expenditure up to £100.
- 1.5 All expenditure requires bona fide receipts, which will be kept as hard copies for an independent, external auditor.
- 1.6 The accounts will be audited annually by an external, independent, auditor, submitted to Trustees for approval then presented to the members' AGM for their vote of approval. Following these procedures the accounts will be submitted to the Charity Commission. With a financial year based on January to December, SCAG endeavours to complete these processes by the end of the February following closure of the yearly accounts.
- 1.7 All cheques paid out must be signed by both the Treasurer and one of the nominated signatories, which will be either the Secretary or Chair of the charity.
- 1.8 Any expenditure over £250 requires the approval of the Management Committee to whom a written proposal needs to be circulated and the decision recorded in the minutes.
- 1.9 Large scale projects requiring application to external funding bodies in order to finance them must have the full and recorded approval of the Trustees. These projects require a fully costed plan set out against agreed cost-centres. All reporting to funding bodies must be done in a timely manner and is the responsibility of the Treasurer and Secretary.
- 1.10 Petty cash may be held from the immediate receipt of income and be used for small items of expenditure. The petty cash fund will be held by the Treasurer in a secure box and location. The amount of petty cash should not exceed £100.
- 1.11 The charity does not look to invest funds. However, should the occasion arise where it may be prudent to do so in order to safeguard and further the purposes of the charity, then such investments can only be committed by the unanimous agreement of Trustees. The case for investments needs a detailed proposal supported by independent financial advice.

## **2 FINANCIAL RESERVES POLICY and PROCEDURES**

- 2.1 Reserves will be maintained to cover the cost of any on-going projects that have received external funding. These will be held as restricted funds in the accounts.
- 2.2 Reserves will be held sufficient to cover the rent of premises that hold regular SCAG activities, such as The Old Courthouse, and on-going subscriptions such as websites.
- 2.3 The Young Archaeologists' Club (YAC) income and expenditure will be shown as a restricted fund within the accounts and sufficient reserves maintained to facilitate minor expenditure on activities. This level can be determined between the Treasurer and YAC group leader.

## **3 TRUSTEES' EXPENSES POLICY and PROCEDURES**

- 3.1 Trustees of SCAG are volunteers whose commitment to the charity is highly valued. We do not expect Trustees to claim expenses against the charity's funds. However, there may be legitimate circumstances such as small purchases or travel where Trustees have expenses that add considerably to the work of the charity. In these circumstances reimbursement can be considered with the approval of the Board of Trustees and recorded in the minutes.
- 3.2 Any such expenditure will be reimbursed only with relevant receipts and details being provided.

## **4 TRUSTEE CONFLICTS OF INTEREST POLICY**

- 4.1 Trustees are not allowed to vote on applying for funds to finance projects in which they may have a potential financial interest.
- 4.2 All potential conflicts of interest are to be declared prior to each Board meeting and recorded in the minutes.
- 4.3 If Trustees have been found to gain preferential financial reward from work commissioned by SCAG, Trustees are required to appoint independent legal advice on how to proceed.

## **5 RISK MITIGATION POLICIES**

### **5.1 The purpose of this policy is to:**

identify Trustees' responsibilities for mitigating risks to both the welfare of members and the environment in which we operate.

Identify risks to the integrity and sustainability of the organisation.

Outline areas of responsibility.

Outline procedures for incident handling.

### **5.2 GENERAL STATEMENT OF POLICY:**

The Trustees aim to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone from foreseeable hazard and danger, including the public. The Trustees prohibit any activity undertaken by the group that is

obviously dangerous and injurious to health and wellbeing. However, it is recognised that there are certain low-level risks in undertaking archaeological fieldwork that might result in accidents to members, or to the wider public. Trustees expect good planning and sound contextual judgement to be used in mitigating against such accidents occurring.

Project leaders have a responsibility for the planning and safe execution of fieldwork and for briefing volunteers. Volunteers (group members) have a responsibility for carrying out such activities as instructed and adhering to all guidelines. Planning for activity should establish clear responsibilities and procedures for dealing with any incidents that involve members.

Trustees **will not** accept liability for members where volunteers have ignored instructions or act without due care for either themselves or others. Trustees retain the right to withdraw membership of the group where they feel an individual either presents a risk to themselves or others, or is behaving inappropriately within the group.

Trustees have a responsibility for good governance and the continued sustainability of the organisation both financially and in pursuit of its charitable aims.

### **5.3 RESPONSIBILITIES TO MITIGATE POTENTIAL RISKS DURING PROJECT ACTIVITIES**

Any activity undertaken by SCAG carries potential risks to the safety and welfare of members, to the wider public and an impact upon the environment within which we operate. The Management Committee are tasked with providing a detailed risk assessment for each activity undertaken by SCAG that outlines: a) hazards considered b) who might be at risk and how c) existing control measures d) risk rating, likelihood and possible severity of consequences e) further actions f) responsibilities and g) revised risk ratings. These risk assessments will be reported to Trustees' meetings and be available for their scrutiny.

A separate policy for safeguarding and the reporting of concerns will be in place and is the direct responsibility of Trustees to monitor and review annually. The Trustees must be informed of any safeguarding incident; members must be made aware that they can safely report in confidence to Trustees any safeguarding concerns.

### **5.4 POTENTIAL RISKS TO THE ORGANISATION**

These include claims against the organisation for damages or accidents, lack of financial viability, and reputational damage. There are also potential risks through the misuse of social media and breaches of data.

Trustees will ensure that there is an adequate insurance policy in place that covers third party and employer's liability, and provides some level of personal accident insurance.

Trustees are strategically responsible for maintaining the public reputation, internal governance and financial probity of the organisation. The project management committee are responsible for ensuring the detailed running of the organisation, management of data and media, and providing sufficient and appropriate information for Trustees' guidance. Management of the organisation will comply with data protection laws.

## 5.5 INCIDENT HANDLING

Where incidents occur in fieldwork, the project leader is responsible for taking the appropriate decisions. First aid needs to be available for minor injuries and a judgement made on more serious accidents, for instance calling emergency services as soon as necessary.

**An incident log will be kept of any serious accidents that require more than minor first aid** detailing what happened prior to the accident, the nature of the accident and follow up actions. It is most important that project leaders complete this record not only for insurance purposes but also so that the organisation might improve its procedures. All serious incidents should be reported to all Trustees who are then responsible for discussing and acting upon the findings.

## **6. SAFEGUARDING POLICY & PROCEDURES**

This policy has been adapted from one devised by The Council for British Archaeology see [https://www.yac-uk.org/userfiles/file/Child\\_and\\_Adult\\_Safeguarding\\_Policy\\_Final.pdf](https://www.yac-uk.org/userfiles/file/Child_and_Adult_Safeguarding_Policy_Final.pdf)

The YAC (Young Archaeologists' Club) have detailed forms and procedures for running clubs with young people, SCAG adheres to these for young people and applies their principles where appropriate with adult volunteers.

### **1. GENERAL PRINCIPLES:**

- 1.1 Southwell Community Archaeology Group (SCAG) acknowledges its duty of care to safeguard and promote the welfare of children and adults and is committed to ensuring that its policies and procedures reflect its statutory responsibilities, government guidance and are compliant with best practice and Charity Commission requirements.
- 1.2 The policy recognises that everyone has a role to play in identifying concerns, sharing information and taking prompt action. To fulfil this responsibility effectively, everyone should make sure their approach is person-centred, considering, at all times, what is in the best interests of the child/adult.
- 1.3 It aims to ensure that everyone, regardless of age, ability or disability, gender, race, religion or belief, sexual orientation, and socio-economic background: can have a positive and enjoyable experience with SCAG in a safe and inclusive environment and is protected from any kind of abuse while participating in any activities provided by SCAG
- 1.4 The foundation for safeguarding is that all volunteers are aware of their conduct and responsibilities. A code of conduct forms part of this policy document.
- 1.5 SCAG recognises that some children and adults at risk can be more vulnerable to abuse, and we accept the responsibility to take steps to ensure their welfare. As part of this safeguarding policy, we will:
  - Promote and prioritise the safety and wellbeing of children and adults at risk.
  - Ensure everyone understands their roles and responsibilities in respect to safeguarding and is provided with training and guidance on aspects of safeguarding.
  - Provide access to a Designated Safeguarding Lead (DSL) and their deputy who are able to advise on good practice as well as responding to concerns or incidents.
  - Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
  - Appoint a member of the Trustee board who has strategic responsibility for safeguarding.

### **2. POLICY MONITORING**

The policy will be reviewed by Trustees, at least annually, and in addition, if any of the following three criteria are met:

- 2.1 There are changes in legislation or government guidance
- 2.2 The Charity Commission require a review of policies and procedures
- 2.3 There is a significant event relating to SCAG projects.

### 3. ROLES AND RESPONSIBILITIES:

Safeguarding is everyone's responsibility and organisations are safer places when everyone understands their role and responsibilities.

The code of conduct will be disseminated to all members.

A child friendly version of what behaviours they can expect from leaders and volunteers will be given to parents/carers of YAC members

The Trustees have the legal responsibility for safeguarding and will have a nominated board member who takes lead responsibility for safeguarding.

Trustees will ensure that safeguarding policies, procedures and a code of conduct are in place and up- to-date and that a Designated Safeguarding Lead (DSL) and deputy are appointed. The DSL and deputy DSL will have delegated responsibility for safeguarding and will provide regular updates to the Trustees on safeguarding.

All volunteers working with children and young people via the YAC have to be approved by the CBA and have undertaken to read their safeguarding policies and procedures. At least two DSLs trained by The NSPCC are required to run the YAC. Currently these are Stephen Rogers, [docsrogers@btinternet.com](mailto:docsrogers@btinternet.com), Lyn Harris [lynharrisnotts@gmail.com](mailto:lynharrisnotts@gmail.com) and Andy Weaver [andyweaver7@gmail.com](mailto:andyweaver7@gmail.com)

These DSLs will also undertake duties and responsibilities for adult volunteers within SCAG projects.

DSLs are the people to whom all concerns about child or adult protection and allegations or concerns about volunteers should be reported to. They have responsibility to manage these issues, to seek advice and to liaise with statutory authorities.

The DSLs have responsibility for ensuring that SCAG is:

- compliant with reporting serious incidents to the Charity Commission
- that the code of behaviour is disseminated to all volunteers.
- they should promote a culture and environment whereby volunteers and partners are empowered to raise concerns and feel supported in their safeguarding role.

### 4. ESCALATION AND WHISTLEBLOWING

4.1 Escalation is the process whereby, if an individual raising a concern either has a concern about the person they should be reporting it to, or if they feel that the right action has not been taken, they then speak to a Trustee.

4.2 Whistleblowing describes the process which is used when a person has a concern about safeguarding within SCAG but does not feel able to raise this through following this policy and procedures and speaking to the relevant person. Whistleblowing should only be used if the individual who wishes to raise concerns feels that SCAG will not take the concerns seriously and action will not be taken or has a fear about the way they will be treated if they raise a concern. If a volunteer has a concern which follows this criteria and they do not feel able to speak with a project leader, DSL, or Trustee of SCAG, they should contact the [NSPCC](https://www.nspcc.org.uk/) on their dedicated helpline (see their website for latest contact numbers: <https://www.nspcc.org.uk/>).

## **5. INFORMATION SHARING AND RECORDING**

The General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully. However, it is not a barrier to sharing information where the failure to do so would result in a child/adult at risk being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children/adults. Any safeguarding or wellbeing concerns should be documented using the incident reporting form. SCAG will work with key partners to ensure that any relevant safeguarding information is shared appropriately and in line with the law.

## **6. FILMING AND PHOTOGRAPHS**

SCAG want to be able to celebrate the achievements of children and adults who take part in their work. Photography and film are invaluable ways to promote activities and to share ideas

Safeguards must be put in place to ensure that informed consent is obtained and that images are not used where consent has not been sought or in ways which could be abusive.

Consent about filming and the taking of photographs should be sought from those attending sessions before the session takes place. Photographic permission forms must be signed by parents /carers for those under 16 (or adults lacking in capacity to give informed consent). Consent forms need to be completed for 16-18 year olds with their signature witnessed by parents.

Information should be given to those attending, and for under 16s their parents and guardians, about what will be done with the recording, including how and with whom it should be shared.

If the images are used publicly only first names should be used.

Consent forms must be stored securely.



## **SAFEGUARDING CODE OF BEHAVIOUR FOR ALL THOSE TAKING PART IN SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP (SCAG) ACTIVITIES.**

Everyone volunteering with SCAG has a responsibility to ensure that children and adults at risk are protected from abuse. This code of behaviour applies to behaviour in the **physical and online environment**.

The Code of Behaviour outlines the behaviour expected of adults involved in the Young Archaeologists' Club, including parents and adults from other organisations, who engage with members of YAC branches (aged 8-16), or with YAC's young volunteers (aged 16-17). YAC volunteers aged 16 and 17 years old are both protected by and required to follow the Code of Behaviour.

Following this code will help to protect children and adults at risk from abuse and inappropriate behaviour from adults. It will also help you to maintain the standard of behaviour expected of you, and will reduce the possibility of unfounded allegations of abuse being made against you.

**Remember:** Any alleged breaches of the Code of Behaviour should be reported in the first instance to a YAC branch leader or to one of the Designated Safeguarding Leads (DSLs): Stephen Rogers [docsrogers@btinternet.com](mailto:docsrogers@btinternet.com) or Lyn Harris: [lynharrisnotts@gmail.com](mailto:lynharrisnotts@gmail.com) or Andy Weaver [andyweaver7@gmail.com](mailto:andyweaver7@gmail.com)

### **Rights**

- Treat everyone equally, with dignity and respect.
- Model good behaviour.
- Value everyone's contributions and involve participants in planning and reviewing activities.
- Respect people's right to personal privacy. This includes giving people a choice about how they chose to engage. Examples of this in the physical environment may include not wanting to have an image taken. In the online environment, this could be having their camera turned off.
- Allow people to talk about any concerns they have.
- Do not make suggestive remarks or threats to anyone, even in fun.
- Do not permit abusive behaviour, such as bullying.
- Do not make inappropriate promises, particularly in relation to confidentiality, e.g. you can tell me and I will keep it to myself.

### **Responsibilities**

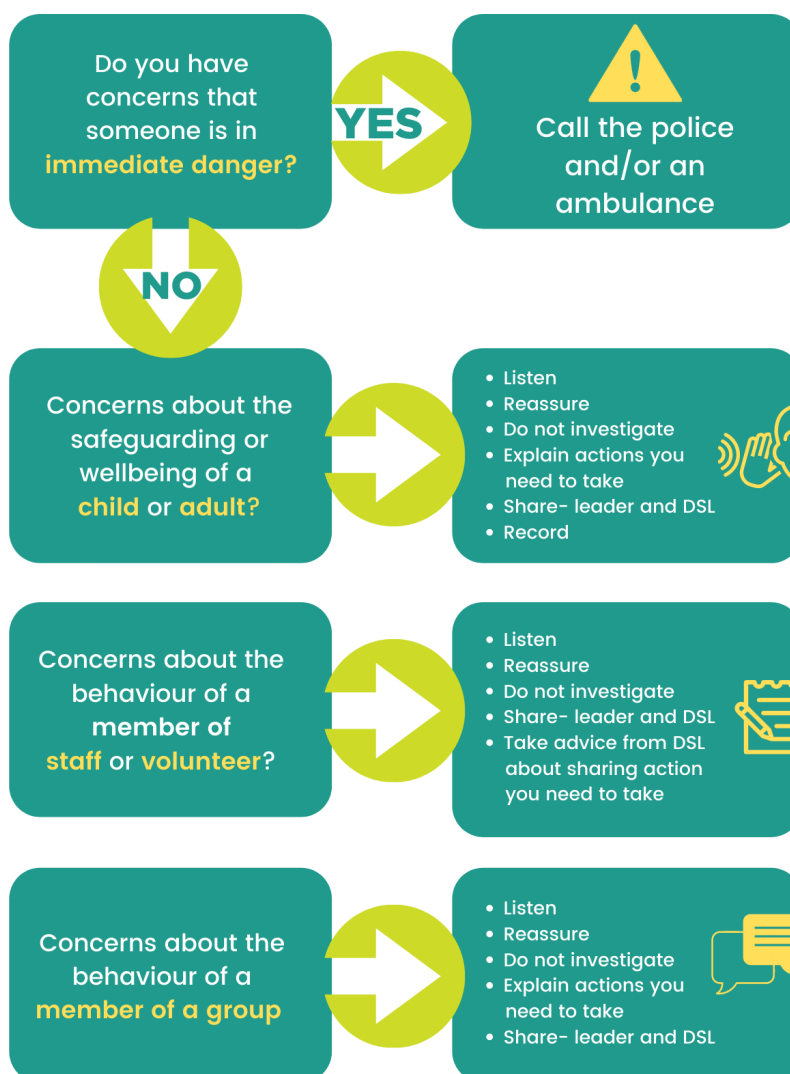
- Make sure everyone you are working with is aware of this Code, the safeguarding policy and procedures and the digital safeguarding policy.
- Plan activities that involve more than one other person being present; do not start groups until two adults are present and only go into smaller groups or use breakout rooms if you have enough adults to ensure that each group has two adults.
- Encourage others to challenge attitudes and behaviour they do not like.
- Do not use images or recordings of young people when consent has not been given or for purposes outside the limits of that consent.
- Report any allegations, suspicions or concerns about safeguarding.

### **Relationships**

- If you do come into contact with children or adults at risk whom you know through the YAC, outside of the groups in the physical environment or online, e.g. through your

personal social media accounts, maintain a professional distance, refuse friend requests or follows.

- Do not engage in any behaviour which is in any way abusive.
- If a situation arises where a child communicates with you online individually, or you are in a group with no other adults, explain to the child about the rules and take action, e.g. reply back copying in the parent, stop the meeting until the other adult arrives.
- If someone specifically asks for or needs some individual time with you, for example, to discuss a safeguarding or wellbeing concern, ensure other staff or volunteers know where you and the person are and let the leader and DSL know about the incident.
- Do not give children or adults at risk your personal contact details or those of other staff members or volunteers (telephone numbers, email addresses, social media details or postal address) for reasons other than directly linked to YAC activities, and do not use someone's contact details for anything other than the purpose for which they were given. If a child or adult at risk tries to follow or befriend you through your personal account, explain why you cannot allow this.



## DEFINITIONS:

An adult at risk (sometimes referred to as a vulnerable adult) is defined as a person aged 18 or over who:

- have an illness affecting their mental or physical health,
- have a learning disability,
- suffer from drug or alcohol problems,
- be frail due to age.

Bullying is behaviour by an individual or a group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (HM Government, 2017).

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers.

A Child is anyone up to their 18th birthday.

Child Protection is a situation where a child is suffering significant harm, or is likely to do so, and action is required to protect that child.

Early Intervention and help stress the importance of children and adults having the opportunity of early help and support to avoid child or adult protection intervention later. Early identification and help or intervention may consist of one or more professionals supporting a child, adult or family once an assessment of needs has been made.

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative (NSPCC, 2020).

Mental Capacity is the ability to understand information given to a person. To have mental capacity a person must be able to:

- retain that information long enough to be able to make the decision
- weigh up the information available to make the decision
- communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

Safeguarding children is the protection of children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes (Working Together, 2018).

Radicalisation usually happens when two conditions are present. Firstly, there must be a person or group that holds a specific point of view and wants to recruit people to support them or take action on their behalf. Secondly, the individuals being targeted will more often than not share common characteristics or circumstances. The individual may have some existing form of vulnerability, such as a mental illness or unmet psychological need for belonging or status, which can be exploited and used by those trying to radicalise them (British Council, 2020).



