



Young Archaeologists' Club

## Setting up a new YAC branch

The Young Archaeologists' Club (YAC) is co-ordinated by the Council for British Archaeology (CBA). It comprises a growing network of local hands-on YAC branches across the UK, where young people aged 8–16 can get involved in practical archaeology. You can see a map of our current YAC branches at [www.yac-uk.org/join-a-club](http://www.yac-uk.org/join-a-club)

There are two types of YAC branches: **affiliated YAC branches** which are run in partnership with museums, heritage sites or other youth organisations, and **CBA-managed YAC branches**.

For the YAC members, there is no difference between the two types of YAC branch. All YAC branches offer amazing archaeological activities, and are run by a team of dedicated adults. Most YAC branches meet at weekends for a couple of hours a month.

Activities offered by all YAC branches can include:

- Museum-based sessions working with archaeological collections
- Visits and trips
- Ancient crafts
- Excavations
- Geophysics and surveying
- Field-walking
- Experimental archaeology
- Historical research, such as looking at the development of local towns

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**Affiliated YAC branches** are run by a range of organisations such as museums, heritage sites and organisations, schools and universities, and local councils. Establishing an affiliated YAC branch has significant benefits, including:

- diversifying and expanding audience reach;
- engaging with an often hard-to-reach demographic;
- providing evidence of a commitment to embed good practice of working with young people at the heart of the organisation;
- partnering with a respected charity and a brand that has been a leading light of youth engagement in heritage for more than 40 years;
- providing CPD opportunities for staff and volunteers;
- and, of course, being great fun!

Some affiliated branches are run by paid members of staff as part of their job. Affiliated YAC branches provide their own insurance, child protection, and health and safety systems to ensure that their YAC is run safely. Ultimately, the educational provider running an affiliated branch is responsible for the affairs of the branch and would be liable in the very unlikely event that anything goes wrong. Affiliated branches are also responsible for managing the adults involved with their club, including any volunteers.

**CBA-managed YAC clubs** are run by volunteers. They are provided with insurance, child protection support, First Aid training, volunteer recruitment processes, and other support by the CBA. Responsibility for a CBA-managed YAC branch ultimately lies with the Council for British Archaeology.

## The CBA provides all YAC branches with:

- A listing on the YAC website, including your own webpages to update
- Use of the *Council for British Archaeology* and *Young Archaeologists' Club* names, logos and marketing materials
- A dedicated Leaders' Area of our website which includes guidance on running your YAC branch and more than 100 activity ideas (see [www.yac-uk.org/leaders-area](http://www.yac-uk.org/leaders-area))
- Training and resources to inspire your YAC sessions
- A regular Leaders' e-Newsletter
- Networking with other branches via a Facebook group and email updates

## CBA-managed YAC branches are also provided with:

- Public and Employer's Liability Insurance
- Guidance to ensure child protection and health and safety law is met
- Safe recruitment procedures: administering volunteer application forms, criminal record disclosures and references
- Designated Safeguarding Officer available 24/7
- Child protection and First Aid training



# Setting up a new YAC branch

Before beginning an application to set up a new YAC branch, please read the information in the Leaders' Area of the YAC website ([www.yac-uk.org/leaders-area](http://www.yac-uk.org/leaders-area)). This should give you a good idea of what's involved in running a YAC branch, and will hopefully answer any questions that you have at this stage. We also recommend that you contact an existing YAC branch to speak to the adults involved.

Each member of your branch team will probably spend between five and ten hours a month assisting with the running of your branch, and with the delivery of sessions. Obviously, the more adults involved in your branch, the better the workload will be spread. You might like to think about assigning different roles across your team; for example, membership secretary, treasurer, safeguarding champion, or website blogger. We ask that all branches nominate two points of contact to liaise with CBA staff, one of whom should be your YAC branch leader.

## Setting up an affiliated YAC branch

### Putting your team together

It is recommended that each YAC branch has at least three adults involved in running the branch. You should nominate two people as points of contact for CBA staff, one of whom should be your YAC branch leader. Responsibility for the management of the adults involved in running your branch, including any volunteers, lies with the organisation running the branch (not the CBA).

You will need to ensure that the necessary disclosure checks are carried out, and that the people involved in the branch are appropriate for working with children. You should follow the child protection policies and guidelines set out by your organisation – the Council for British Archaeology will ask to see these as part of your application.

You may find it helpful to read the role descriptions for YAC Leaders and Assistants at CBA-managed YAC branches ([www.yac-uk.org/leader](http://www.yac-uk.org/leader) and [www.yac-uk.org/assistant](http://www.yac-uk.org/assistant)).

### Your venue

An affiliated branch is highly likely to use its organisation's premises as its main venue (but do not be afraid to also arrange visits and trips!). The CBA will ask to see a copy of your venue risk assessment as part of your application.



# Setting up a new YAC branch

## Managing your YAC branch

There are template forms available – including a membership form – in the Leaders' Area of the YAC website (see [www.yac-uk.org/paperwork](http://www.yac-uk.org/paperwork)). You may choose to use any of these documents that will help you to manage your branch. However, you should use your own organisation's reporting forms for accidents, incidents etc. as your branch will be following your organisation's procedures for these occurrences, rather than the CBA's.

## Money

Unlike CBA-managed YAC branches, your accounts do not have to be audited under the Council for British Archaeology's charitable number. You may find, however, that your organisation asks you to account for monies related to YAC activities separately.

Both affiliated and CBA-managed YAC branches are funded in a variety of ways: charging membership fees, making grant applications, and doing fundraising activities. It is up to you to decide what is best for your branch. We raise money for YAC's central running costs every year and ask each YAC branch to contribute to this too, which you can do either through membership fees or fundraising activities. A fundraising contribution of £100 per year from each YAC branch would raise more than £7,000 for our core costs.

We will of course be pleased to write in support of any grant applications you make. For more information about fundraising, and why we ask YAC branches to support our fundraising, see [www.yac-uk.org/fundraising](http://www.yac-uk.org/fundraising)

## Training

The CBA does not provide child protection or First Aid training to affiliated branches; this should be provided, where needed, by your organisation. Subject to funding, the CBA does provide a variety of practical training opportunities for adults involved in running YAC branches (in both affiliated and CBA-managed YAC branches). These give you the chance to meet other adults involved in YAC and get new ideas for your YAC sessions. In the past, these events have covered themes such as experimental archaeology, coastal archaeology, food and diet, and historic crafts.



# Setting up a new YAC branch

## Promoting your YAC branch

Once you have received written confirmation from the Council for British Archaeology that your application is complete, you may begin promoting your YAC branch. You must use the CBA and YAC logos on any written material. We can provide poster templates that you can personalise with information about your branch, and we will also promote your branch on our website and social media.

## Setting up a CBA-managed YAC branch

### Putting your team together

A CBA-managed YAC branch requires at least three volunteers to be approved. YAC volunteers come from all walks of life: our volunteer family has included teachers, lorry and train drivers, archaeologists, museum curators, students, parents and more! You will need to think carefully about what level of involvement you and your team can commit to when planning your branch. YAC branches meet once a month for at least two hours; you will need to consider the planning and delivery of these sessions, as well as the administration of the branch.

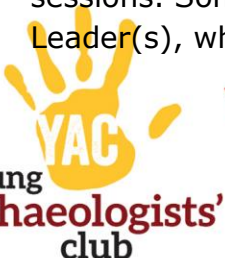
There are two volunteer roles at CBA-managed YAC branches:

**YAC Leaders** are responsible for the overall management of their YAC branch, and may delegate tasks to the rest of their team to do this. This includes making sure that:

- YAC sessions are planned and risk assessed, with at least one First Aider present;
- all activities fall within the requirements of YAC insurance;
- the CBA's [Child Protection Policy](#) is followed, including ensuring that a member of the branch team has completed the introductory NSPCC Child Protection course;
- the CBA's financial requirements are met; and
- effective communication with YAC members and with the CBA is maintained.

YAC Leaders must be aged 18 or above. A YAC branch can have one or many YAC Leaders. However, we do request that each YAC branch has two named points of contact responsible for liaising with the CBA. More information about what volunteering as a YAC Leader entails can be found at [www.yac-uk.org/leader](http://www.yac-uk.org/leader)

**YAC Assistants** work within the YAC team, and under the guidance of the YAC Leader(s), to ensure the successful planning and delivery of the YAC programme and sessions. Some YAC Assistants take on specific roles in agreement with their YAC Leader(s), which could include, for example, treasurer or membership secretary.



# Setting up a new YAC branch

YAC Assistants must be aged 16 or above. More information about volunteering as a YAC Assistant can be found at [www.yac-uk.org/assistant](http://www.yac-uk.org/assistant) Please note that any 16–18 year olds volunteering with your YAC branch are covered by the CBA's Child Protection Policy, as well as having to adhere to it during their time volunteering with the branch.

## Finding a venue

It is useful to find a regular venue in which your YAC branch can meet. Many YAC branches have found local venues which they are able to use at no, or very little, cost. If you do not already have somewhere in mind, you could try contacting your local museum. Schools, libraries or church halls are also worth considering as venues. You should look for a venue with a suitable room, such as a dedicated education area. Ideally, the room should be self-contained and not be accessible to the public while YAC sessions are happening. You will need to provide the CBA with a risk assessment for your venue, as well as a written agreement between your YAC branch and the venue, before we will complete your application to become a YAC branch.

## Managing your YAC branch

All the paperwork you'll need to run your YAC branch is in the Leaders' Area of the YAC website (see [www.yac-uk.org/paperwork](http://www.yac-uk.org/paperwork)). Please look through this carefully so that you fully understand your responsibilities. As the YAC Leader, you will be responsible for ensuring that your branch:

- follows the CBA's Child Protection Policy and guidance;
- keeps up-to-date and secure records;
- plans activities that will be covered by the YAC insurance;
- recruits and supports volunteers to assist with the running of the branch;
- and keeps the CBA informed about what your branch is doing.

You must not have more than eight children present at a session for every one checked volunteer. This means that some YAC branches become oversubscribed. You could:

- Create a waiting list or recruit more volunteers. The benefits of this approach are that you will work with the same young people at each session and can develop longer-term projects.
- Create a large membership pool and ask young people to book for each event. With this approach, more young people have the opportunity to take part.



# Setting up a new YAC branch

## Money

CBA-managed YAC branches fall within the charitable status of the Council for British Archaeology, which must account for branches' money to The Charity Commission. This means that CBA-managed YAC branches must have a dedicated bank account with a minimum of two (though we recommend three) volunteers as signatories. A copy of the bank mandate will need to be sent to the CBA before your application to become a YAC branch is completed. We ask CBA-managed YAC branches to complete a simple financial report at the end of each financial year. This is not difficult and support is available.

Both affiliated and CBA-managed YAC branches are funded in a variety of ways: charging membership fees, making grant applications, and doing fundraising activities. It is up to you to decide what is best for your branch. We raise money for YAC's central running costs every year and ask each YAC branch to contribute to this too, which you can do either through membership fees or fundraising activities. A fundraising contribution of £100 per year from each YAC branch would raise more than £7,000 for our core costs.

If you are fundraising large amounts of money (more than £200) you must keep the CBA informed. We will of course be pleased to write in support of any grant applications you make. For more information about fundraising, and why we ask YAC branches to support our fundraising, see [www.yac-uk.org/fundraising](http://www.yac-uk.org/fundraising)

## Training

Before your application to become a new YAC branch is complete, we will make sure that your YAC team is properly trained. We can provide First Aid training and Child Protection training for up to two members of your team before your branch begins meeting. Established CBA-managed YAC branches can access First Aid and Child Protection training for one additional member of their team per year. This is organised and paid for by the CBA.

Subject to funding, the CBA also provides a variety of practical training opportunities for YAC volunteers, which give you the chance to meet other volunteers and get new ideas for your YAC sessions. In the past, these events have covered themes such as experimental archaeology, coastal archaeology, food and diet, and historic crafts.



# Setting up a new YAC branch

## **Promoting your YAC branch**

Once you have received written confirmation from the CBA that your application is complete, you may begin promoting your YAC branch. You must include the CBA's charitable number and company number, and the CBA and YAC logos, on any written material.

We can provide poster templates that you can personalise with information about your branch, which you can ask local museums, libraries, schools, and other organisations to display. We will also promote your branch on our website and social media.

**On the next page, you can see the different steps involved in setting up both an affiliated and a CBA-managed YAC branch.**





# Setting up a new YAC branch

## CBA-MANAGED

The CBA emails **within one week from initial enquiry:**

- o Branch Application form
- o Individual Volunteer Application forms
- o Blank checklist

Forms are completed and emailed to the CBA, along with sample risk assessments

The Individual Volunteer Application forms are processed at the CBA **usually within a week from receipt of paperwork:**

- o References are requested
- o Disclosure guidelines are forwarded (NB: if you have an existing disclosure or are signed up to an update service, please contact the CBA) **References and disclosures can take up to two months to be processed**

A member of CBA staff meets with the branch team **usually within a month from receipt of paperwork:**

- o Volunteers are ID-checked for their disclosures (where necessary)
- o The checklist is reviewed and signed
- o Further advice and support is provided as required

After meeting and on receipt of all paperwork, a pack is created **for the monthly batch** to the external YAC approval panel, including:

- o YAC Branch Application form
- o Application paperwork for all volunteers, including references and a scan or copy of the disclosure certificate
- o Venue Risk Assessment
- o Signed checklist

**The YAC approval panel typically respond within 3 weeks of receiving paperwork**

Once the new YAC branch is approved, First Aid and Child Protection training is offered **which should be completed as soon as possible**. All branches must have a qualified First Aider at all sessions. Valid First Aid certificates already held are fine if they are from a recognised provider (e.g. Red Cross, St John's Ambulance); copies of certificates must be provided

The new YAC branch is given marketing materials and YAC Pass Cards for members. It is added to the YAC website in the 'Join a club' section. Volunteers can be added to the e-newsletter distribution list. They can also join the YAC Volunteer Network on Facebook

The YAC branch is now an official part of the YAC network and can begin meeting!

**It typically takes between 4 and 6 months to complete the application process for a CBA-managed YAC branch**

## AFFILIATED

The CBA emails **within one week from initial enquiry:**

- o YAC Affiliated Branch Application form
- o Template Memorandum of Agreement; this outlines where the responsibility for the branch management will lie, and what support will be provided by the CBA

Form is completed and emailed to the CBA, along with the Venue Risk Assessment, details of organisation's insurance cover and child protection policy, and Health & Safety policy

A member of CBA staff meets with the branch team or arranges a phone meeting **usually within a month from receipt of the branch application:**

- o The Memorandum of Agreement is reviewed and signed
- o Further advice and support is provided as required

A pack is created **for the monthly batch** to the external YAC approval panel, including:

- o YAC Affiliated Branch Application form
- o Venue Risk Assessment and other insurance and policy paperwork
- o Signed Memorandum of Agreement

**The YAC approval panel typically respond within 3 weeks**

Once the new YAC branch is approved, it is added to the YAC website. YAC Pass Cards for members are provided, and marketing materials given. Leaders can be added to the e-newsletter distribution list, and can join the YAC Volunteer Network on Facebook

The new YAC branch is now an official part of the YAC network and can begin meeting (or if it is already meeting as part of the organisation's provision, it can now call itself an official YAC branch)!

**It typically takes between 2 and 4 months to complete the application process for an affiliated YAC branch**

