



**Young
Leaders
Pathway**

Young Archaeologists' Club

YAC Young Leaders Pathway

Guidance for YAC Leaders



YAC LEADERS GUIDANCE

INTRODUCTION

Welcome to the guidance for the Young Archaeologist Club Young Leaders pathway. The YAC Young Leaders is a volunteering programme for young people aged 16–17. With over 80 YAC branches nationwide, the Council for British Archaeology spent more than two years consulting stakeholders—including various branches, YAC Young Leaders, YAC members, and other Youth Engagement initiatives—to understand their perspectives, needs, and preferences for formalising the YAC Young Leaders Pathway. This process aims to ensure consistent guidance across all branches and that every YAC Young Leader receives equal support and consideration.

The guidance has been created to serve as a reference for YAC Leaders while ensuring that the identity and uniqueness of each branch are preserved throughout.

Please Note: *This guidance has been created for all our branches to utilise. However, as Affiliate and After-school branches are responsible for their own safe recruitment and safeguarding processes, some of Section 1 is only applicable to our Managed branches.*



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PROCESS TO FOLLOW AND RESOURCES AVAILABLE

Section 1: Safety and Compliance

This section covers the essential legal, safeguarding and procedural requirements that must be in place before a young person can volunteer.

- DBS, AccessNI and PVG checks
- Safeguarding responsibilities and reporting
- Supervision and adult-to-young person ratios
- Communication boundaries and data protection

Section 2: Becoming a YAC Young Leader

In this section, you will find a step-by-step process for engaging and onboarding a young person in the YAC Young Leader role.

- Expression of interest and application process
- Communication with parents and carers
- The role of a mentor
- Branch team communication

Section 3: Induction, Conduct and Development

Supporting, guiding, and mapping the progress of the YAC Young Leader once they have joined the branch.

- Using the YAC Young Leader Welcome Pack
- Reviewing safeguarding with the Young Leader
- Codes of Conduct for YAC Young Leaders and YAC Leaders



- Using the Progression Passport to record learning and development.

What is 'Assess Your Branch'?

At the end of becoming a YAC Young Leader and Induction, Conduct and Development, you will see a set of questions to review and reflect on what you have just read. Once you're familiar with this pack's content, you can print out the assessment of your branch pages and use the rest of the information as a reference. This provides a quick and straightforward way to ensure everything is in order before hosting a YAC Young Leader.

Resources

This pack will reference various supporting documents throughout. These documents aim to standardise the implementation of the YAC Young Leaders Pathway. All the templates mentioned in this document are included in the Appendices.

Appendix A: Expression of Interest Handout

Appendix B: Branch Leader Onboarding Checklist

Appendix C: Communication Log template

Appendix D: Mentor Meeting Notes Template

Appendix E: YAC Young Leader Welcome Pack

Appendix F: Code of Conduct

Appendix G: Progression Passport and Reflection & Next Steps Template

Appendix H: Branch Leader Completion Checklist

Appendix I: For Current YAC Young Leaders: Guidance for Leaders

Additional Resources/Links:

- Assess Your Branch
- Digital Reference Link
- Awards and Certificate templates



SECTION 1: SAFETY AND COMPLIANCE

DBS CHECK, ACCESS NI AND PVG

SCOTLAND

CBA-managed YAC Branches in England, Wales, and Northern Ireland will no longer be required to apply for Disclosure and Barring Service (DBS) or AccessNI checks for YAC Young Leaders aged 16–17.

CBA-managed YAC Branches in Scotland will continue to be required to apply for a Protecting Vulnerable Groups (PVG) check for YAC Young Leaders aged 16–17.

Why do Scottish YAC branches need to carry out a PVG check?

Branches in Scotland are required to carry out PVG checks because, under Scottish safeguarding legislation, the role of a YAC Young Leader (aged 16–17) is considered a *regulated role* under the Protecting Vulnerable Groups (PVG) Scheme.

Why do some CBA-managed YAC branches need to have checks and others do not?

This difference exists because safeguarding legislation and vetting requirements vary across the UK. In Scotland, a YAC Young Leader's role meets the definition of *regulated work* under the PVG Scheme, whereas in England, Wales, and Northern Ireland, the exact role does not require DBS or AccessNI checks.



This is because the YAC Young Leader role in Scotland:

- Involves direct contact with children
- Is part of a planned and ongoing arrangement
- It is regular, and follows the same pattern monthly (not a one-off event)
- Is expected to continue over time
- And unlike England, Wales and Northern Ireland, supervision does not remove the need for a PVG check.

What is a regulated role?

A *regulated role*, as defined under the Protecting Vulnerable Groups (PVG) Scheme, is a position involving direct and regular contact with children or vulnerable adults as part of a planned and continuing arrangement.

Affiliated YAC Branches should follow their own safer recruitment and safeguarding policies.



Safeguarding Checks by Nation

The table below summarises the key differences in safeguarding and vetting requirements across England, Wales, Scotland, and Northern Ireland. These variations reflect the different legislative frameworks that govern how checks are carried out in each nation.

Category	DBS (England & Wales)	PVG (Scotland)	AccessNI (Northern Ireland)
Minimum age to apply	16+ only	16+ only	16+ only
Under 16s	Cannot be checked	Cannot be checked	Cannot be checked
16–17-year-olds	If in a regulated role	If in a regulated role	If in a regulated role
Supervision rule	Supervision <i>may exempt</i> the need for a DBS check	Supervision <i>does not exempt</i> a person from requiring a PVG check	Supervision <i>may exempt</i> the need for an AccessNI check
Regulated by	<ul style="list-style-type: none"> - Frequency - Nature of role - Level of supervision 	<ul style="list-style-type: none"> - Nature of role only 	<ul style="list-style-type: none"> - Frequency - Nature of role - Level of supervision



How will this affect my YAC Branch?

By removing the eligibility for DBS and AccessNI checks for YAC Young Leaders aged 16–17, branches will need to ensure the following:

- Enhanced supervision: Young Leaders must always be supervised by an appropriately vetted adult during all activities.
- Clear role boundaries: Young Leaders should have clearly defined responsibilities that are appropriate for their age and level of experience.
- Safeguarding awareness: All YAC Young Leaders must complete the CBA Safeguarding Induction as part of their onboarding. This ensures they understand the key safeguarding expectations before supporting any sessions. [CBA Safeguarding Induction](#)
- Accurate record keeping: Branches should maintain up-to-date records of supervision arrangements and safeguarding training for all Young Leaders

Safeguarding Lead contact details

Dr Jo Kirton

Delivery and Engagement Manager

Council for British Archaeology

Email: joannekirton@archaeologyuk.org

Contact number: 07738591744



Supervision

England, Wales, and Northern Ireland: As YAC Young Leaders (aged 16–17) will not be required to undertake DBS or AccessNI checks, supervision must be regular, meaningful, and consistent, ensuring there is no opportunity for a YAC Young Leader to be unsupervised at any time.

Supervision Requirements All Branches

For supervision to be considered sufficient, it must meet the following standards:

- Meaningful and consistent: Supervision should be ongoing; not one-off or occasional.
- Provided by a vetted adult: The supervisor must be a member of the YAC branch team who is already engaged in a *regulated activity* requiring an Enhanced DBS check (or equivalent).
- Trustworthy and qualified: Supervisors must be adults in roles that already involve responsibility for children. It is not sufficient for them to simply be over 18; they must be vetted and trusted.
- Present and attentive: Supervisors must be able to see, hear, and respond to Young Leaders at all times. The supervisor should be in the same room or space.

Supporting Young Volunteers (Aged 16–17)

As a YAC Leader, you are responsible for actively supervising young volunteers to ensure that:

- Children's safety is protected
- Volunteers are supported and guided
- Boundaries are maintained



To meet safeguarding requirements, you must be able to:

- See the volunteer
- Hear the volunteer
- Respond immediately if needed

Ongoing Supervision

- Ongoing: Supervision must be consistent; the YAC Young Leader should always be supported by a vetted member of the branch team each time they volunteer.
- Consistency: The same or main supervising adult should oversee the Young Leader whenever possible. This is why the CBA has introduced a main point of contact (mentor) for each YAC Young Leader.
- Close enough: The YAC Young Leader must never be left alone with children or left unsupervised at any point.

When to Step In

Even with clear boundaries and supervision, situations may arise where a YAC Young Leader needs extra support or guidance. Active supervision means noticing these moments early and responding appropriately.

Volunteer Uncertainty

Signs a Young Leader might need help include:

- Appearing confused or unsure
- Struggling to manage behaviour
- Frequently looking to you for help

Offer quick guidance, demonstrate what to do, or model positive interaction. Provide reassurance and encouragement.



Unsafe Behaviour

Examples of unsafe or inappropriate behaviour may include:

- Rough play or risky actions
- Allowing children to ignore rules
- Making inappropriate jokes or comments

Action: Step in calmly, redirect the behaviour, and explain why.

Key Message:

Stepping in early keeps everyone safe and helps Young Leaders learn and grow through supported practice.

Record any incidents or repeated concerns in the CBA's Safeguarding Incident Form and report them according to your branch procedure.

YAC Branch Staff, YAC Members and YAC Young Leaders Ratios

Key Reminder:

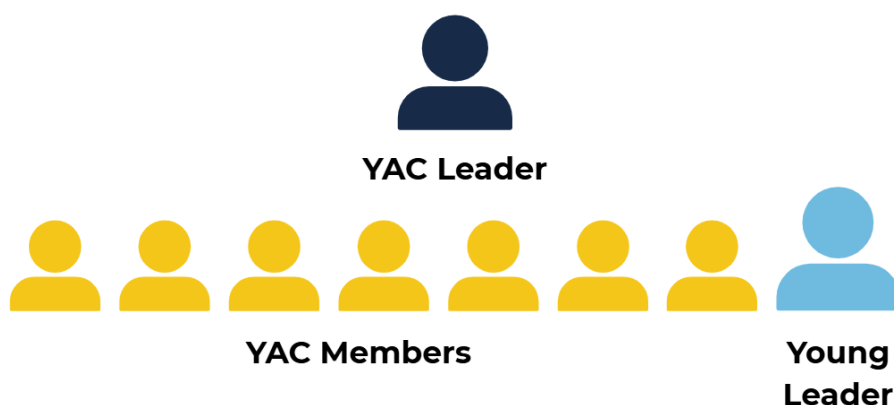
YAC Young Leaders (aged 16-17) are volunteers who provide support to their branch. They participate to learn and contribute, but responsibility for running the branch rests with the YAC Leaders.



Staff-to-Child Ratios

The YAC ratio is one YAC Leader (adult) to every eight members (children). To run the YAC you will always have two YAC Leaders. Young Leaders are included in the 1:8 ratio. Young Leaders provide extra support but require direct adult supervision.

Example: If a session requires 1 adult: 8 children, 1 Young Leader may assist, but you still need 2 vetted adult.



Use the YAC Young Leader Supervision and Ratio Table to plan safe supervision levels for YAC sessions.

- Find the number of participants (children) attending.
- Check how many vetted adults (YAC Leaders) are required.
- See how many YAC Young Leaders (aged 16–17) can assist under supervision.
- Follow the Supervision Notes for guidance on safe practice.



