



## Memorandum of Understanding regarding establishing an after-school branch of the Young Archaeologists' Club at \_\_\_\_\_

The parties to this agreement are:

(1) Council for British Archaeology, De Grey House, St Leonards' Place, York, YO1 7HE

AND

(2) \_\_\_\_\_

### Background

The Young Archaeologists' Club (YAC) is a UK-wide club for young people aged 8-16 years who want to actively pursue an interest in archaeology. It is co-ordinated by the Council for British Archaeology (CBA) which is an educational charity registered in England and Wales (287815) and Scotland (SCO 41971) and a company limited by guarantee (1760254). A branch of the YAC is an archaeological club for 8–16-year-olds that organises and delivers activities for members of the branch.

The parties have agreed to work together for mutual benefit to establish a branch of the Young Archaeologists' Club at \_\_\_\_\_, supported but not directly managed by the Council for British Archaeology.

This memorandum sets out the manner in which the parties intend to co-operate to ensure the successful running of the Branch. It does not create any legal partnership between the parties.

### 1. Duration

1.1. This agreement will commence with the establishment of the branch on \_\_\_\_\_ [date]. The agreement will be concluded at the closure of the branch.

### 2. Roles

2.2 The Council for British Archaeology has agreed to:

- Promote communication between the parties.
- Allow the **YAC BRANCH** to use the 'Young Archaeologists' Club' name and logo, as specified below in 5, *Use of the YAC name and logo*.
- Provide branding materials, including the YAC logo, for the use of the branch.
- List **the YAC branch** on the YAC website.
- Provide informal advice via email and telephone to **YAC BRANCH** staff on Branch session activities.



- Invite **YAC BRANCH** staff and volunteers who are directly involved in running the branch to join the YAC volunteer Newsletter mailing list and Facebook group.
- Invite **YAC BRANCH** staff and volunteers who are directly involved in running the branch to attend YAC training events.
- Provide **YAC BRANCH** with any YAC learning resources which are circulated to the branches.
- Direct any enquiries we receive about the provision of archaeology activities for young people in **YAC BRANCH**'s local area to the branch.

### 2.3. The **YAC BRANCH** has agreed to:

- Be responsible, in the running of the branch, for complying with the law and best practice in the safeguarding of children.
- Be responsible, in the running of the branch, for complying with the law and best practice in health and safety.
- Be responsible for insuring the branch's activities.
- Ensure a current venue risk assessment is available to YAC branch leaders.
- Ensure all Enhanced Disclosure and Barring checks are current and are renewed regularly.
- Ensure a qualified first aider is present at all times during sessions.
- Promote equality of access.
- Promote communication between the parties.
- Participate in the Annual Survey run by the Council for British Archaeology at the end of each financial year, in a format which will be provided by the Council for British Archaeology at least one month in advance.
- Participate in YAC's Census.
- Keep YAC staff at the Council for British Archaeology informed:
  - The branch programme
  - Current Volunteer names and details
  - Any changes to contact details
- Brand any printed or digital information or listings about the Branch with the YAC name and/or logo.

2.4. The **YAC BRANCH** undertakes to disclose to the Council for British Archaeology any breaches of the terms of this memorandum.

2.5 The Council for British Archaeology undertakes to disclose any breaches of the terms of this memorandum to the **YAC BRANCH**.

### 3. Indemnity



3.1. The **YAC BRANCH** accepts responsibility for ensuring the branch complies with the law and best practice in safeguarding children and health and safety and for ensuring that the branch's activities are appropriately insured. The **YAC BRANCH** is therefore liable for any breaches in these requirements and any issues arising therefrom. This includes covering any costs incurred by the CBA as a consequence of breaches of these requirements.

## 4. Closure

4.1 In the event that the **YAC BRANCH** has to close the branch, they must give their branch members and the CBA at least one month's notice.

## 5. Use of the YAC name and logo

5.1. The **YAC BRANCH** may use the name 'Young Archaeologists' Club' and associated logo on any printed information or digital information advertising its YAC branch sessions and on any resources produced for its YAC branch sessions. The name and logo may not be used on any materials not directly related to the branch.

## 6. Termination

6.1. Both parties reserve the right to terminate this arrangement for any reason by giving three months' written notice. The CBA reserves the right to terminate this agreement immediately and prohibit the use of the name and logo if any part of this memorandum is breached or if any legal requirements with regard to child protection or health and safety are breached.

## 7. Declaration

	Yes	No
a. The <b>YAC BRANCH</b> confirms we have a written Health and Safety Policy.	<input type="checkbox"/>	<input type="checkbox"/>
b. The <b>YAC BRANCH</b> confirms we have a written Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>
c. The <b>YAC BRANCH</b> confirms we have Public Liability Insurance which covers the activities undertaken during a YAC session.	<input type="checkbox"/>	<input type="checkbox"/>
d. The <b>YAC BRANCH</b> confirms all named leaders have current Enhanced Disclosure and Barring checks.	<input type="checkbox"/>	<input type="checkbox"/>
e. The <b>YAC BRANCH</b> confirms there will be a qualified first aider available during sessions.	<input type="checkbox"/>	<input type="checkbox"/>
f. The <b>YAC BRANCH</b> confirms a current venue risk assessment that all leaders	<input type="checkbox"/>	<input type="checkbox"/>



# Young Archaeologists' Club

are familiar with.

Signed for and on behalf of the Council for British Archaeology

By (name):

Position:

Signature:

Date:

Signed for and on behalf of the \_\_\_\_\_ **YAC BRANCH (must be a headteacher or another relevant senior manager)**

By (name):

Position:

Signature:

Date: