



SETTING UP AN AFTER-SCHOOL YAC BRANCH: AN OVERVIEW

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 [here](#).

As well as the after-school YAC branches, we also co-ordinate CBA-managed and affiliate YAC clubs. You can find out more about them [here](#).

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 [Session and Activity Resources](#))
- Training and resources to inspire your YAC sessions
- A regular Leaders' e-Newsletter
- Networking with other branches via a Facebook group and email updates

After-school YAC branches are a type of affiliate branch, specifically run by schools for their pupils. For after-school YAC branches we recommend covering Years 3–11.

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

Before beginning an application to set up a new YAC branch, please read the information in the [after-school YAC](#) area of the YAC website and the [Run a club](#) area of the website. 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 YAC HQ to talk through your plans.

PUTTING YOUR TEAM TOGETHER

It is recommended that each YAC branch has at least three adults involved in running the branch. Responsibility for the management of the adults involved in running your branch, including any volunteers, lies with the school running the branch (not the CBA).

Each member of your branch team will probably spend between five and ten hours a month assisting with the running and delivery of your branch. 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, or treasurer. We ask that all branches nominate two points of contact to liaise with CBA staff, one of whom should be your YAC branch leader.

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 school – the CBA will ask to see these as part of your application.

YOUR VENUE

An after-school branch is highly likely to use its school's premises as its main venue (but do not be afraid to also arrange visits and trips!). The CBA will ask you to confirm that you have a **venue risk assessment** as part of your application.

MANAGING YOUR YAC BRANCH

The [Run a club](#) section of the YAC website includes information about how to run your YAC, planning safe activities, safeguarding children and volunteering.

There are template forms available – including a membership form – in the **Running your club** section of the YAC website (see [Paperwork and Templates](#)). 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 school's procedures for these occurrences, rather than the CBA's.

As well as running sessions, each branch is asked to complete an Annual Survey and Census online at the end of the financial year. We also encourage branches to run fundraising activities during the year as part of their branch activities. This can be for your branches funds or to help support YAC HQ.

TRAINING

The CBA does not provide child protection or First Aid training to after-school branches; this should be provided, where needed, by your school. Subject to funding, the CBA does provide a variety of free practical training opportunities for adults involved in running 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.

PROMOTING YOUR YAC BRANCH

Once you have received written confirmation from the CBA that your application is complete, you may begin promoting your after-school YAC branch. You must use the CBA and YAC logos on any written or digital 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.

WHAT INFORMATION WILL I NEED TO SUPPLY?

In order to progress an after-school YAC branch application to the approval panel, the following documents will be requested:

- After-school YAC Branch Application Form
- Contact details for two points of contact
- Signed Memorandum of Agreement
- Example Session Risk Assessment
- Child Protection/Safeguarding Policy
- Confirmation of presence of insurance, health & safety policies, venue risk assessment, disclosure checks and first aider training.

YAC HQ can help you with questions about any part of the process or the documents needed.

AFTER-SCHOOL YAC CLUB APPLICATION PROCESS: STEP-BY-STEP

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

- After-school YAC Branch Application form
- 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 following:
 - Venue risk assessment
 - Insurance cover details
 - Child protection policy
 - Health and safety policy

2. 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**:

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

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

- After-school YAC Branch Application form
- Confirmation of Venue Risk Assessment and other insurance and policy paperwork
- Signed Memorandum of Agreement.

The YAC approval panel typically respond within 3 weeks

4. Once the new YAC branch is approved:

- it is added to the **after-school** page on the website
- YAC Pass Cards for members are provided
- Leaders can be added to the e-newsletter distribution list and can join the YAC Volunteer network on Facebook.

5. **The new after-school YAC branch is now an official part of the YAC Network** and can begin meeting (or if it is already meeting as an existing after-school club, it can now call itself an official YAC branch).

6. Welcome to YAC!!!

END