

Worcestershire Young Archaeologists Club

Terms and Conditions of Membership/ Parental Guidance.

- All parents of members must have read these notes and signed the consent form medical form and photographic permission form before a child will be permitted to attend an event. This is to ensure the protection and safety of the child.
- Membership to WYAC is £8 a year (January-December). A basic charge of £1 will be made for monthly events, however any additional costs that certain trips may incur, will be charged to the individual accordingly.
- A child may become a member once they have reached their eighth birthday and may remain a member until the end of the calendar year in which they turn seventeen.
- Each meeting will be supervised by a minimum of 1 CRB cleared adult for every 10 children and there will be at least 1 qualified First Aider present at all times.
- Members wishing to attend an event must book by 4pm on the Wednesday before an event. Bookings are made via the WYAC gmail account - wyaclub@gmail.com. All members must respond to requests for booking. This is to ensure that we have a sufficient adult to child ratio at all events. WYAC reserve the right to turn persons away if this does not occur. It is helpful to know if, having reserved a place, a member is no longer able to attend. This can be done by contacting *Deborah by 4pm (01905 765905)* on the Friday before an event. After that please phone or text the event's leader, whose name will be given in details of the event.
- In accordance with Health and Safety regulations a risk assessment will be read at the beginning of every event. If a member arrives late and does not hear the risk assessment then we reserve the right to refuse admittance. Events start at the published time and we can accept members up to 15 minutes before that time.
- Parents are asked to ensure the membership secretary is informed of any changes in a member's emergency contact details.
- All information given regarding a member's personal details will be held on a confidential basis and only used for appropriate reasons, such as a contact address in the event of an emergency. Information will only be used by WYAC leaders or assistant leaders who have received Criminal Record Bureau clearance. Information may also be passed to the National YAC organization for insurance purposes.
- WYAC's main means of correspondence is via email, in order to ensure that costs are kept to a minimum. Please ensure that contact details are kept updated and inform a committee member as soon as possible if information is not getting through.

- Parents should be aware that when discussing prehistory, current evolutionary theory may be covered.
- We expect reasonable behaviour from all members and their parents; should they become repeatedly disruptive then we reserve the right to implement exclusion and to revoke membership.

Acceptable behaviour includes remaining silent when anyone is speaking to the whole club; not distracting other members; turning off mobile phones during a meeting; being polite and well mannered to all; being respectful to leaders, volunteers and visiting speakers; not fooling around; staying with the group and to always remember that they represent WYAC at all times.

Members who fail to maintain the expected standard of behaviour will be treated as follows:

1. A warning will be given at the end of a club meeting that improvements in behaviour are required and details will be recorded on an official behaviour report which is taken to each meeting.
 2. If behaviour does not improve at the next meeting the member attends a further warning will be given and their parents will be contacted.
 3. A third occurrence of inappropriate behaviour will result in exclusion from the club until the member is willing to apologise and request re-admittance.
- WYAC takes no responsibility for the state or condition of children's attire. Parents need to be aware that Archaeology is by nature a potentially messy subject and therefore children should be dressed accordingly. Similarly it is assumed that all members will have up to date tetanus protection.
 - If a parent is bringing 3 or more children to an event, then we may request that at least one parent or legal guardian remain in attendance also.
 - Images of the group's activities could be included on our website, in publicity or press reports, by YAC, Worcestershire County Council and by Worcester City Council. Parents are asked to complete a form giving their permission for such usage.
 - While the club will always aim to provide current location maps for monthly events it is the responsibility of the member and their parent or guardian to find their own way there.
 - Please return your completed membership, medical forms and photograph permission forms with the relevant fee (cheques payable to 'Worcestershire Young Archaeologists Club') to:

Jennie Sommerville
 WYAC, c/o 6 Hillside, Plough Road, Tibberton, Worcs WR9 7NL

Application for Membership 2013



Young Archaeologists' Club®

Medical and Emergency Contacts Form

All information provided here will be treated with the utmost confidence in accordance with the Data Protection Act. For the safety and welfare of your child and other members of the WYAC Branch, please complete each question and return the form as soon as possible to the address at the bottom of page 2.

Your Child's Details

- Name of Child, Date of Birth, Gender, Address, Home telephone number

Allergies and Medication

NB: Please note any medication required, for instance, inhalers and epi-pens, must be brought with you to events

- Please list all allergies that your child has
Please list all medication, including inhalers, that your child takes and how and when they are to be administered

Special Needs

- Please detail any special needs your child may have
Please list any successful support strategies that are used at home or school
Please detail any other information you feel may help us to support your child

In order to keep our costs down we try to correspond with as many of our members via email as possible so please could you give a suitable contact email:

.....

names and numbers, which could be both parents.

- Name: _____
- Relationship to Child: _____
- Mobile Number: _____

- Name: _____
- Relationship to Child: _____
- Mobile Number: _____

Consent

In the event of illness or accident requiring emergency hospital treatment, every effort will be made to contact you immediately. If this is not possible, I give my consent for any decisions regarding my child's health to be made by qualified medical staff.

Treatment that my child must not receive without my permission (e.g. blood transfusion):

Signed: _____

Print Name: _____

Relationship to Child: _____ Date: _____

Address, telephone number and mobile number if different to that given on first page:

Food tasting

As part of the activities that take place during the year there may be opportunities for members to taste food.

I give permission for my son/daughter to taste any food except

As the parent/guardian of _____ I have read the updated terms and conditions of membership and parental guidance notes for the Worcestershire Young Archaeologists Club and have accepted them. I give consent for my child to become a member of the Worcestershire Young Archaeologists Club for the year ending December 31st 2013 and include membership payment of £8.

(Cheques payable to WYAC)

Signed: _____ Date: _____

Please return membership and photo permission forms to:

Jennie Sommerville

WYAC

c/o 6 Hillside, Plough Road, Tibberton, Worcs WR9 7NL

Due to legislation we need permission to take photographs of your children. This permission needs to be in two parts: for the national YAC and also for Worcestershire County Council and Worcester City Council. Please complete both parts. One form can be used for all members from the same family. Thank you.

PART 1

Photographic Permission Form



YAC may take photographic prints and digital images of the young people engaged in the activities. With permission from parents/guardians and young people themselves, these images may be used to promote YAC activities in printed and online publicity material by YAC, the Council for British Archaeology (CBA), Archaeology Scotland (formerly the Council for Scottish Archaeology), CBA Wales/Cymru, the CBA English regional groups, and local YAC Branches. Images are sometimes used in articles in other publications (such as special-interest magazines or newspapers) to illustrate YAC's activities.

Please be aware that YAC has strict child protection policies on the use of photographic images. Personal information about young people, such as addresses, will never be included. In most cases names will not be used; young people will be referred to simply as YAC members. Full names will only be used in specific circumstances, for example, where a young person is the winner of a YAC competition or has written an article for *Young Archaeologist* magazine.

For further information, please contact the YAC Network and Events Officer at YAC HQ in York or the Young Archaeologists' Club Officer at Archaeology Scotland. If you would like further clarification of YAC's commitment to safeguarding young people online, please contact YAC HQ in York. YAC's full child protection policy is available on the YAC website (see www.britarch.ac.uk/yac)

If you have any reservations or questions, please discuss them with the YAC volunteer or staff member organising the event/s before signing.

Printed Images:

Examples of uses of printed images:

- YAC UK's magazine *Young Archaeologist*
- Leaflets and posters for YAC UK
- Local Branch newsletters
- Printed material distributed by the CBA (e.g. the Members' Newsletter and the flagship magazine *British Archaeology*)
- Articles in newspapers and special-interest magazines about YAC's activities

Please add child's or children's name(s)

I give my permission for my child(ren) _____
to be photographed at YAC events and have no objections to such photographs being used
in **printed** publications and associated publicity as outlined above.

Images Online:

YAC and the CBA may use some images of young people engaged in YAC activities to illustrate their websites. Images used for generic/illustrative purposes on the YAC and CBA websites may be replaced with more recent images regularly. Images of young people associated with particular stories or events may remain on the YAC website in perpetuity, but will be archived as new stories and events are added. Local Branches may also wish to use images on their own websites.

Please tick

I am happy for images to appear on the following websites:

YAC UK website	Yes []	CBA website	Yes []
WYAC website	Yes []	Archaeology Scotland website	Yes []

PART 2

Consent for WYAC photographs to be used for other purposes than YAC and WYAC websites and displays.

Please would you also give permission for us to provide any suitable photographs of WYAC members, which may have your child(ren) on them, doing archaeology for Worcestershire County Council and Worcester City Council websites, newsletters and displays. The local press also ask for photos to accompany articles/reports we have written. We would never have any of the children's names showing in captions associated with the photographs.

Please could you delete and sign below to indicate whether you agree or not to allowing photographs to be used for the above purposes.

A) YES - *I/we do consent for photographs containing images of my child(ren) to be used for the above purposes.*

B) NO - *I/we do NOT give consent for photographs containing images of my child(ren) to be used for the above purposes.*

Please complete details (parent/guardian)

Member(s) name: _____

Signed: _____ Print Name: _____

Relationship to member(s) _____

YAC HQ in York: CBA, St Mary's House, 66 Bootham, York, YO30 7BZ
Archaeology Scotland, Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR