



YOUNG ARCHAEOLOGISTS' CLUB

ARRIVAL, COLLECTION AND LATE COLLECTION PROCEDURE

ARRIVAL

- A designated YAC leader provides a warm welcome to members.
- A register is taken for the session.
- Check members have any medication that they might need.
- The meeting fee (if you are charging one) should be collected and recorded.
- Parents/carers are asked to ensure that the YAC leader/volunteer is provided with relevant information (e.g., if someone else is to collect the YAC member, if the member has been ill, etc.).
- Parents/carers are reminded what time the session will end.
- Parents/carers are asked to confirm who will collect the member at the end of the session or that the member has permission to leave on their own.
- YAC leaders and volunteers check that members are suitably dressed for the planned session activities. If they're not, leaders should decide if it is safe for the member to continue to take part. Parents/carers should be involved in the decision as to the next steps – either the member can not take part or alternative provisions are made (e.g. parent brings suitable clothing after the session starts).
- YAC leaders and volunteers check that members have all of the equipment, drinks, snacks, etc. they have been asked to bring, where applicable.
- Parents notify the leader if they are unable to attend after booking or if they are arriving late.



COLLECTION

- All YAC members should be collected by a responsible adult who is over 16 years old.
- YAC members should be reminded that they must not leave without notifying the YAC leaders and volunteers and letting you see the person responsible for collecting them.
- All YAC members must be signed out of the register before leaving.
- If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases), written instructions must be provided to the YAC leader by the parents/carers or legal guardians so that all YAC branch volunteers, and HQ is fully informed of the situation and how to proceed if the situation presents itself. The YAC leader may request a photograph of this person. However, we need parents/carers to know that, unless there is an official legal document that states this, it is very difficult for us to uphold, especially if both parents have parental responsibility.
- If YAC leaders and volunteers feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs or that the child does not want to leave with the parent/carer and the safety and wellbeing of the child may be compromised, the YAC leader and/or volunteers will implement YAC's Child Protection Policy (pages 16 & 17).

In essence, this means:

- if the child is in immediate danger, call the police on 999
- otherwise, contact one of the Designated Safeguarding Leads and record the details on an incident form

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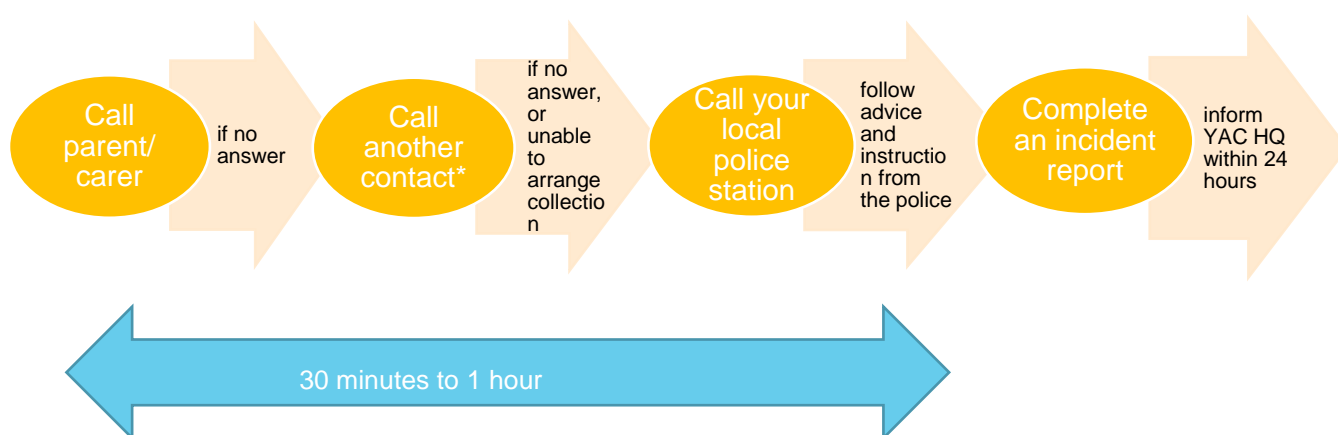
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LATE COLLECTION

If a branch member hasn't been collected at the end of a session, a minimum of 2 YAC volunteers should remain with that child and follow the procedure below:

- If a parent/carer or authorised pick-up person is going to be late, then they should make every attempt to contact the YAC leader. If they are to be later than 10 minutes, they should make alternative arrangements for the collection of their child.
- If a parent/carer or authorised pick-up person is more than 10–15 minutes late in collecting a branch member, without notification, the YAC leader and volunteers will assume that an emergency exists and will implement the following steps:



* If you have this information or if the member can provide the contact details.

** The **maximum** amount of time that you should wait until you call the police is 1 hour. Leaders should use their discretion based on the number of YAC leaders and volunteers able to stay with the member, your location, and the age and/or distress of the member.