

## Young Archaeologists' Club Safeguarding Induction: overview and instructions



When a new volunteer is approved to join your branch you must undertake a basic safeguarding induction. It is also important that current leaders are kept informed of any changes/updates to current guidance and practice.

This induction should be undertaken by the leader(s) responsible for safeguarding minors in your branch – this will be the person(s) who has undertaken the NSPCC safeguarding training provided by the CBA.

The topics to be covered are as follows:

- How to recognise a concern about safeguarding or wellbeing
- How to respond to a concern
- An overview of the current safeguarding policies
- Code of behaviour

Below we will set out what you should do for each section and where to find additional information.

### How to recognise a concern about safeguarding or wellbeing and how to respond

It will be useful to break this section into three areas.

#### Signs and Indicators of Abuse

This page on the YAC website describes the types of behaviour or physical signs which you may see if a child is experiencing abuse.

#### Instructions for induction

- Ask each volunteer to read this page or go through it with them and give them an opportunity to raise any concerns or ask questions. If there is anything you are unable to answer, please contact [yac@yac-uk.org](mailto:yac@yac-uk.org) for support.
- It is important to emphasise that we do not expect them (or you) to remember all the different signs and indicators of abuse or to remember which category they fit into. The most

important thing if they have any concerns about someone's wellbeing or safety is to speak to you or the CBA's Designated Safeguarding Lead (Jo Kirton).

### Recognising and Responding to Abuse

This page sets out the key principles for recognising and responding to abuse.

It then lists what to do in the following situations – how the signs might present and how to respond:

- If you are concerned that someone is in immediate danger of harm
- Concerns about the safeguarding and wellbeing of children or adults
- Concerns about the behaviour of a member of staff or a volunteer
- Concerns about the behaviour of a group member

It also includes a useful flowchart to visualise this information.

### Instructions for induction

- As before, ask each volunteer to read this page or go through it with them and give them an opportunity to raise any concerns or ask questions. If there is anything you are unable to answer, please contact [yac@yac-uk.org](mailto:yac@yac-uk.org) for support.
- Present them with the three following scenarios and ask them to use the flowchart to decide how to respond.
  - Scenario 1  
*A parent attending a YAC activity tells you about the behaviour of an adult which concerns you.*
  - Scenario 2  
*A child taking part in your YAC session tells you about something directly.*
  - Scenario 3  
*A child arrives at a YAC meeting with a severe cut to their head and bruising on their face and arms.*

Once completed, go through each scenario with them to ensure they have identified the correct response pathway and/or work with them to identify it if they are struggling.

## How to Report Suspected Abuse

The information on this page is designed to provide protection for the children and adults at risk involved in YAC, and to provide guidance for YAC volunteers on what to do if they suspect that a child may be experiencing, or may be at risk of, harm.

### Instructions for induction

- Again, ask each volunteer to read this page or go through it with them and give them an opportunity to raise any concerns or ask questions. If there is anything you are unable to answer, please contact [yac@yac-uk.org](mailto:yac@yac-uk.org) for support.
- Ask them to answer the following:
  - Who is the safeguarding lead(s) at your YAC branch?
  - What is a Designated Safeguarding Lead (DSL)?
  - How can they contact the DSL?
- If they do not know the answer to any of these please draw their attention to this information.

## **Overview of the Current Safeguarding Policies**

The YAC, via the Council for British Archaeology, has two safeguarding policies:

CBA Safeguarding Policy: Children and Adults at Risk: [Safeguarding Policy: Children and Adults at Risk](#)

To support safe activity, we have also produced a child-friendly introduction to safeguarding: [Staying Safe: a children's guide to safeguarding](#)

CBA Digital Safeguarding Policy: [CBA Digital Safeguarding Policy](#)

To support safe online activity, we have also produced a number of support resources:

- [Template risk assessment for setting up your own social media page](#)
- [Template risk assessment for using online meeting platforms](#)
- [Staying safe in online groups](#) - this outlines what a child can expect during a meeting, how they should behave and how others should behave towards them, plus who to contact if they need help

## Instructions for induction

- Ask each volunteer to take a look at each of these policies in their own time and, once they have done so, ask them to let you know if they have any questions or concerns. This must be completed before their first YAC session as an approved YAC volunteer.

**Please Note:** we do not expect them to memorise these documents. Most of what is in there will be covered in the induction and the webpages they have been asked to look at.

It is important they know where to find them if they should need them, they are familiar with the topics covered and that they have the opportunity to ask questions about them.

## Code of Behaviour

### What is the Code of Behaviour?

Everyone working or volunteering with the CBA 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.

The Code of Behaviour is available here on the YAC website: [Safeguarding Code of Behaviour](#)

## Instructions for induction

- Introduce the Code of Behaviour to the new volunteers.
- Ask each volunteer to read the code or go through it with them and give them an opportunity to raise any concerns or ask questions. If there is anything you are unable to answer, please contact [yac@yacuk.org](mailto:yac@yacuk.org) for support.

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