## INFORMATION TO HELP YOU FEEL SAFE AND ENJOY THE CLUB

We want to help you enjoy archaeology whilst keeping everyone in the group safe.

When you are taking part in a group, treat people with respect.

Talk with your parent, carer, a leader or an adult you trust if you have any worries or concerns about the YAC group.

### The leaders and helpers:

- Should treat you with respect
- Should help everyone take part in the group
- Should set a good example in the way they talk and behave
- Should not have favourite people in the group.
- Should never speak to you or touch you in a way that is upsetting or involves you keeping a secret.
- If they want to take a photograph of you or film part of the activity, they should have permission from you and written permission from your parents/ carers or advocate.
- Should help you if there is anything you don't understand.
- Should not be on their own with you.
- Should not be friends with you on social media through their personal account. Should communicate with you through your parents if you are under 16. Should copy in your parents when they communicate with you if you are 16–18.
- Will respond if they have any concerns about a person's wellbeing or safety. They will talk to you about the action that they will take unless to do so could make you unsafe.

If you have any questions about how you or others should be or are behaving, please talk with your parent or guardian, the leader of the group or you can contact the leader for safeguarding at the Council for British Archaeology (CBA).

The people responsible for safeguarding at the CBA are: Joanne Kirton:

[joannekirton@archaeologyuk.org](mailto:joannekirton@archaeologyuk.org) 07738591744, 01904 521233 Neil Redfern:

[neilredfern@archaeologyuk.org](mailto:neilredfern@archaeologyuk.org) 07437180732, 01904 521233

### [Parent/Guardian/Carers and Advocates

The CBA have a safeguarding policy which can be found [on their website:](https://www.archaeologyuk.org/)

<https://www.archaeologyuk.org/>. Any activities run will have been risk assessed by the leader. If you want more information or have any questions, do talk to the leaders]

## **7. COMPLAINTS PROCEDURE:**

- 7.1 All members have a duty of care towards each other and to treat others with respect. A code of conduct along with definitions of bullying and unsafe behaviours towards others are contained in the safeguarding policy document set out above. Procedures for dealing with complaints are also set out in this document along with names and contacts for the charity's safeguarding leads.
- 7.2 There might be occasions when behaviours of individuals or actions of the organisation give cause for a complaint not covered by the safeguarding policy. Such complaints should be recorded, dated and a copy sent in the first instance to the Secretary and Chair who will bring it to the attention of the Management Committee and Trustees. If the subject of the complaint is an officer of the charity, this complaint should be forwarded to the Trustees for further consideration and action.
- 7.3 The charity has a responsibility to treat all complaints seriously. It also has a responsibility to ensure that members and volunteers who are themselves the subject of complaints, are treated with respect, fairness and promptness when complaints are being dealt with.

## **8. SERIOUS INCIDENT REPORTING**

The aim of the complete policy document is that serious incidents should be mitigated against, but we should recognise that there could be extraordinary circumstances with serious consequences for either individuals or the organisation that requires urgent action.

The Management Committee are responsible for ensuring that risk mitigation policy and procedures as set out in 5 above are followed and that a clear line of communication with Trustees is maintained. Trustees are responsible for monitoring and dealing with serious incidents. Trustees have to decide what constitutes a serious incident that might need reporting. The Charity Commission has drawn up guidance on what constitutes a serious incident and what type of cases should be reported to the Charity Commission. Link here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/752170/RSI\\_guidance\\_what\\_to\\_do\\_if\\_something\\_goes\\_wrong\\_Examples\\_table\\_deciding\\_what\\_to\\_report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf)

Any possible case of criminality involving members of the charity should be immediately reported to the police.

## **9. SOCIAL MEDIA POLICY**

9.1 SCAG maintains a website and a facebook page in order to support our community objectives and communicate archaeological news and activities to the wider public. These platforms are maintained by designated volunteers.

9.2 These volunteers must not share passwords or allow other users to access the inputting of content on these platforms.

9.3 Content must be of archaeological and heritage relevance and avoid political or controversial comment.

9.4 Questions that are of a routine nature must be answered promptly. If a response to a post might require some moral or political nuance then it should be forwarded to the Trustees for consideration before a reply is made.

9.5 Trustees are responsible for all outward facing communications that the charity makes.

## **10. ENGAGING EXTERNAL SPEAKERS**

SCAG engages speakers to further the aims and objectives of the charity. Due diligence is carried out before engaging speakers to ensure their relevance and suitability.

Speakers or other professionals working with the YAC must have no direct email or social media communication with young people and be covered by the considerations in our safeguarding policy and procedures.

## **11. DATA PROTECTION GUIDANCE**

### **11.1. Purpose**

The purpose of this guidance is to:

Ensure that the all relevant information and personal information is dealt with in accordance with the current statutory requirements.

### **11.2. General Statement of Guidance**

The trustees are committed to protecting the rights and privacy of individuals, members, volunteers and others in accordance with The Data Protection Act 1998 as amended.

In particular the trustee's expectation is that there is compliance with the general overarching principles contained in the Promise provided by the Information Commissioner's Office.

### **11.3. Information Commissioner's Promise**

The trustees and management committee of SCAG:

- value the personal information entrusted to us and make sure we respect that trust;
- go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
- consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;

- be open with individuals about how we use their information and who we give it to;
- make it easy for individuals to access and correct their personal information;
- keep personal information to the minimum necessary and delete it when we no longer need it;
- have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises;
- regularly check that we are living up to our promises and report on how we are doing.

#### **11.4. Application to SCAG**

It is for the management committee to put in place and maintain such practices that are necessary to comply with the above.

Under the Data Protection Act 1998 it is an offence to hold personal data without being registered except in very specific circumstances. In SCAG's case that means:

- the data only relates to group members,
- that the members have been asked whether they object to the uses made of the data and that they have not objected,
- the data is not disclosed without the consent of the data subjects (individual members) except in very specific circumstances laid out in the act (disclosure for national security reasons for example).

SCAG maintains basic membership details to aid administration of the group. The data held by SCAG is as follows:

- Name, address, telephone number(s), email address(s), membership and subscription information.
- Basic health information and emergency contact details is sought and retained for Health & Safety purposes where the member has consented to be involved in a practical activity.

The purposes to which the information will be put are:

- For the administration of the group and the necessity for having a coherent and effective health and safety policy for practical activities undertaken by members.
- The provision of name, telephone numbers and email addresses only, to group members on the proviso that such data must not be passed on or copied.

Members

may ask for their personal data to be withheld from such distribution.

#### **11.5. Guidance Review**

Trustees will review this guidance on an annual basis and ensure its continuing relevance. The policy and any updates will be communicated to the management committee.

## **12. PRIVACY & DATA POLICY FOR MEMBERS**

**12.1. INTRODUCTION** This policy details what information we collect from you, how we use it and how it is stored. The principles are that your personal information should be given to us freely, that it is focused and appropriate for the purposes for which it is collected.

### **12.2 THE INFORMATION YOU PROVIDE US IS:**

E-mail address, postal address and telephone numbers. When conducting fieldwork, we will ask for a contact number of next of kin and any medical conditions that organisers of events should be made aware of in case of emergencies.

### **12.3. THE PURPOSE OF THIS INFORMATION:**

We communicate by e-mail to our members, so an e-mail address is essential. By paying a subscription or being an Honorary Member, you have agreed to provide an e-mail address. Very rarely we might send out a postal communication, especially if someone has a poor internet service, this data is less essential. A phone number is kept in case there is a last-minute change of plan for a meeting or some fieldwork you have agreed to take part in. For fieldwork, a contact phone number for next of kin and any medical conditions that are important to note, are taken in case of any emergency.

### **12.4. HOW IS THIS INFORMATION STORED AND WHO HAS ACCESS TO IT?**

The treasurer maintains a database of your details to help our administration and account reconciliation. This is stored on a personal computer and password protected. Similarly, the secretary maintains a replica of this database. Members general E-mail is sent from a 'mailchimp' server that is password protected and encrypted. Only the chairman, secretary and treasurer have access to this service. Occasionally a list of members' names might be printed for checking at meetings. On a fieldwork project, the project leader will hold information to be used in case of any emergency. This latter information will be collected from you on a hand-written form. This information will be stored securely by the secretary and retained for further field work activity. The form additionally seeks your consent for the use of your photograph for SCAG purposes. On each occasion the form is required the member will be asked to review the information for accuracy and relevance. At no time are your personal details passed to any third party without your consent.

### **12.5. WHAT RIGHTS DO I HAVE WITH REGARD TO USE OF MY DATA BY SCAG?**

You have a right to cancel your membership at any time and any personal details we hold about you will be removed from the database and other information will be destroyed. You have the right to supply a bare minimum of information to enable communication from the group. PLEASE NOTE: without an e-mail address you will not receive regular updates or communications.

### **12.6. IF I AM NOT A MEMBER OF THE GROUP?**

If you have not paid a membership subscription you may still be on the Mailchimp database to receive regular email communications from us. You can unsubscribe from this mailing list at any time. You can also be kept informed of news and events via our website, blog or Facebook page.



## **13. ARCHAEOLOGICAL STANDARDS**

### **1. Purpose**

The purpose of this policy is to:

- 1.1 Ensure that activities undertaken by or on behalf of SCAG comply with the appropriate recognised professional standard.
- 1.2 Acknowledge that our heritage is precious, and that any excavation or other physical intervention, however carefully undertaken, is destructive.
- 1.3 Identify risks to the integrity and sustainability of the organisation.
- 1.4 Outline actions to mitigate those risks.

### **2. General statement of policy**

The trustees expect that all archaeological practices undertaken comply with the appropriate recognised professional standard. For the main this will be that provided by the Chartered Institute for Archaeologists [CIfA].