YAC Young Leader Supervision and Ratios Table

Participants (Children Attending)	YAC Leaders	YAC Young Leaders (aged 16– 17)	Supervision Notes
1 - 14	2 adults	1 helper	The adult supervises both the children and the Young Leader.
15 - 21	3 adults	Up to 3 helpers	Adults must maintain clear supervision of both participants and helpers.
22 - 28	4 adults	Up to 4 helpers	Consider adding an extra vetted adult for larger or higher-risk activities.

Other Factors to Consider

Ratios are only one part of ensuring safe and effective sessions. When planning activities involving YAC Young Leaders, branches should also consider the following:

- Location: Is the space safe, visible, and suitable for the activity?
- Activity: Higher-risk sessions need more adults and tighter supervision.
- Visibility: Keep *line-of-sight* supervision - never leave anyone one-to-one.
- Needs: Adjust ratios for age, ability, or specific support requirements

Always follow the Council for British Archaeology's Safeguarding Policy on supervision and ratios. [Safeguarding Council for British Archaeology](#)

When planning sessions, always ensure sufficient vetted adults are present.



Having additional adults strengthens safeguarding and provides better support for the development of YAC Young Leaders.

You can contact the CBA if you have any queries: yac-uk.org

Assess Your Branch | Section 1 | Safety and Compliance

Before introducing or expanding YAC Young Leader roles, each branch should take time to assess its current capacity and safeguarding arrangements.

Questions to consider:

- 1. How many YAC members do you currently have?**
Think about the average number of children who attend your sessions.
- 2. How many YAC Leaders are currently running or volunteering for your branch?**
Ensure you have enough vetted adults to maintain safe ratios.
- 3. Have you thought about your child-to-staff ratio, including any branch-specific factors?**
For example, group size, activity type, or location.
- 4. Do you have any YAC members approaching the age where they might become Young Leaders?**
Planning early helps with arranging mentoring and supervision.



5. **Can your branch allocate time and capacity to support a YAC Young Leader?**

Remember: Young Leaders require consistent supervision and mentoring from a vetted adult.

6. **How many YAC Young Leaders can your branch safely host at one time?**

Use the supervision table as a guide to ensure adequate adult coverage, as well as reviewing your child-to-staff ratios.



SECTION 2: BECOMING A YAC YOUNG LEADER EXPRESSION OF INTEREST INFORMATION

Guidance for Branch Leaders

Please provide the handout below to any young people who are interested in becoming a YAC Young Leader.

If your branch has members aged 14 – 15, you can let them know that your branch hosts YAC Young Leader volunteers. They may wish to consider this opportunity once they turn 16.

Expression of Interest Handout for Young People

Please Note: a print version is available in [Appendix A](#)

Thank you for your interest in becoming a Young Leader with the Young Archaeologists' Club (YAC)!

YAC is a network of over 80 archaeology clubs across the UK, catering to young people aged 8–17. Each branch is run by a team of passionate and knowledgeable volunteers who deliver fun, hands-on sessions exploring archaeology, heritage, and history.

As a Young Leader (aged 16–17), you'll support your local branch by helping to plan and deliver activities, assisting younger members, and developing your leadership and communication skills. You may also have the opportunity to participate in exciting experiences, such as archaeological digs, museum visits, and historic crafts.



Your contributions and achievements will be recognised throughout your journey. You will receive certificates that celebrate your milestones, the skills you developed and the support you provide to your branch. You will also receive two years of digital membership with the Council for British Archaeology, which includes access to the *British Archaeology* magazine.

This overview sheet outlines the steps involved in becoming a Young Leader:

1. Attend a session as an observer

You will be invited to attend a YAC session to see how the club operates from the perspective of a Young Leader and volunteer.

2. Have a follow-up conversation

After the session, your Branch Leader will meet with you to discuss how YAC works and what being a Young Leader involves.

3. Decide if you would like to apply

Once you have had the chance to observe and learn more, you can decide whether you would like to take the next step and formally apply.

The Council for British Archaeology (CBA) offers a range of youth engagement opportunities that you may also wish to explore, including:

- **[Youth Advisory Board Council for British Archaeology](#)**
- **[Young Associates Network Council for British Archaeology](#)**

What you will need to become a YAC Young Leader

If you decide to apply, you will be sent a link to an online application form. You're parent/carer will also be copied in. It's simple and will ask you:

- Your name, date of birth, contact details and pronouns
- Why you would like to volunteer with YAC



- Any experience that you feel is relevant (if you have been a YAC member before, what your interests are)

The contact details for two references. One must know you for at least a year, and the other for two years. If you have been a YAC member for over six months, you can ask your branch leader if they would be happy to be one of your references. References must not be family members. Make sure to tell your referees that the CBA will be in touch. (Reference template Appendix ³). Overseas references are also accepted.

- If you live in Scotland, you will need to complete a PVG (Protecting Vulnerable Groups) check consent form. This is a simple background check that helps make sure everyone taking part in YAC activities is safe. It is free for volunteers and only needs to be undertaken once every five years while you are working as a YAC volunteer. Please speak with a member of the branch for more information.

Becoming a YAC Young Leader is a fantastic way to gain experience, learn from highly skilled YAC Leaders, and play an active role in the CBA's youth initiatives.



Branch Leader Onboarding Guidance

This page outlines the whole onboarding process that Branch Leaders must follow when supporting a young person's journey into and throughout the programme. It ensures a consistent, safe and supportive experience and sets out each step in the correct sequence. **Branch Leaders and Mentors should use this guidance as their primary reference throughout the onboarding process.**

We have also created a **Branch Leader Onboarding Checklist** to ensure you have everything you need. This can be found in **Appendix B**.

1. Expression of Interest information

Provided to the young person at the beginning of the process. Outlining the initial steps that will be taken, what they will need to provide and what to expect of the process.

2. Online Application Form

A link to the application form is emailed directly to the young person (with the parent/guardian cc'd) by the Branch Leader. Branch Leaders should ensure the young person understands that there is support available if needed.

3. Welcome Pack

Issued once references and all required checks have been thoroughly vetted and approved by the CBA. The Welcome Pack includes role information, key contacts, training requirements and practical guidance to help the young person feel prepared.

The Welcome Pack also includes essential information such as PVG/DBS/Access NI guidance, GDPR information, the Code of



Conduct, links to safeguarding guidance and details about other CBA youth programmes.

4. Safeguarding and Code of Conduct

Reviewed jointly by the young person and the Branch Leader during onboarding. All YAC Leaders undertake a **Safeguarding Induction** with their branch leader when they start. This conversation should ensure that the young person understands safeguarding obligations, reporting routes, behaviour expectations and the support available to them.

5. Progression Passport

The Progression Passport is included in the Welcome Pack and helps Young Leaders record what they do in sessions, reflect on what they learn and notice how their skills grow over time. YAC Leaders support this by encouraging them to document their activities, reflect on both hard and soft skills, and set small, achievable goals. The passport is also helpful in gathering evidence for future education, volunteering or employment opportunities. YAC Leaders should review entries during check-ins. It also links directly to the fixed Young Leader certificate schedule, which is awarded at set milestones. As part of filling out the Progression Passport you will also complete the Reflection and Next Steps form, this will provide guided structure to their time as a YAC Young Leader.



Contact and Communication

Communicating with Potential YAC Young Leaders

When initially communicating with potential YAC Young Leaders, it is essential to involve their parents or caregivers. If emailing, please ensure that they are cc'd into the communications. This ensures that they are fully aware of and have oversight of what the young person intends to participate in.

This is also the time to agree on appropriate communication channels, which should be established on a case-by-case basis depending on what works best for the young person, their parent/carer, and the branch.

Guidance on communicating with young people:

- Keep your communication formal but friendly.
- Do not share personal information.
- Respect boundaries and avoid contacting them outside of agreed-upon times, unless it is an emergency.
- If communication takes place via phone call, WhatsApp, text message, or Teams meeting, follow up with a short, clear email summarising what was discussed and copy in the Branch Leader or another YAC Leader.
- Keep a log of when you contacted them and what the purpose was (communication log template is available in **Appendix C**).
- If using a videocall platform to meet, Young Leaders should not meet alone with an adult. There should always be at least two adults in attendance or the Young Leaders parent/carer.

All personal information shared must comply with the Council of British Archaeology's GDPR Policy and should not be shared or misused.



Expression of Interest: Character References for YAC Young Leaders

When a young person applies to become a YAC Young Leader, they will be required to provide two-character references.

- If the young person has been a YAC member for more than six months, the Branch Leader may provide one of the references.
- If the young person has not been a YAC member or has attended for less than six months, they must obtain two references from people outside YAC.

Reference requirements:

- **Reference 1:** Must be from someone who has known the young person for at least one year or a YAC Branch Leader who has known the young person for at least six months.
- **Reference 2:** Must be from someone who has known the young person for at least two years.

Both referees should be able to comment on the young person's character, reliability, and suitability for volunteering in a YAC setting.

If a young person has recently moved to the UK or previously lived or studied abroad, references from overseas are acceptable.

YAC branches have been provided with digital reference templates. Digital reference templates can be located here. [Digital Reference Form](#).



Mentoring

Each YAC Young Leader should have a named mentor within the branch team who is responsible for their ongoing support, guidance and development.

The mentoring relationship ensures that Young Leader feels supported, safe and valued as they take on new responsibilities within the branch. It also provides a consistent point of contact for supervision, feedback and safeguarding oversight.

Shared Responsibility

While each Young Leader has a named mentor, supporting them is a shared responsibility across the whole YAC leadership team. If the named mentor is unavailable, any YAC Leader within the branch should step in to offer support, guidance or supervision as needed, ensuring the Young Leader always has someone they can turn to.

The Role of a Mentor

A YAC Young Leader mentor should:

- Be a vetted and experienced member of the branch team.
- Model good practice and behaviour, communication and safeguarding.
- Provide regular check-ins before, during or after sessions.
- Help the Young Leader set goals and reflect on their experiences.
- Be the first point of contact for any concerns or questions raised by or about the Young Leader.



Mentoring in Practice

- **Consistency:** The same mentor should support the Young Leader throughout their involvement, where possible.
- **Active engagement:** Mentoring should not be occasional; it should be ongoing and embedded in regular sessions.
- **Supervision link:** The mentor will often be the supervising adult during the activities, ensuring line-of-sight support.
- **Feedback:** Provide clear, constructive feedback and celebrate achievements to help build confidence and transferable soft and hard skills.

Safeguarding and Mentoring Boundaries

- Mentors must always maintain professional boundaries; communication with Young Leaders should remain within YAC-approved channels.
- One-to-one mentoring should take place in a visible or group setting, never in private or unsupervised spaces. If using a videocall platform to meet Young Leaders should not meet alone with an adult. There should always be at least two adults in attendance or the young leader's parent/carer.
- Any concerns or disclosures raised during mentoring must be recorded and reported following the Council for British Archaeology's Safeguarding Policy.

Remember: Mentoring is more than supervision. It involves supporting YAC Young Leaders to learn, develop safely, and build confidence, while maintaining consistent safeguarding and support.

Before Mentoring Begins

- Select a Branch Leader or YAC Leader who meets the requirements to serve as the mentor for the YAC Young Leader(s).



- Ensure the mentor understands their safeguarding responsibilities and maintains appropriate, professional boundaries.
- Arrange an introductory meeting with the YAC Young Leader, and where appropriate, their parent or carer.
- Agree with the young person on the activities they will help with when they begin.

During Mentoring

- **Regular Check-ins:** Provide regular check-ins. Ideally, before or after each monthly session.
- **Be Present:** Ensure the mentor is present at most YAC sessions when the young person is volunteering. So, they can see, hear and respond to the Young Leaders during activities. It is also the responsibility of all YAC Leaders to support the YAC Young Leader whilst they are volunteering.
- **Guidance:** Offer ongoing guidance, answer questions, explain expectations and model best practice
- **Reflect:** Encourage the YAC Young Leader to reflect on what went well and identify areas for development
- **Communicate:** Keep communication within approved YAC channels

After Each Session

- **Acknowledge contributions;** recognise effort, enthusiasm, and leadership.
- **Review progress;** note new skills or challenges.
- **Record key points in a simple mentoring log** (template available in **Appendix D**). Note personal opinions, just factual notes. (These will come in handy when you are completing the YAC Young Leaders Progression Pathway – more info below)
- Share concerns promptly with the Branch Leader or Safeguarding Branch Lead if anything arises.

Review and Development

- Hold a review meeting bi-monthly with the YAC Young Leader.



- Discuss progress goals, any changes, and challenges with their role.
- Work through their YAC Young Leaders Progression Pathways document.

Note:

Some YAC Young Leaders may choose or need to meet more frequently; consider this on an individual basis, with a minimum interval of every eight weeks.

Key Reminder:

Mentoring supports both learning and safeguarding. It provides an opportunity for young people to develop while ensuring they and others stay safe during all YAC activities.



Meetings: Mentor–Mentee and Branch Team Communication

Maintaining transparent and supportive communication helps ensure that Young Leaders feel valued, safe, and confident in their roles, while contributing meaningfully to the branch's success.

Mentor–Mentee Meetings

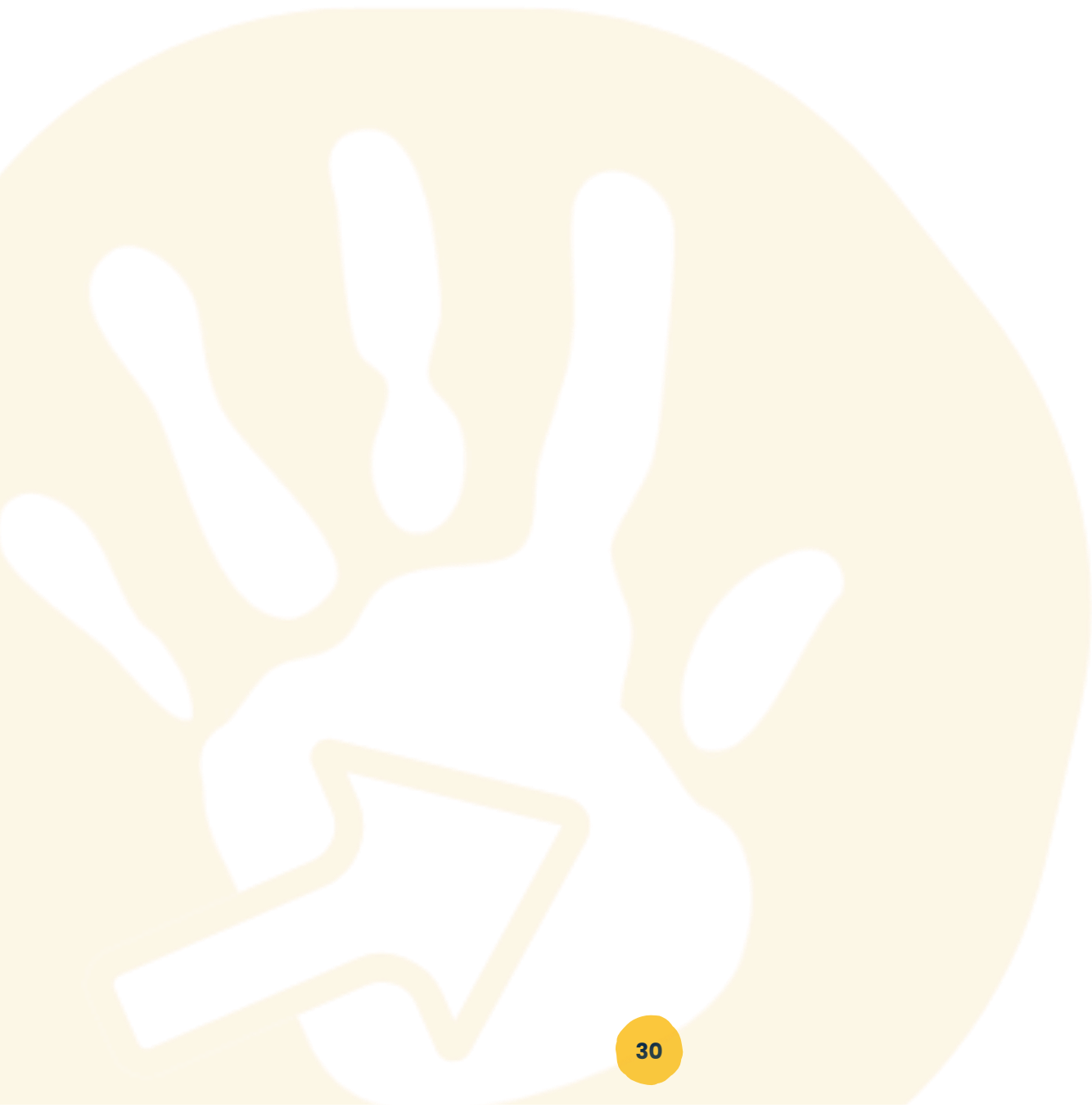
- Meetings between mentors and Young Leaders should be planned and purposeful, focusing on learning, wellbeing, and development.
- Meetings must take place in a safe, supervised environment, ideally during or alongside branch sessions, or in a public or online setting approved by the Branch Leader.
- Parents or carers should be aware of when and how these meetings occur.
- The mentor should keep notes or short summaries of meetings to track progress and actions (a Mentor Meeting Notes template is available in Appendix ⁶).

Branch Team Communication

- Young Leaders are considered part of the wider branch team and should be included in relevant planning discussions, such as session ideas or event preparation.
- Communication within the team should remain inclusive, professional, and age-appropriate.
- Group messages or emails that include Young Leaders must always have at least two adult volunteers copied in.



- Decisions or actions discussed in person should be followed up in writing, so that everyone, including the Young Leader, has a clear record of what was agreed.





Assess Your Branch | Section 2 | Becoming a Young Leader

Before confirming a Young Leader's involvement in your branch, ensure that all the following steps have been completed. These questions are designed to help Branch Leaders and teams establish good communication, transparency, and safeguarding practices.

Questions to think about:

1. Have you provided the young person with the Expression of Interest Information Pack?
2. Have you communicated with the parents or carers to confirm that the young person wishes to apply to be a YAC Young Leader?
3. Have you provided the YAC Young Leader the application link and explained the next steps in the process?
4. Have you received all the required information, including references?
5. Have you identified a mentor from within the branch team to support the young person?
6. Have you communicated with the young person's parents or carers and the assigned mentor to ensure transparency and shared understanding?
7. Have you established clear communication channels and collected emergency contact details?



8. Have you discussed how the branch team communication works, including when and how planning meetings take place?

Completing these steps helps create a consistent, supportive, and safe environment for all Young Leaders joining your YAC branch





SECTION 3: INDUCTION, CONDUCT AND DEVELOPMENT

YAC YOUNG LEADERS WELCOME PACK: GUIDANCE FOR BRANCH LEADERS

Welcome Pack and First Meeting

Once a YAC Young Leader has completed the application process, they will be provided with a Welcome Pack. This pack, a crucial tool for their journey with YAC, contains all the key information they will need throughout their voluntary work.

Every YAC Young Leader must be given their Welcome Pack at their first meeting (see **Appendix E** for the template). **Branch Leaders should ensure that relevant sections are completed in advance and reviewed together with the Young Leader during their first meeting.**

Please review this next section in conjunction with the YAC Young Leaders Welcome Pack.

The Welcome Pack includes the following sections:

Branch Details

- Include the branch name, contact information, and key email addresses.
- Add details of the planning schedule and any regular meeting times.
- The branch calendar should outline upcoming sessions, events, and trips.
- Use this opportunity to check whether there are any dates or sessions the Young Leader cannot attend and note any potential



clashes with school, college or work commitments, such as exams or deadlines.

- If there are any changes to the calendar, remember to update the Young Leader as soon as possible.

Mentor Information

- By this stage, you should have already identified the Young Leader's mentor.
- Include the mentor's name, contact details, and a short description of their role in supporting the Young Leader.
- Ensure both the Young Leader and their parents/carers understand the mentor's role and how communication will take place.

Emergency Contacts and Health Requirements

- Confirm that the branch holds up-to-date emergency contact details for the Young Leader.
- Record any relevant health information, including allergies, access needs, or additional support that may be required.
- Ensure this information is stored and shared in line with YAC and CBA safeguarding and data protection policies.
- If required, please complete an Individual Support Plan, which can be accessed here: [Volunteer Individual Support Plan](#).

Safeguarding

- Remind the Young Leader about YAC's commitment to safeguarding.
- Ensure they have read and understood the Council for British Archaeology's Safeguarding Policy and Procedures – YAC Young Leaders will need to undertake the YAC Safeguarding Induction as outlined on the YAC website [here](#).
- Talk them through the YAC Leaders and Young Leaders **Code of Conduct (Appendix F)**. These are a set of shared values that help create a safe, welcoming and positive environment where everyone can contribute, learn and feel supported. All YAC Leaders agree to uphold these values through their time with YAC.



- Make sure they know who to contact and how to raise a safeguarding concern.
- Use this meeting as an opportunity to discuss appropriate behaviour and the do's and don'ts of working with younger members.

GDPR and Confidentiality

- Reinforce the importance of confidentiality and responsible information handling.
- Young Leaders must not take photos or videos of YAC members on personal devices.
- They must not share or disclose any information about YAC members, volunteers, or branch activities outside of the organisation.

Progression Passport

- The Progression Passport (see **Appendix G** for the template), helps YAC Young Leaders record what they do, what they learn and how their skills develop over time.
- Leaders and mentors should review entries together during sessions or check-ins.
- It includes both hard skills (what they did) and soft skills (how they did it).
- The Passport forms part of the fixed certificate schedule and helps show when milestones are reached.

Reflection and Next Steps (see **Appendix G** for the template),

- Completed during the Young Leader's quarterly review meeting.
- Used to reflect on achievements and discuss future goals.
- Support the Young Leader to identify strengths and areas to develop.
- Mentors should record a brief summary and agree on the next steps with the Young Leader.

Certificates and Milestones

- Awarded certificate, schedule and explanation.



Important Links

- [CBA Safeguarding Policy and Procedures](#)
- [Safeguarding Induction](#)
- [CBA GDPR and confidentiality guidance](#)
- [CBA Youth Programmes](#)

Branch-specific information:

As a branch, you need to complete the branch-specific information in this section.

You need to include the following:

- Branch calendar
- Session timetable
- Planning schedule
- Any links to shared drives
- Activity-specific guidance and any other branch-relevant information the YAC Young Leader needs to know or be aware of.

Providing a comprehensive Welcome Pack helps to ensure that every YAC Young Leader feels supported, informed, and confident in their new role, while maintaining the highest standards of safeguarding and professionalism.



Shared Values: Code of Conduct

YAC Leaders and YAC Young Leaders

(Guidance YAC Leaders)

These shared values guide how we work together during all YAC sessions. They help create a safe, welcoming and positive environment where everyone can contribute, learn and feel supported. All YAC Leaders agree to uphold these values through their time with YAC. Feel free to talk this through together. A copy is available in **Appendix F**.

Respect

Treat all members, volunteers and families with kindness. Listen to others and value their contributions.

Inclusivity

We help create a space where everyone feels welcome. We support members with different needs and work together to ensure everyone can take part

Safety

We prioritise physical and emotional safety. We follow safeguarding guidance and seek help if unsure.

Support and encouragement

We help each other grow. We notice effort, celebrate achievements and offer encouragement.

Responsibility

We take our roles seriously. We arrive prepared, contribute to the session and follow agreed expectations

Positive communication

We speak clearly, calmly and kindly. We listen to others, ask questions if we're unsure and share ideas respectfully.



Progression Passport (Guidance YAC Leaders)

The YAC Young Leaders Progression Passport supports young people to reflect on their activities, recognise their developing skills, and gather evidence useful for education, volunteering, apprenticeships and employment (see **Appendix G** for the templates). As a YAC Leader, your role is to help them understand their progress, set achievable goals and feel confident in their learning journey

1. Purpose of the Progression Passport

The Progression Passport helps Young Leaders:

- Record what they do in each session (hard skills)
- Reflect on what they learn from those activities (soft skills)
- Notice how their skills grow over time.
- Build evidence for applications and future opportunities.

2. Supporting Young Leaders to Use the Passport

After each session and during check-ins, encourage Young Leaders to:

a. Record Their Activity (“What I did”)

Help them identify specific, practical tasks they completed, such as:

- Helping set up mock excavations
- Assisting younger members with activities
- Researching or presenting information
- Using tools or equipment safely

b. Reflect on Learning (“What I Learned/Developed”)

Guide them to think about:

- How they communicated.



- How they worked as part of a team.
- Their confidence or leadership.
- How they solved problems or adapted.

A simple formula helps:

Hard skill = What you do

Soft skill = How you do it

c. During mentor check-ins:

- Review entries together.
- Highlight strengths and positive developments.
- Help set small, achievable goals (e.g., lead part of a session next time, improve confidence when speaking to the group")

d. Support Goal Setting

Encourage Young Leaders to set personal goals such as:

- Trying a new responsibility.
- Leading an element of a session.
- Building confidence or leadership skills.

e. Final Review

At the end of the programme:

- Reflect on the Young Leader's achievements.
- Identify growth in hard and soft skills.
- Discuss the following opportunities and ways to stay involved with CBA:
 - Stepping up to become a YAC Young Leader at 18
 - Applying to be a member of the Youth Advisory Board when seats become available
 - Continuing to engage with the Youth Network.



Skills Reference for YAC Leaders and Mentors

Soft Skills – How they work

These are transferable and support their personal development:

- Communication: clearly speaking, listening, and giving instructions.
- Teamwork: supporting peers and working collaboratively.
- Leadership: taking responsibility and guiding YAC members.
- Confidence: trying new tasks and speaking to others
- Problem-solving: staying calm, adapting and making decisions.

Hard Skills – What they do

Specific and practical skills that can be demonstrated:

- Setting up archaeological activities.
- Using basic archaeological tools safely.
- Researching and presenting information

Using Both Skill Types Together

Many activities develop both skill types together

Activity	What (Hard Skill)	How (Soft Skill)
Arriving on time to prepare the space	Completing setup tasks before members arrive, organising materials efficiently	Showing professionalism, reliability and readiness to take responsibility
Helping younger members	Explaining tasks	Communicating clearly and being organised
Asking for help or clarification	Approaching YAC Leaders to check instructions	Showing self-awareness, being proactive and demonstrating professionalism



Planning part of a session	Creating a plan or timeline	Sharing ideas, managing time
Giving a short talk or introduction	Researching and/or writing notes	Public speaking, confidence
Demonstrating how to use a simple tool	Showing the correct technique	Speaking clearly and being patient with younger members
Helping set up a display table	Arranging objects neatly and safely	Using creativity and working collaboratively
Supporting a YAC Leader with closing the session	Helping gather equipment, guiding members to tidy up	Demonstrating organisation, demonstrating teamwork and modelling positive behaviour
Documenting workshop progress	Taking clear photos of activities (with permission), noting what members created	Paying attention to detail, staying aware of surroundings, and showing initiative
Helping plan a simple hands-on activity	Creating a step-by-step outline, organising materials needed	Using teamwork to agree on roles, contributing ideas respectfully and managing time.
Troubleshooting minor issues during an activity	Identifying what has gone wrong and fixing it (e.g., missing materials, unclear steps)	Problem-solving, staying patient and keeping the group engaged.
Reflecting after a workshop (verbally and/or in the Progression Passport)	Writing down what went well and what they would like to improve.	Developing self-reflection, honesty and professional growth



Using the Progression Passport Table

Young Leaders should complete an entry after each session or during check-ins. YAC Leaders must contribute comments to each entry.

Column Guide:

- **Date:** When the activity took place
- **Skill Area:** Communication, Teamwork, Leadership, etc.
- **Activity/Session:** What the session involved.
- **What I did (Hard skill):** The practical task(s) completed.
- **What I learned or developed (Soft skill):** The reflective element.
- **Young Leader Comments:** Their thoughts, feelings and reflections.
- **Mentor Comments:** You highlight strengths, achievements, progress and next steps.
- **Next Steps Agreed:** Have you completed the reflective log and agreed to the next steps.
- **Certificate:** The certificate schedule is marked on the Progression Passport in six-month intervals.

Date	Skill Area	Activity /Session	What I did (Hard skill)	What I Learned/Developed. (Soft Skill)	Young Leaders Comments	Mentors Comments	Next Steps Agreed?	Certificate
Example 12/10/2025	Communication & Teamwork	Mock excavation activity	Helped set up the dig area and explained the task to YAC members	Improved confidence in giving instructions and working with the group	It was fun leading part of the activity. I felt more confident speaking to the group.	Great communication and clear instructions. Showed leadership potential	Yes- see below.	



Your Role as a YAC Leader

The aim is to create a supportive environment where Young Leaders feel confident to reflect, provide clear and constructive feedback, and encourage their progression, independence, and leadership. Celebrate achievements of all sizes. The Progression Passport is not just a form; it's a tool that helps build confidence, demonstrate skills, and can be used to support future opportunities for every Young Leader.

Using the Reflection and Next Steps Section of the Progression Passport

The Reflection and Next Steps section is a key part of the Young Leaders Passport and should be completed during the scheduled review meetings, held every three months. These meetings provide structured time for supervision, reflection and planning, allowing you to support the Young Leader's development in a consistent and meaningful way.

During each review, use this section alongside the Young Leader's Progression Passport entries. Your role is to guide the conversation, helping Young Leaders look back on what they have achieved. Work with them to set realistic, achievable goals for the next three-month period, based on their confidence, experience, interests and readiness to take on new responsibilities.

Your written summary captures the key points discussed, highlights strengths and notes any support or adjustments needed going forward. Keeping this record helps track progress across the programme, ensures consistent supervision and provides clear evidence for the fixed Young Leaders certificate schedule.



Example of the Reflection and Next Steps Section

What I am most proud of:	
Skills I'd like to develop next:	
Mentors' summary of progress:	
Young Leaders signature:	Date:
Mentor's signature:	Date:

Understanding the Young Leader Certificate Schedule (For YAC Leaders)

The Young Leader Certificate Schedule provides a consistent way for branches to recognise and celebrate the contributions, progress and achievements of their YAC Young Leaders. Certificates are linked to the Progression Passport and help ensure that all Young Leaders receive meaningful recognition during their time in the role.



As a YAC Leader, your role is to support the process by helping Young Leaders reflect on their experience, complete their Passport entries and prepare for review points. Certificates are awarded at key milestones:

Six-Month Participation Certificate

Awarded after the Young Leader's first six months. This recognises early commitment, positive engagement and the skills and confidence they are beginning to develop.

One-Year Achievement Certificate

Awarded after twelve months, based on their completed Progression Passport and mentoring discussions. This highlights the Young Leader's growth across both hard and soft skills, their reliability and their contribution to the branch.

Eighteen-Month Milestone Certificates

Branches can choose which award to recognise notable achievements, such as leadership during a session, excellent teamwork or ongoing commitment. These milestone awards give Leader's flexibility to celebrate individual moments of progress. These awards also recognise the Young Leader's individual journey.

This table shows the optional awards that YAC Young Leaders receive at 18-month milestones. Each award recognises a different type of contribution, behaviour or achievement demonstrated during their time in the programme.



Award	Examples
Leadership in Action	<ul style="list-style-type: none">• Leading Part of a session or activity• Guiding a small group with confidence
Teamwork and Support	<ul style="list-style-type: none">• Working well with Leaders and peers to set up or run a session• Helping younger members understand or join in
Commitment to YAC	<ul style="list-style-type: none">• Attending regularly and being consistently prepared• Volunteering for tasks without being asked
Skills Development	<ul style="list-style-type: none">• Improving a practical skill, such as using tools or helping run activities• Showing growth in communication, confidence or problem-solving
Positive Role Models	<ul style="list-style-type: none">• Demonstrating kindness, patience and respect• Modelling good behaviour for younger members
Outstanding Contribution to a Session	<ul style="list-style-type: none">• Making a noticeable impact on how smoothly a session runs• Bringing ideas or effort that improves the session for everyone



End-of Programme Certificate

Awarded when the Young Leader completes the programme. This recognises their overall contribution, full Passport reflections and readiness for next steps, such as becoming a YAC Leader at 18, joining wider CBA youth programmes or moving on.

This schedule ensures the Young Leaders feel valued and supported, encourages ongoing engagement and provides clear evidence of their development. YAC Leaders are encouraged to use these certificates to celebrate achievements, build confidence and strengthen the mentoring relationship.

Milestone	Certificate	What it Recognises
6 months	Six-Month Participation Certificate	<ul style="list-style-type: none">• Regular involvement in sessions• Early progress• Positive attitude and engagement
12 months	One-Year Achievement Certificate	<ul style="list-style-type: none">• Completion of a full year as a YAC Young Leader• Development of skills• Contribution to activities, teamwork and leadership
18 months	Eighteen-Months Certificate	<ul style="list-style-type: none">• Leadership in Action• Teamwork and Support• Skills Development• Positive Role Model• Outstanding Contribution to a session
End of programme	End-of-Programme Certificate	<ul style="list-style-type: none">• Overall contribution• Completion of the Progression Passport• Skill development

You can download the different certificate templates from the YAC website: [YLP Certificates](#).

END OF YOUNG LEADER PATHWAY



As your Young Leaders reach the end of their pathway as they approach their 18th birthday) we have put together a checklist of things to think about and review. This includes finishing their progression passport, awarding certificates and discussing if they wish to become a YAC Leader once they turn 18 (this will require all Young Leaders to undertake a DBS/Access NI check ahead of approval).

