



## Young Archaeologists' Club membership form (3 pages)

Date:

Your local YAC club is part of a national network which is co-ordinated by the Council for British Archaeology (CBA). Please complete all three pages of this form and **return it to one of the leaders at your child's YAC**. Do **not** send this form to the CBA.

### Consent

By completing this form, you understand that your child's YAC will keep your child's details securely for the purpose of managing their membership of the club only, as per the CBA's Privacy Statement, which is available here: [www.archaeologyuk.org/privacy-policy](http://www.archaeologyuk.org/privacy-policy)

Leaders at your child's YAC will ask you to update/check this form once a year. Please let them know if any of the details change in the meantime.

If you would prefer to speak to us privately about any of the information requested below, or have any queries about how we will store and use your child's data please let us know.

### Child's details

Name:
Date of birth:
Address:

### Parent/carer's details (this person will be contacted first in an emergency)

Name:
Home telephone number:
Mobile telephone number:
Email address:
Address, if different to child's:

### Second emergency contact (in case we cannot reach the first contact in an emergency)

Name:
Relationship to child:
Home telephone number:
Mobile telephone number:



## Medical information

If you would like to speak to us privately to explain more fully about your child's needs, please let us know.

Please list any medical conditions or allergies that your child has:

Please list any medication that your child takes and provide details of how and when this is administered (for example, Epi-pens). Please make sure that your child brings their medication to every session.

Doctor's surgery:

Doctor's surgery telephone number:

## Additional needs

YAC strives to be an inclusive club and provide the best possible experience for all young people accessing our club sessions. If your child has additional needs or requires extra support, it is crucial that you complete the boxes below to help our volunteers to cater for your child appropriately and make reasonable adjustments where possible. If you have any concerns about completing these boxes, please speak to your YAC Leader in confidence.

Please explain any additional needs that your child has. *NB: our volunteers cannot provide 1-2-1 care or attention, so if your child needs this kind of help, please speak to your YAC Leader in confidence.*

Please describe any successful support strategies that are used at home or at school:

**If you need more space to answer the above questions, use the blank page at the end of the form.**



## Photographs

Your YAC club volunteers may take photographs or film of your child during activities. With your permission, we would like to use these to promote and celebrate the YAC in print and online.

Your local YAC club is part of a national network which is co-ordinated by the Council for British Archaeology (CBA), and YAC photographs are sometimes used by the CBA. Please tick the boxes below to confirm you are happy for your child's image to be used in the following ways:

	YES	NO
In YAC and CBA publications and publicity material		
On our YAC and CBA websites		
In videos and DVDs		
On social media, eg YAC Facebook and Twitter		
In third-party media, e.g. newspapers and magazines		

**Remember:** The CBA has strict rules on the use of photographs, and we will never publish personal information about your child with their photographs without your express permission. Images are kept securely by YAC volunteers and CBA staff.

## Consent

By completing this form, you are confirming that you are consenting to your child's YAC club holding and processing your child's personal data. You can find out more about how we use your data via our Privacy Statement which is available at [www.archaeologyuk.org/privacy-policy](http://www.archaeologyuk.org/privacy-policy)

I consent to my child's YAC club contacting me (please tick the boxes where you grant consent):

- by post
- by email
- by telephone

Parent/carer's name:
Parent/carer's signature:
Child's name:
Child's signature:
Date:
<b>YAC Leaders:</b> Parents/carers should be asked to review this form once a year and make any changes needed. If the details have not changed, ask the child's parent/carer to initial and date here to confirm.

**If you would like to discuss any of the information we have asked for on this form, please speak to the team at your YAC club or contact the CBA using the details below.**