CIfA regulations, standards and guidelines may be found here:

<https://www.archaeologists.net/codes/cifa>

### **3. Potential Risk to the Organisation**

Non-adherence to the policy identified at 2 above carries a number of potential risks which may adversely affect:

- the archaeology
- the good standing of the group in the profession and academia, land owners and the wider community
- the group's ability to undertake further activities.

### **4. Mitigation**

The risks outlined above are mitigated by adopting the appropriate professional standard and practice.

If there is any doubt about the proper professional standard the trustees should be consulted before any activity commences.<sup>2</sup>

The trustees require that all practical projects or structured SCAG activities have in place a Written Scheme of Investigation [WSI] which has been agreed by the trustees. All projects and planned activity must identify and adhere to the appropriate standards identified in the WSI.

## **5. Policy review**

Trustees will review this policy on an annual basis and ensure its continuing relevance. The policy and any updates will be communicated to the management committee.

## APPENDIX 1: THE OLD COURTHOUSE, RISK ASSESSMENT

The Old Courthouse and committee room, The Burgage, Southwell, NG25 0EP

**NOTE:** a person-specific risk assessment to be carried out if notified that it is necessary.

**Persons covered by this risk assessment:** All SCAG volunteers, visitors to activities and **YAC members**.

### RISK RATING

### REASSESSED RISK RATING

Hazards considered	Who might be at risk	Existing control measures	likelihood	severity	Further actions	Actions by:	likelihood	severity	Risk rating
Entry and exit to building, potential trip and fall hazard on entry steps and internal stairs.	All users	Briefing users about safety on stairs. Ensure vision is not obscured when carrying objects.  <b>FOR YOUNG PEOPLE: YAC members only take personal bags up the stairs.</b>	Medium (med) - high	high	Ensure carrying protocols are in place for each project, use the stair lift for those with limited mobility. Project leaders to brief participants to ensure safe use. Project leaders to familiarise themselves with stair lift and ramps and to be solely responsible for their operations.  <b>Volunteers at entrances and stairs to guide young people. Parents can accompany them to activities.</b>	Group leader & all volunteers	Low-med	med	low
Potential tripping on wires within the Courthouse.	All users	All temporary wiring, e.g. computer/projector plugs to be covered by the wiring mats.	low	med	Additional wiring cover mats to be purchased if needed.	Group leaders	low	low	low
Finds handling: infection and potential cut risks from sharp artefacts, soil born contaminants or moulds.	All users	Briefing on hygiene and artefact handling. High standard of storage and conservation of artefacts. Adequate hand sanitisers and gloves available.	high	med	Project leaders to ensure adequate equipment and materials available. SCAG finds officer to supervise finds storage and conservation. SCAG first aid box to be regularly maintained and checked by named person. Named first aider to be on site during activities.	Project leaders & all users	low	low	low
Group work that increases possibility of air borne contaminations e.g.	All users	Hand sanitisers to be used on entry to building and available on all tables. Ensure adequate	high	med	Project leaders to brief participants re-hygiene measures. Participants to be responsible for monitoring their own	Project leaders & all users	low	low	low

spread of Covid infection.		ventilation according to weather conditions. If necessary, spread seating arrangements.			health and self-isolating where necessary.  Parents responsible for notifying YAC leaders of any potential health issues. YAC leader to have personal information & registers on site in secure location.				
Rearrangement of furniture and lifting of items/artefacts might be required for some activities.	All users	No young person to be involved in lifting or rearranging. Volunteers to set the room up before activities begin.	med	med	Activity leaders to check integrity of tables and chairs prior to activities.	Project leaders	low	low	low
Fire risk in the building. See Southwell Town Council risk assessment and procedures, attached below.	All users	No highly inflammable materials are to be carried into and used indoors.	low	high	Project leaders to brief re- fire safety procedures. All electrical items are PAT tested by the Town Council contractors.  Registers of attendees to be taken and checked if evacuation needed to designated area.	All users, project leaders to take charge of ensuring safe evacuation	low	low	low
Concerns about bullying and inappropriate behaviour within the group.	All users	Concerns about bullying or inappropriate behaviours relate to adults as well as young people. Volunteers should be sensitive to other users. Any concerns should be reported to group leaders, and Trustees.  The first action is to ensure that all activities are sufficiently well-planned and stimulating to avoid conflict or boredom situations. Groups can be pre-arranged to mitigate possible clashes. However, it is not always	Low	high	The group leader has responsibility for ensuring all volunteers are aware of recognising, reporting, recording and dealing with any bullying or behavioural concerns. All volunteers have an absolute duty to intervene in the most appropriate and sensitive manner possible.  Trustees have a responsibility to intervene where the behaviours are liable to cause distress to others. The ultimate sanction is barring from SCAG activities.  An incident log should be kept if necessary.	All users	low	low	low