This is outlined in the checklist below (See **Appendix H** for a copy of the checklist)

Branch Leader Completion Checklist (Resource)

- 1. Final Review**
 - Meet with the Young Leader to review their Progression Passport
 - Discuss what they achieved and the skills they developed
 - Celebrate their progress and contributions

- 2. Complete Progression Passport**
 - What I learned. What I'm proud of reflection
 - Young Leaders comments
 - Mentors' comments

- 3. Discuss Next Opportunities**
 - Becoming a YAC Leader at 18
 - Applying for the Youth Advisory Board (when places open)
 - Staying Involved through other CBA youth programmes



- Using their Progression Passport for college, volunteering or job applications

- **4. Thank and Acknowledge**
 - Thank the Young Leader formally for their contribution
 - Acknowledge specific strengths and achievements
 - Offer to be a reference for future opportunities (where appropriate)

- **5. Close Admin**
 - Update internal records to show Young Leader has completed the programme
 - Share any required paperwork with CBA (if applicable)
 - Remove permissions/access no longer needed (e.g., communication groups, shared files).

For Current YAC Young Leaders: Guidance for Leaders

The information outlined below should be shared with any current Young Leaders you have at your branch. It gives them an overview of how they fit with the pathway and how they might wish to utilise it.

As Leaders you will need to do the following:

- Introduce them to the new Welcome Pack
- Go through the Progression Passport with them and decide what milestone best reflects the stage that they are at and move forward from there.



- Acknowledge previous contributions through certificates and the progression passport.

Please Note: the Progression Passports, certificates etc. are not mandatory, so decide with your Young Leader(s) if they wish to use them.

For Current YAC Young Leaders: Guidance for Leaders

See **Appendix I** for a print version

You're Already Part of This

If you are already a YAC Young Leader when this new Pathway is introduced, this page is for you.

First, nothing you've done so far is being replaced or erased. Some elements of the pathway are optional, such as the Progression Passport and Certificates.

The new pathway simply provides a clearer structure for recognising the work you are already doing.

You were part of YAC before this was formalised, and that experience matters.

What is Changing?

The formalised pathway introduces:

- A Welcome Pack
- A structured Progression Passport
- A certificate schedule
- Regular mentor check-ins
- Clearer guidance around safeguarding, supervision and support

This does not mean your role changes. It means there is now a clearer way to:

- Track achievements



- Recognise your contribution
- Support your development
- Help you use your experience for future applications

What Happens Next?

Your Branch Leader and Mentor will:

1. Introduce you to the new Welcome Pack
2. Go through the Progression Passport with you
3. Agree together where you are in your journey

You will not need to “start again.”

Instead, you will:

- Reflect on what you have already done
- Add previous activities to your Progression Passport
- Continue from where you are

Your time as a Young Leader still counts.

How Will Certificates Work?

Your Branch Leader will work with you to:

- Decide which milestone best reflects your current stage
- Backdate recognition where appropriate
- Ensure your previous contribution is acknowledged

The goal is fairness and recognition, not resetting your progress.

What Stays the Same?

You are still:

- A supported YAC Young Leader
- Part of your branch team
- Supervised by YAC Leaders
- Able to pause during exams or busy periods
- Eligible to become a YAC Leader at 18

Why This is Being Introduced?

The aim is to make sure:



- All YAC Young Leaders across the UK receive equal support
- Safeguarding guidance is consistent
- Achievements are clearly recognised

If You Have Questions

This is a shared transition. If anything feels unclear:

- Speak to your Mentor
- Speak to your Branch Leader
- Ask for clarification

YAC Leaders Quick FAQ

Is the Young Leader Pathway mandatory for YAC groups?

No – YAC groups are not required to have Young Leaders. This decision must be made by the individual branches themselves based on capacity and need.

However, if you are a CBA-managed group and choose to have Young Leaders you must follow the recruitment process as set out in this guidance. Affiliate groups should follow their own safer recruitment policies.

Once recruited we recommend using the pathway guidance to support your Young Leaders. You may wish to adapt it for your branch or specifically for the Young Leader. YAC-HQ are happy to discuss this with you if useful.

How long is the YAC Young Leader programme?

The programme runs for 24 months, with review meetings every three months and certificates awarded at fixed milestones.

Can affiliate groups use this guidance for their own Young Leaders?



Yes, affiliate branches can use this guidance. However, affiliate branches follow their own safeguarding procedures, health & safety policies etc., so please refer to these when recruiting and training volunteer posts for minors.

Do YAC Young Leaders need to have a DBS, PVG or AccessNI check?

This depends on where the branch is based:

Scotland: Yes. YAC Young Leaders aged 16–17 must have a PVG check because their role is classed as regulated work under Scottish safeguarding legislation.

England and Wales: No. YAC Young Leaders do not require a DBS check because their role does not meet the criteria for a regulated role when supervised.

Northern Ireland: No. YAC Young Leaders do not require an AccessNI check because supervision removes the need for vetting. All adult YAC Leaders must continue to hold the appropriate vetting for their nation. A vetted adult must always supervise young Leaders.

PLEASE NOTE: If you belong to an Affiliate YAC Branch you must follow your own safeguarding proceedings.

Is it only the mentor's responsibility to support the YAC Young Leader?

No. The mentor is the main point of contact, but supporting the Young Leader is the shared responsibility of the whole YAC leadership team.



What if a Young Leader misses a review meeting?

The review should be rearranged as soon as possible. Reviews must be completed to keep the Progression Passport and certificate schedule on track.

Can a Young Leader take a break during exams or busy periods?

Yes. Young Leaders can pause or reduce involvement during exam seasons or other commitments. Branch Leaders should record this in the Communication Log.

What if a Young Leader's mentor changes?

Branches should update the Welcome Pack, inform the Young Leader and parents/carers, and ensure a smooth handover between mentors.

Are Young Leaders counted as volunteers?

Yes. Although they are still young people within the group (and should be included in adult:child ratios), they take on supported volunteer responsibilities. They must always be supervised by YAC Leaders.

Can Young Leaders take photos or videos?

No. Young Leaders must not use personal devices to take photos or videos. All images must follow CBA safeguarding and GDPR guidance.

What if a Young Leader is struggling or needs extra support?

Use the support section in the review meeting template to identify needs and adjust responsibilities. Speak with the Branch Leader or safeguarding lead if concerns continue. You can always seek advice from the CBA.



How do we manage safeguarding concerns?

CBA Managed Groups: Follow the CBA Safeguarding Policy and Procedures. Young Leaders must know who to speak to and how to report worries. Leaders must log all relevant communication.

Affiliate Groups: Follow your own organisation's safeguarding policies and procedures.

What happens if a Young Leader leaves early?

Record the reason in the Communication Log. They can still receive a summary of their involvement or a partial certificate if appropriate.

Can Young Leaders progress after the programme?

Yes. They may become a YAC Leader at 18, apply for the Youth Advisory Board (18–25) or join the Young Associates Network.

We already have Young Leaders at our branch. Can we still use this guidance?

Absolutely! We've put together a section about what to do if you have Young Leaders already in post, which you can find here: [**Current Young Leaders**](#)



APPENDICES

The appendices included here can also be downloaded separately from the Young Leaders area of the YAC website.

Appendix A: Expression of Interest Handout

Appendix B: Branch Leader Onboarding Checklist

Appendix C: Communication Log template

Appendix D: Mentor Meeting Notes Template

Appendix E: YAC Young Leader Welcome Pack

Appendix F: Code of Conduct

Appendix G: Progression Passport and Reflection & Next Steps Template

Appendix H: Branch Leader Completion Checklist

Appendix I: For Current YAC Young Leaders: Guidance for Leaders





APPENDIX A: EXPRESSION OF INTEREST HANDOUT FOR YOUNG PEOPLE

Expression of Interest



**Young
Leaders
Pathway**

Young Archaeologists' Club

Thank you for your interest in becoming a Young Leader with the Young Archaeologists' Club (YAC)!

YAC is a network of over 80 archaeology clubs across the UK, catering to young people aged 8–17. Each branch is run by a team of passionate and knowledgeable volunteers who deliver fun, hands-on sessions exploring archaeology, heritage, and history.

As a Young Leader (aged 16–17), you'll support your local branch by helping to plan and deliver activities, assisting younger members, and developing your leadership and communication skills. You may also have the opportunity to participate in exciting experiences, such as archaeological digs, museum visits, and historic crafts.

Your contributions and achievements will be recognised throughout your journey. You will receive certificates that celebrate your milestones, the skills you develop and the support you provide to your branch.

You will also receive two years of digital membership with the Council for British Archaeology, which includes access to the British Archaeology magazine.



This overview sheet outlines the steps involved in becoming a Young Leader:

1. Attend a session as an observer

You will be invited to attend a YAC session to see how the club operates from the perspective of a Young Leader and volunteer.

2. Have a follow-up conversation

After the session, your Branch Leader will meet with you to discuss how YAC works and what being a Young Leader involves.

3. Decide if you would like to apply

Once you have had the chance to observe and learn more, you can decide whether you would like to take the next step and formally apply.

The Council for British Archaeology (CBA) offers a range of youth engagement opportunities that you may also wish to explore, including:

[Youth Advisory Board Council for British Archaeology](#)
[Young Associates Network Council for British Archaeology](#)

What you will need to become a YAC Young Leader:

If you decide to apply, you will be sent a link to an online application form. It is simple and will ask you:

- Your name, date of birth, contact details and pronouns
- Why you would like to volunteer with YAC
- Any experience that you feel is relevant (if you have been a YAC member before, what your interests are)
- The contact details for two references. One must know you for at least a year, and the other for two years. If you have been a YAC member for over six months, you can ask your branch leader if they would be happy to be one of your references. References must be professional or academic (e.g., a teacher, youth leader), not family members. Make sure to tell your referees that the CBA will be in touch.
- If you live in Scotland, you will need to complete a PVG (Protecting Vulnerable Groups) check consent form. This is a simple background check that helps make sure everyone taking part in YAC activities is safe. It is free for volunteers and only needs to be undertaken once while you are working as a YAC Young Leader. Please speak with a member of the branch for more information.

Becoming a YAC Young Leader is a fantastic way to gain experience, learn from highly skilled YAC Leaders, and play an active role in the CBA's youth initiatives.



APPENDIX B: BRANCH LEADER ONBOARDING CHECKLIST (RESOURCE)

Branch Leader Onboarding Checklist



Young Leaders Pathway

Young Archaeologists' Club



Use this checklist to ensure each step of the Young Leader onboarding process is completed in the correct order. If any steps have not been completed, they must be finished before the young person can become a YAC Young Leader.

Name of Potential Young Leader:

Completed by (Name of YAC Leader):

Date:

1. Initial Information Pack

- Provide after the young person completes their observation session
- Confirm if they wish to apply
- Pack includes programme overview, expectations and next steps

2. Online Application Form

- Email the application link to the young person
- CC the parent /guardian
- Offer support if they need help completing the form

3. References and Checks

- Collect references
- Ensure PVG check is completed (Scotland only)
- Wait for approval from CBA before progressing

Contact the young person to formally confirm that they are now a YAC Young Leader

4. Welcome Pack

- Role information
- Key Contact
- Training requirements
- Practical guidance
- PVG/DBS/Access NI guidance
- GDPR Information
- Code of Conduct
- Safeguarding links
- Information on other CBA youth programmes

5. Safeguarding and Code of Conduct Review

- Review these together with the young person
- Ensure they understand expectations, behaviour standards and reporting routes
- Any questions they may have

6. Progression Passport Introduction

- Explain how the Passport works
- Encourage the young person to record:
 - What they did (hard skills)
 - What they learned (soft skills)
- Schedule their first check-in with a Mentor.

7. Confirm Start Details

- Agree on the first session date
- Introduce them to their Mentor (if not already done).
- Make sure they know who to contact for support.
- Share Branch calendar.

Notes:



APPENDIX C: COMMUNICATION LOG TEMPLATE (RESOURCE)

Please note: You are able to copy the text below for use in an email, or print our designed communication log template.

Record any communication with the Young Leader and/or their parent/carer throughout the 24-month programme. Remember to include another member of staff in emails.

Young Leader Name:

Branch:

Start Date of Log:

Communication Entry

Date:

Time:

Method:

Email

Phone

In Person

Messaging

Who was contacted:

Reason for Contact:

Actions Agreed (if any):

Follow-Up Required: Yes | No

If yes, details:

Completed by:

Repeat this entry section for new communication.

Communication Log Template



**Young
Leaders
Pathway**

Young Archaeologists' Club

Record any communication with the Young Leader and/or their parent/carer throughout the 24-month programme. Remember to include another member of staff in emails.

Young Leader Name:

Branch:

Start Date of Log:

Communication Entry

Date:

Time:

Method: Phone Messaging
 Email In Person

Who was contacted:

Reason for Contact:

Actions Agreed (if any):

Follow-Up Required: Yes | No

If yes, details:

Completed by:

Repeat this entry section for new communication.



APPENDIX D: MENTOR MEETING NOTES TEMPLATE (RESOURCE)

Please note: You are able to copy the text below for use in an email, or print our designed communication log template.

Meetings take place every three months across the full 24-month programme.

Young Leaders Name:

Branch:

Mentor:

Date of Meeting:

Review Point:

- 3 months
- 6 months
- 9 months
- 12 months
- 15 months
- 18 months
- 21 months
- 24 months

1. Overview of Progress Since Last Meeting

(Attendance, session involvements, and general engagement, you can refer to the Progression Passport entries.)

2. Young Leader Reflection: What They Are Most Proud Of

(Use the Young Leader's own words wherever possible.)

3. Skills and Strengths Observed

(Hard and soft skills demonstrated this period.)



4. Areas for Development

(Any challenges, support needs or skills the Young Leader would like to build.)

5. Agreed Goals for the Next Three Months

(Goals should be realistic, achievable and linked to their Passport.)

6. Support of Adjustments Required

(Training needs, supervision support or changes to responsibilities.)

Mentor Meeting Notes Template



**Young
Leaders
Pathway**

Young Archaeologists' Club

Meetings take place every three months across the full 24-month programme.

Young Leaders Name:

Branch:

Mentor:

Date of Meeting:

Review Point:

- 3 months 6 months 9 months 12 months
 15 months 18 months 21 months 24 months

1. Overview of Progress Since Last Meeting

(Attendance, session involvements, and general engagement, you can refer to the Progression Passport entries.)

2. Young Leader Reflection: What They Are Most Proud Of

(Use the Young Leader's own words wherever possible.)

3. Skills and Strengths Observed

(Hard and soft skills demonstrated this period.)

4. Areas for Development

(Any challenges, support needs or skills the Young Leader would like to build.)



APPENDIX E: YAC YOUNG LEADER WELCOME PACK



**Young
Leaders
Pathway**

Young Archaeologists' Club

**Welcome to the
YAC Young
Leaders**



You're joining a group of passionate young people who help make archaeology fun, hands-on and accessible for everyone. As a YAC Young Leader, you'll support your local branch, develop new skills and help younger members discover the work of archaeology and heritage.

This pack provides everything you need to get started, understand your role, and make the most of your time as part of YAC.



Being a YAC Young Leader

As a Young Leader, you'll assist in designing and delivering sessions, support YAC members, and acquire new skills. As a volunteer, your goal is to learn, contribute, and grow - YAC Leaders are responsible for managing the branch and ensuring everyone's safety, including your own.

What to Expect

You'll start by observing and assisting with sessions, helping with simple tasks such as setting up activities, supporting members, or demonstrating something you've learned.

Over time, you'll have opportunities to plan parts of a session, lead small groups and contribute ideas.

You'll meet regularly with your Mentor to talk about your progress and goals.

Moving from Young Leader to YAC Leader

YAC Young Leaders are usually aged 16-17. When you turn 18, you can apply to become a YAC Assistant Leader and take on more responsibility within your branch, helping plan sessions and supporting new Young Leaders or the wider YAC network.

It's a great next step if you've enjoyed volunteering and want to stay part of the YAC community as an adult volunteer!

Your Progression Pathway

As a YAC Young Leader, you'll build skills that will help you in YAC and beyond, from communication and teamwork to leadership and problem-solving.

Your Progression Pathway is a simple record of your journey. You'll use it to:

- Track the activities you've helped with
- Reflect on what you've learned
- Set new goals with your Mentor
- Record achievements for school, college or future opportunities

You'll review your Progression Pathway during meetings with your mentor and complete a final review before you finish your time as a Young Leader.

When you turn 18, your Progression Pathway can also support your application to become a YAC Leader. Showing the experience, commitment and skills you've gained as part of the YAC community.

About your Branch:

Here you will find all the important contact details for your YAC branch. Please make sure you save all important phone numbers and emails.

Your branch is one of over 80 Young Archaeologists' Club branches across the UK, all of which are supported by the Council for British Archaeology. Together, these branches create a national network of young people who explore archaeology and heritage in fun, hands-on ways.

Branch name:

Branch address:

Branch Leader:

Contact number:

Contact email:

Safeguarding Lead:

Contact at the Council for British Archaeology:

Meeting/planning location:

Meeting/planning times:

Branch calendar:

Your branch will have its own calendar of events. Always check with your Branch Leader or Mentor if you're unsure about dates or meeting arrangements.

Emergency Contact:

Fill in your emergency contact details and share them with your Branch Leader and Mentor.

Full name:

Date of Birth:

Address:

Medical Information (including allergies):

Emergency Contact

Full name:

Relationship to you:

Phone number:

Your branch holds your emergency contact and health information securely. Make sure your details are up to date and tell your Branch Leader or Mentor if anything changes (for example, new phone number, medical conditions or allergies).

If there's ever an emergency during a YAC activity, follow your Branch Leaders' instructions.

Attendance, Punctuality and Communication

As a YAC Young Leader, you're part of the branch team, and it's important to let others know if you can't attend a session or will be late. Good communication helps everyone plan sessions safely and ensures that activities run smoothly.

If you can't attend a session:

- Let your Branch Leader and Mentor know as soon as possible, ideally at least 24 hours before the session.
- Provide a reason for not attending
- Don't worry, things come up! It's important to let the team know as early as possible.

If you're unwell:

- Please don't attend if you are unwell, especially with symptoms that could spread to others.
- Let your Branch Leader and Mentor know by phone or email before the session starts.

If you are running late:

- Contact your Branch Leader or Mentor as soon as you can to let them know when to expect you.
- When you arrive, check in with a Leader before joining the group.



Mentor

Your Mentor is an experienced YAC Leader who is there to support, guide, and check in with you throughout your time as a Young Leader. They'll help you set goals, answer questions, and ensure you feel confident and safe during YAC activities. You'll meet your mentor at least every eight weeks to discuss what's going well, what you're learning, and the challenges you would like help with.

Name:

Contact email:

About your Mentor:

Your mentor has shared a bit about themselves, including how long they've been part of YAC, what inspired them to get involved, and a little about their occupation or hobbies that relate to archaeology or heritage.

Mentor Meeting Schedule

My first meeting is on:

Notes:

Do's and Don'ts of Working with Children and Young People

When you're helping at YAC, you're a role model for younger members. These simple Do's and Don'ts will help you keep everyone safe, supported and respected during activities. They're part of YAC's safeguarding rules and help make sure every session is a positive experience for everyone.

Do:

- Be friendly, kind and respectful to all members.
- Follow the YAC Leaders' instructions and work as part of a team.
- Keep information about members private.
- Ask for help if you're unsure what to do.



Don't:

- Be alone with a member or communicate with them privately.
- Share personal contact details or social media accounts.
- Take photos or videos on your own phone or device.
- Ignore or dismiss something that worries you – always tell a Leader.



Safeguarding



Everyone at YAC has the right to be safe and feel safe.

Safeguarding means looking after the welfare of children, young people and adults at risk. They ensure that YAC sessions are welcoming, inclusive, and free from harm.

As a Young Leader, you are covered by the same safeguarding policy as all other volunteers and YAC members (even though you are aged 16-17). You also play an important role in ensuring that other members are safe and supported.

During your induction, you'll be introduced to the Council for British Archaeology (CBA) Safeguarding Policy, and your Branch Leader will explain what actions to take if you have any concerns. You will also discuss the Code of Conduct between YAC Leaders and Young Leaders, which are a set of shared values that help create a safe, welcoming and positive environment where everyone can contribute, learn and feel supported. All YAC Leaders agree to uphold these values through their time with YAC.

If you feel worried about anything, or if something doesn't feel right, speak straight away to your Mentor, Branch Leader, or Safeguarding Lead. You should not try to solve the problem yourself.

Safeguarding is everyone's responsibility, and your awareness helps keep the YAC a safe and positive space for everyone.

Here's what that means for you:



- Treat everyone with kindness and respect.
- Never be left alone with younger members or in a one-to-one situation.
- If you're worried about someone's safety or behaviour, tell your Branch Leader, Mentor or the Safeguarding Lead straight away.
- You do not need to fix the problem. Just tell an adult who can help.
- Keep clear personal boundaries online and in person
- Only take photos or videos if a Leader has given permission and you're using a YAC-approved device
- If something doesn't feel right, it's always okay to speak up

Do's and Don'ts of Working with Children and Young People

When you're helping at YAC, you're a role model for younger members. These simple Do's and Don'ts will help you keep everyone safe, supported and respected during activities. They're part of YAC's safeguarding rules and help make sure every session is a positive experience for everyone.

Do:

- Be friendly, kind and respectful to all members.
- Follow the YAC Leaders' instructions and work as part of a team.
- Keep information about members private.
- Ask for help if you're unsure what to do.



Don't:

- Be alone with a member or communicate with them privately.
- Share personal contact details or social media accounts.
- Take photos or videos on your own phone or device.
- Ignore or dismiss something that worries you – always tell a Leader.



Code of Conduct for YAC Leaders and YAC Young Leaders

These shared values guide how we work together during all YAC sessions. They help create a safe, welcoming and positive environment where everyone can contribute, learn and feel supported. All YAC Leaders agree to uphold these values through their time with YAC. Feel free to talk this through together.

Inclusivity

We help create a space where everyone feels welcome. We support members with different needs and work together to ensure everyone can take part

Respect

Treat all members, volunteers and families with kindness. Listen to others and value their contributions.

Safety

We prioritise physical and emotional safety. We follow safeguarding guidance and seek help if unsure.

Support and encouragement

We help each other grow. We notice effort, celebrate achievements and offer encouragement.

Responsibility

We take our roles seriously. We arrive prepared, contribute to the session and follow agreed expectations

Positive communication

We speak clearly, calmly and kindly. We listen to others, ask questions if we're unsure and share ideas respectfully.

GDPR: What It Means for You as a YAC Young Leader

As a YAC Young Leader, you may sometimes help with small tasks that involve information about YAC members. GDPR is a set of rules that helps keep everyone's personal information safe. You don't need to know the law in detail; you just need to understand how to handle information responsibly.

What is GDPR?

GDPR stands for the General Data Protection Regulation. It is a rule that helps protect people's personal information, such as their names, ages, addresses, or contact details. It makes sure data is kept safe, used properly and only shared with the right people.

Why does it matter at YAC?

GDPR helps keep all young people in YAC safe. It makes sure that anything we know about our members is treated with care and respect.

What this means for you as a Young Leader

1. Keep information private

If you see or hear anything about another member (for example, their name, allergies, or anything personal), you keep it private. Other YAC Leaders will be aware of this information, but you do not share it with other members, friends or family outside of the YAC.

2. Use information only for YAC activities

If you help take a register, support a shy member or help a Leader with an activity, use the information only for that purpose.

3. Ask a Leader if you're unsure

If someone asks you for information, or if you are not sure what you can share, speak to a YAC Leader or your Mentor. You never need to make that decision alone.

4. Do not take photos without permission

Only take photos when a YAC Leader asks you to, and only if they have confirmed permission has been granted.

5. Respect everyone's safety and comfort

GDPR helps protect personal information, and your role helps protect the trust and privacy of all members.

Remember: If you see it or hear it at YAC, keep it private and ask a Leader if you're unsure.

YAC Young Leader Progression Passport

Your Progression Pathway helps you record everything you do and learn as a YAC Young Leader. It's a way to see how your skills grow over time and it's also great evidence for college, apprenticeships, job applications, or future volunteering.

How to Use This Pathway

- After each session, write down what you helped with, for example, setting up an activity, leading a small group, or supporting younger members.
- Think about what you learned, such as communication, teamwork or planning skills.
- Talk about it with your Mentor during your check-ins. They can add comments to help you reflect and plan your next steps.
- Set small goals for yourself. Like trying something new, helping lead part of a session or improving confidence when talking to the group.
- At your final review, reflect on everything you've achieved and consider what's next. Maybe apply to be a YAC Leader when you turn 18!

Skills Reference Guide

When filling in your Progression Passport, think about the skills you're developing. These can be soft skills or hard skills. Both are valuable.

Quick Formula for determining if it's a soft or hard skill

Hard Skill = What you do

Soft Skill = How you do it

Soft Skills

They are about how you work with people and handle situations. They're transferable, meaning they'll help you in any career or role. Examples include:

- **Communication:** Speaking clearly, listening and sharing ideas.
- **Teamwork:** Working well with others, helping and supporting the group.
- **Leadership:** Taking responsibility, guiding younger members, setting an example.
- **Confidence:** Believing in yourself and trying new things.
- **Problem-solving:** Staying calm, finding solutions and adapting when things change.

Hard Skills

They are specific, practical skills you can learn or measure. Examples include:

- **Setting up archaeological activities or demonstrations.**
- **Using simple archaeological tools or techniques safely.**
- **Organising materials, equipment or resources for a session.**
- **Researching and presenting topics about history or archaeology.**

You will be developing a mix of both hard and soft skills, for example, planning an activity (hard skill) while communicating with younger members (soft skill).

Examples:

Activity	What (Hard Skill)	How (Soft Skill)
Arriving on time to prepare the space	Completing setup tasks before members arrive, organising materials efficiently	Showing professionalism, reliability and readiness to take responsibility
Helping younger members	Explaining tasks	Communicating clearly and being organised
Asking for help or clarification	Approaching YAC Leaders to check instructions	Showing self-awareness, being proactive and demonstrating professionalism

Activity	What (Hard Skill)	How (Soft Skill)
Planning part of a session	Creating a plan or timeline	Sharing ideas, managing time
Giving a short talk or introduction	Researching and/or writing notes	Public speaking, confidence
Demonstrating how to use a simple tool	Showing the correct technique	Speaking clearly and being patient with younger members
Helping set up a display table	Arranging objects neatly and safely	Using creativity and working collaboratively
Supporting a YAC Leader with closing the session	Helping gather equipment, guiding members to tidy up	Demonstrating organisation, demonstrating teamwork and modelling positive behaviour
Documenting workshop progress	Taking clear photos of activities (with permission), noting what members created	Paying attention to detail, staying aware of surroundings, and showing initiative
Helping plan a simple hands-on activity	Creating a step-by-step outline, organising materials needed	Using teamwork to agree on roles, contributing ideas respectfully and managing time.
Troubleshooting minor issues during an activity	Identifying what has gone wrong and fixing it (e.g., missing materials, unclear steps)	Problem-solving, staying patient and keeping the group engaged.
Reflecting after a workshop (verbally and/or in the Progression Passport)	Writing down what went well and what they would like to improve.	Developing self-reflection, honesty and professional growth

When filling in your Progression Passport, try writing one "what" (hard skill) and one "how" (soft skill) for each activity.

Remember:

“What I did” = Hard skill (what) “What I learned” = Soft skill (how)

YAC Young Leader Reward Certificate Schedule

As a YAC Young Leader, your progress will be recognised at regular points throughout the year. Certificates are awarded to celebrate your contribution, your developing skills and milestones you reach as you use your Progression Passport.

Six-Month Recognition Cycle

You will receive a certificate every six months, based on your completed Progression Passport Entries and your Mentor check-ins.

Certificate Schedule

- a. Six-Month Participation Certificate
- b. One-Year Achievement Certificate
- c. Eighteen-Month Milestone certificates (Branches will choose which one(s) are relevant to you,
- d. End-of-Programme Certificate

How This Links to Your Progression Passport

Your mentor will review your Passport with you at each milestone. This helps you:

- Reflect on what you have achieved
- Recognise how your confidence and skills are growing
- Set new goals
- Plan your next steps as a Young Leader

Your passport reflections and activities help Branch Leaders decide which certificate you receive.

Progression Passport Table

Use this table to record what you do, what you learn and how you're developing your skills as a YAC Young Leader.

You and/or your Mentor can fill this in together after sessions or during your review meetings. It also helps show when milestones are reached and when certificates may be planned.

Understanding the Columns

Column	What it's for	Type of Skill	Example
What I did	The main task or activity you helped with. Something you can show, teach, or measure.	Hard skill	"Help set up a mock excavation."
What I Learned/ Development	What did you gain or improve from that activity? How has it helped you grow or work with others?	Soft skill	"Improved teamwork and communication."

Date	Skill Area	Activity /Session	What I did (Hard skill)	What I Learned/Developed. (Soft Skill)	Young Leaders Comments	Mentors Comments	Next Steps Agreed?	Certificate
Example 12/10/2025	Communication & Teamwork	Mock excavation activity	Helped set up the dig area and explained the task to YAC members	Improved confidence in giving instructions and working with the group	It was fun leading part of the activity. I felt more confident speaking to the group.	Great communication and clear instructions. Showed leadership potential	Yes- see below.	

Reflection and Next Steps

This section gives you and your mentor the chance to look back on what you've achieved, think about what you'd like to work on next and agree on your next steps together.

What I am most proud of:

Skills I'd like to develop next:

Mentors' summary of progress:

Young Leaders signature:

Date:

Mentor's signature:

Date

What I am most proud of:

Skills I'd like to develop next:

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Mentor's signature:

Date

What I am most proud of:

Skills I'd like to develop next:

Mentors' summary of progress:

Young Leaders signature:

Date:

Mentor's signature:

Date

Information on the Council for British Archaeology's Youth Engagement Programmes

As a YAC Young Leader, you are part of a wider community of young people across the UK who are passionate about archaeology, heritage and the historic environment. YAC is one of several youth programmes run by the Council for British Archaeology (CBA), all designed to help young people develop skills, build confidence and explore their interests in meaningful ways.

Your journey doesn't end with YAC. As you gain experience, you can continue to develop your voice, influence national projects, and connect with other young people who share your interests. The CBA offers several pathways to get involved, try new roles and shape the future of archaeology.

Below, you'll find information about different youth programmes you can progress into or be part of, along with links to find out more. If anything interests you, speak to your Mentor; they're there to support you every step of the way.

Youth Engagement

The CBA creates and supports a range of projects, events and online resources for young people of all ages. These include hands-on activities, training opportunities and digital content designed to help young people explore archaeology in accessible and inspiring ways.

[Explore the CBA's Youth Engagement resources here.](#)

Youth Advisory Board

A group of 12 young people aged 18-25 who help shape national archaeology projects and influence the CBA's work. The board ensures that young people's voices, experiences and ideas are central to decision-making. Members gain experience in leadership, advocacy, teamwork and project development.

[Find out more about the Youth Advisory Board here.](#)

Young Associate Network

A community of young people who want to stay connected to archaeology, heritage and the historic environment. Young Associates receive a monthly youth newsletter featuring articles, jobs, volunteer opportunities and updates across the sector. There are also chances to contribute to CBA projects and partner activities.

[Find out more here.](#)

Important Link, Contact Details and Information

These links help you find the information you need during your time as a YAC Young Leader. You can use them to check policies, learn more about your role and explore opportunities with the Council for British Archaeology.

Safeguarding

- [CBA Safeguarding Policy and Procedures](#): Explains how we keep everyone safe,
- [YAC Young Leaders Safeguarding Induction](#): You must complete this as part of your onboarding.
- How to report a safeguarding concern: Who to speak to if you are ever worried about someone.

Safeguarding Lead contact details



Dr Jo Kirton
Delivery and Engagement Manager
Council for British Archaeology
Email:
joannekirton@archaeologyuk.org
Contact number: 07738591744

GDPR and Confidentiality

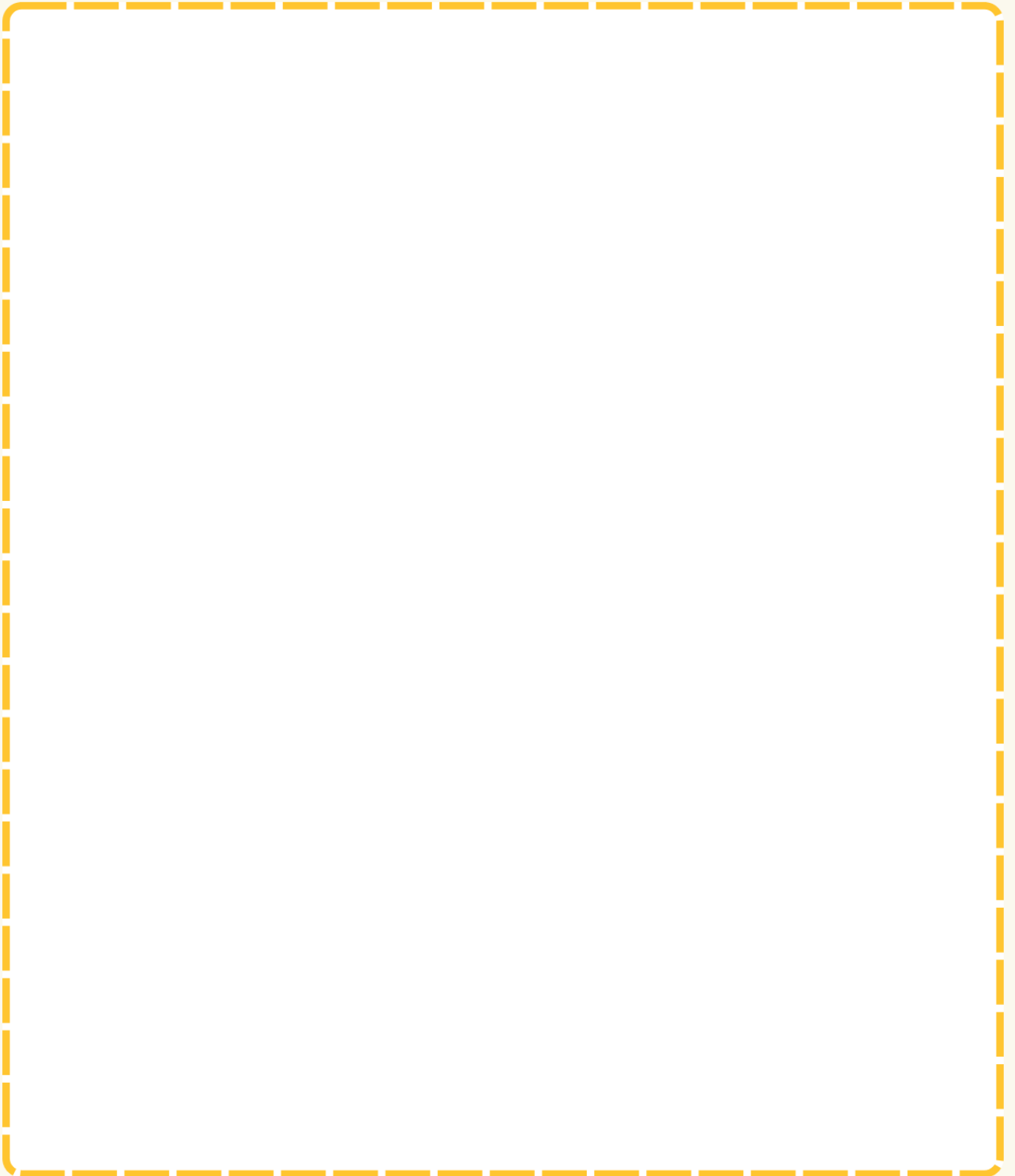
- [Information on keeping personal details private and safe](#).
- [Photo and video guidance](#): What you can and cannot record/photograph at YAC.
- How to handle information responsibly as a Young Leader

YAC and CBA Youth Opportunities

- [About the Young Archaeologists' Club](#): Learn more about the branches around the UK.
- [CBA Youth Engagement](#): Online activities, projects and resources.
- [Youth Advisory Board \(YAB\)](#): a group of 18-25 year olds who help shape CBAA projects.
- [Young Associates Network \(YAN\)](#): opportunities, newsletters and ways to stay involved.

Your Branch Information

- **Branch Calendar and upcoming sessions.**
- **Any branch-specific rules or guidance.**
- **Who to contact if you have any questions or need help.**



YAC Young Leaders – Quick FAQ

Is the Young Leader Pathway mandatory for YAC groups?

No – YAC groups are not required to have Young Leaders. This decision must be made by the individual branches themselves based on capacity and need. However, if you are a CBA-managed group and choose to have Young Leaders you must follow the recruitment process as set out in this guidance. Affiliate groups should follow their own safer recruitment policies.

Once recruited we recommend using the pathway guidance to support your Young Leaders. You may wish to adapt it for your branch or specifically for the Young Leader. YAC-HQ are happy to discuss this with you if useful.

How long is the YAC Young Leader programme?

The programme runs for 24 months, with review meetings every three months and certificates awarded at fixed milestones.

Can affiliate groups use this guidance for their own Young Leaders?

Yes, affiliate branches can use this guidance. However, affiliate branches follow their own safeguarding procedures, health & safety policies etc., so please refer to these when recruiting and training volunteer posts for minors.

Do YAC Young Leaders need to have a DBS, PVG or AccessNI check?

This depends on where the branch is based:

Scotland: Yes. YAC Young Leaders aged 16–17 must have a PVG check because their role is classed as regulated work under Scottish safeguarding legislation.

England and Wales: No. YAC Young Leaders do not require a DBS check because their role does not meet the criteria for a regulated role when supervised.

Northern Ireland: No. YAC Young Leaders do not require an AccessNI check because supervision removes the need for vetting.

All adult YAC Leaders must continue to hold the appropriate vetting for their nation. A vetted adult must always supervise young Leaders.

PLEASE NOTE: If you belong to an Affiliate YAC Branch you must follow your organisation's own safeguarding proceedings.

Is it only the mentor's responsibility to support the YAC Young Leader?

No. The mentor is the main point of contact, but supporting the Young Leader is the shared responsibility of the whole YAC leadership team.

What if a Young Leader misses a review meeting?

The review should be rearranged as soon as possible. Reviews must be completed to keep the Progression Passport and certificate schedule on track.

Can a Young Leader take a break during exams or busy periods?

Yes. Young Leaders can pause or reduce involvement during exam seasons or other commitments. Branch Leaders should record this in the Communication Log.

What if a Young Leader's mentor changes?

Branches should update the Welcome Pack, inform the Young Leader and parents/carers, and ensure a smooth handover between mentors.

Are Young Leaders counted as volunteers?

Yes. Although they are still young people within the group (and should be included in adult:child ratios), they take on supported volunteer responsibilities. They must always be supervised by YAC Leaders.

Can Young Leaders take photos or videos?

No. Young Leaders must not use personal devices to take photos or videos. All images must follow CBA safeguarding and GDPR guidance.

What if a Young Leader is struggling or needs extra support?

Use the support section in the review meeting template to identify needs and adjust responsibilities. Speak with the Branch Leader or safeguarding lead if concerns continue. You can always seek advice from the CBA.

How do we manage safeguarding concerns?

CBA Managed Groups: Follow the CBA Safeguarding Policy and Procedures. Young Leaders must know who to speak to and how to report worries. Leaders must log all relevant communication.

Affiliate Groups: Follow your own organisations safeguarding policies and procedures.

What happens if a Young Leader leaves early?

Record the reason in the Communication Log. They can still receive a summary of their involvement or a partial certificate if appropriate.

Can Young Leaders progress after the programme?

Yes. They may become a YAC Leader at 18, apply for the Youth Advisory Board (18–25) or join the Young Associates Network.

We already have Young Leaders at our branch. Can we still use this guidance?

Absolutely! We've put together a section about what to do if you have Young Leaders already in post.



APPENDIX F: CODE OF CONDUCT

YAC LEADERS AND YAC YOUNG LEADERS



These shared values guide how we work together during all YAC sessions. They help create a safe, welcoming and positive environment where everyone can contribute, learn and feel supported. All YAC Leaders agree to uphold these values through their time with YAC. Feel free to talk this through together.

Inclusivity

We help create a space where everyone feels welcome. We support members with different needs and work together to ensure everyone can take part

Respect

Treat all members, volunteers and families with kindness. Listen to others and value their contributions.

Safety

We prioritise physical and emotional safety. We follow safeguarding guidance and seek help if unsure.

Support and encouragement

We help each other grow. We notice effort, celebrate achievements and offer encouragement.

Responsibility

We take our roles seriously. We arrive prepared, contribute to the session and follow agreed expectations

Positive communication

We speak clearly, calmly and kindly. We listen to others, ask questions if we're unsure and share ideas respectfully.



APPENDIX G: PROGRESSION PASSPORT TABLE TEMPLATE AND REFLECTION AND NEXT STEPS TEMPLATE

Reflection and Next Steps

This section gives you and your mentor the chance to look back on what you've achieved, think about what you'd like to work on next and agree on your next steps together.

What I am most proud of:

Skills I'd like to develop next:

Mentors' summary of progress:

Young Leaders signature:

Date:

Mentor's signature:

Date

What I am most proud of:

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Mentor's signature:

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Young Leaders signature:

Date:

Mentor's signature:

Date

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Skills I'd like to develop next:

Mentors' summary of progress:

Young Leaders signature:

Date:

Mentor's signature:

Date

APPENDIX H: BRANCH LEADER COMPLETION CHECKLIST



Branch Leader Completion Checklist



Young Leaders Pathway

Young Archaeologists' Club



1. Final Review

- Meet with the Young Leader to review their Progression Passport
- Discuss what they achieved and the skills they developed
- Celebrate their progress and contributions

2. Complete Progression Passport

- What I learned. What I'm proud of reflection
- Young Leaders comments
- Mentors' comments

3. Discuss Next Opportunities

- Becoming a YAC Leader at 18
- Applying for the Youth Advisory Board (when places open)
- Staying Involved through other CBA youth programmes
- Using their Progression Passport for college, volunteering or job applications

4. Thank and Acknowledge

- Thank the Young Leader formally for their contribution
- Acknowledge specific strengths and achievements
- Offer to be a reference for future opportunities (where appropriate)

5. Close Admin

- Update internal records to show Young Leader has completed the programme
- Share any required paperwork with CBA (if applicable)
- Remove permissions/access no longer needed (e.g., communication groups, shared files)

APPENDIX I: FOR CURRENT YAC YOUNG LEADERS: GUIDANCE FOR LEADERS



For current YAC Young Leaders



**Young
Leaders
Pathway**

Young Archaeologists' Club

You're Already Part of This

If you are already a YAC Young Leader when this new Pathway is introduced, this page is for you.

First, nothing you've done so far is being replaced or erased. Some elements of the pathway are optional, such as the Progression Passport and Certificates. The new pathway simply provides a clearer structure for recognising the work you are already doing.

You were part of YAC before this was formalised, and that experience matters.

What is Changing?

The formalised pathway introduces:

- A Welcome Pack
- A structured Progression Passport
- A certificate schedule
- Regular mentor check-ins
- Clearer guidance around safeguarding, supervision and support

This does not mean your role changes. It means there is now a clearer way to:

- Track achievements
- Recognise your contribution
- Support your development
- Help you use your experience for future applications

What Happens Next?

Your Branch Leader and Mentor will:

- Introduce you to the new Welcome Pack
- Go through the Progression Passport with you
- Agree together where you are in your journey

You will not need to “start again.” Instead, you will:

- Reflect on what you have already done
- Add previous activities to your Progression Passport
- Continue from where you are

Your time as a Young Leader still counts.

How Will Certificates Work?

Your Branch Leader will work with you to:

- Decide which milestone best reflects your current stage
- Backdate recognition where appropriate
- Ensure your previous contribution is acknowledged

The goal is fairness and recognition, not resetting your progress.

What Stays the Same?

You are still:

- A supported YAC Young Leader
- Part of your branch team
- Supervised by YAC Leaders
- Able to pause during exams or busy periods
- Eligible to become a YAC Leader at 18

Why This is Being Introduced?

The aim is to make sure:

- All YAC Young Leaders across the UK receive equal support
- Safeguarding guidance is consistent
- Achievements are clearly recognised

If You Have Questions

This is a shared transition. If anything feels unclear:

- Speak to your Mentor
- Speak to your Branch Leader
- Ask for clarification