		possible to forestall all incidences and the guidance and advice within YAC Behaviour Management documents will be read and discussed by all volunteers prior to projects beginning.							
Safe arrival of participants into building and up the stairs. Risks of getting lost and not being welcomed properly into building.	YAC members	Parents are given detailed joining instructions; volunteers are at doors to greet them. Parents can accompany children to room and support them settling into activities.	low	med	<p>YAC leader to ensure that application forms contain all the necessary questions to ensure safety and wellbeing of participants and have parental consent signed.</p> <p>At least 1 qualified first aider to be present at all sessions.</p> <p>YAC Leaders to make arrangements, ensure introductions and appropriate welcoming activities.</p> <p>Registers of attendance are maintained.</p>	YAC leaders and volunteers	low	low	low
Snacks and food breaks, risks posed by allergic reactions, cultural sensitivities or unsafe products	All users	<p>Ensure that all relevant dietary, health and allergy data is collected, and parents have signed relevant consent forms.</p> <p>Handwashing and sanitary facilities are available in the Courthouse and to be used before food is consumed. Only food that is within sell by date and appropriate to the participants' dietary choices is provided. A separate food storage</p>			<p>Group leader needs to ensure that registers contain any additional information regarding health, medication, food allergies and collection by adults. Volunteers need to check that this information is still correct/up to date on arrival.</p> <p>Activity leader to ensure that all volunteers are aware of particular dietary/health needs and all volunteers to act appropriately, particularly with storage and dispensing of food items.</p> <p>Adult volunteers should be responsible for making their own dietary needs known.</p>	<p>YAC leaders and volunteers</p> <p>Project leaders for adults</p>	low	low	low

		area and fridge are to be used.  YAC members only in kitchen area with adult supervision.							
Possible intrusion by unidentified or unaccredited adults.	YAC members	A complete register of adults and children present for an activity will be maintained.	low	Med.	In case of late arrivals a volunteer will be stationed at the door for up to 10 minutes after which the entrance will be closed. All YAC members will be reminded that they must not leave the building during activities unless collected by a known adult.	YAC leaders and volunteers	low	low	low
Safe collection and departure from group activities.	YAC members	All children and young people to be collected by a responsible adult/carer as pre-notified on the register. YAC members to be reminded not to leave the building without an appropriate adult.  Volunteers to sign out children from the register once the appropriate adult has collected them. Parents/carers need to ensure YAC group leader is informed about any potential safeguarding/responsible adult procedures.  Late collection of members should be managed by at least 2 volunteers and the guidance in the YAC handbook should be followed.	low	high	Group leader to draw up appropriate registers and brief all members and volunteers about signing out.  Volunteers responsible for oversight of collection and signing out.  Parents/carers for ensuring timely arrival/departure.  Volunteers to have agreed late collection procedures and to follow them.	YAC leaders and volunteers	low	low	low



## **FIRE: RISK ASSESSMENT AND PROCEDURES**

### **The Old Courthouse.**

#### **1. Potential fire hazards.**

- 1.1. Boiler.
- 1.2. Installed electrical equipment.
- 1.3. Portable electrical equipment
- 1.4. Smoking.
- 1.5. Contractors.
- 1.6. Arson.

#### **2. People potentially at risk.**

- 2.1. Staff.
- 2.2. Visitors.
- 2.3. Occupants of meeting rooms.
- 2.4. Tenants. (Note, Police occupancy; dealt with by separate correspondence with the Nottinghamshire Police).

#### **3. Precautions.**

##### **3.1. Installed:**

- 3.1.1.1. 'Linked' audible alarms, triggered by smoke detectors.
  - 3.1.1.2. Fireproof doors.
  - 3.1.1.3. Fire extinguishers.
  - 3.1.1.4. Emergency lighting, indicating escape routes.
  - 3.1.1.5. First aid kit.
- 3.2. Ensure premises secured from intruders.
  - 3.3. Operate a no smoking policy.
  - 3.4. No combustibles to be stored in close proximity to potential fire hazards or other heat sources (eg radiators).
  - 3.5. A 'tidying up' policy in respect of paperwork and rubbish.
  - 3.6. Only accredited contractors to be engaged.
  - 3.7. Tenants to sign copy of these precautions.
  - 3.8. Regular visits of The Fire Officer to be arranged.

#### **4. Inspections:**

- 4.1. Staff weekly visual.
- 4.2. Routine testing of fire alarm system and emergency lighting.
- 4.3. Annual electrical inspections.
- 4.4. Annual testing of fire extinguishers.

#### **5. Meetings:**

- 5.1. When present, the Clerk to the Council or the Assistant to the Clerk will perform the duty of Fire Officer.
- 5.2. For all other meetings a responsible attendee will be designated to be the Fire Officer for the duration of the Meeting.

VISITORS: IF YOU SMELL SMOKE OR THE AUDIBLE FIRE-ALARMS GO OFF EVACUATE THE BUILDING IMMEDIATELY.

Exit routes are signed and the exit is down the stairs.

Assemble on the Burgage Green.

If you detect a fire: break “emergency alarm” glass situated in the downstairs vestibule or first floor landing. Evacuate the building immediately.

Extinguishers are available. Familiarise yourself with their location and use them only if competent to do so.

Contact the emergency services by the nearest available phone.

The Old Courthouse room, capacity 100 in a formal meeting set up:



Internal stairs, flight 1 turns into flight 2: