

# **SITE AND SAFEGUARDING POLICIES of the EAST DORSET ANTIQUARIAN SOCIETY**

## **1. Introduction**

- 1.1 This policy is intended for guidance only, and does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.
- 1.2 The policy applies to members of East Dorset Antiquarian Society ("EDAS" hereafter), volunteers on EDAS projects and others who may visit EDAS project sites or attend activities organised by or through EDAS.
- 1.3 It is intended to ensure fairness and consistency, so that all volunteers are treated equally, and to provide safeguards against harm, particularly for children and on project sites.

## **2. Volunteers**

- 2.1. A volunteer is anyone who, without compensation or expectation of compensation, performs a task or tasks at the direction of and on behalf of EDAS, usually on the site of one of EDAS's field projects (i.e. the site of an archaeological intervention organised by or through EDAS). Site visitors, covered in section 4, are not considered as volunteers even though they may gain some experience of site work.
- 2.2. EDAS will use appropriate means to advertise for or to find any volunteers needed, including personal discussions with individuals who express an interest in an EDAS project. Any advertisements will include a contact point, normally an EDAS committee member.
- 2.3. A volunteer will be expected to wear suitable clothing, bring their own food and drink, and to provide their own basic equipment, unless alternative arrangements are agreed with a member of the project management team.
- 2.4. Volunteers will be accepted after an initial discussion with a member of the project management team (see 3.1 of Financial Controls Policy) on the requirements of the project concerned, and the task(s) they will undertake, in which case details will be taken of the volunteer's name and contact information and they will be included in all relevant communications to those working on the project.
- 2.5. EDAS reserves the right not to accept any prospective volunteer, particularly on the basis of their physical ability to undertake the task(s) concerned. No volunteers will be accepted under age 14.
- 2.6. Accepted volunteers will be provided with the necessary information and support to undertake the agreed task(s) including the names and contact points of those managing the project, training and supervision provision and requirements, timing and timescales of operation, personal equipment and clothing requirements and the availability of project equipment and supplies, the insurance cover provided and any formal documentation such as an excavation guide. Essential procedures, notably site rules (section 3), health & safety requirements (section 6), safeguarding provisions (sections 7 & 8) and procedures for dealing with finds will be explained, as well as the need for confidentiality on details of the project.
- 2.7. Volunteers will be provided with written details of key requirements and must sign a declaration that they will adhere to them. This will include additional requirements for volunteers who have not reached the age of 18, as set out in section 7.7.
- 2.8. Expenses incurred in the course of a volunteer's duties will not be reimbursed unless agreed in advance by a trustee on the project management team, in which case an expenses form will be provided on which to make a claim which should include as much evidence of expenditure as possible.
- 2.9. A volunteer may discuss any concerns they have with a member of the project management team, who will attempt to resolve them. Volunteers may, in any case, cease

to volunteer at any time following notification to a member of the project management team.

- 2.10. EDAS reserves the right to terminate a volunteer's acceptance on a project, which will only follow a discussion with a member of the project management team and, if appropriate, an agreed period of time to meet their concerns.

### **3. Site Rules**

- 3.1. The following lists general rules expected for all those on a field project site.
  - Anyone receiving an enquiry from the press or other media about the site must refer it to the chair without making any comments.
  - Finds may not be removed from the site except by, or with the agreement of, a member of the project management team. All finds belong to the landowner in the first instance.
  - Observe sensible standards of behaviour and conduct showing consideration for others.
  - Do not disturb any animals or damage property, e.g. by climbing over walls, leaving gates open, or trampling crops.
  - Do not leave litter.
  - No smoking or alcohol on site.

### **4. Site Visitors**

- 4.1. Visitors to an EDAS field project site are here considered only to be those who have been invited, such as individual invitees, special interest groups, members of the public invited as a result of publicity (particularly on Open Days) and groups invited to learn about and participate in site work for periods not exceeding one day.
- 4.2. Visitors are only allowed on the site by prior arrangement and no responsibility can be taken for anyone arriving uninvited or when the project team are absent.
- 4.3. All visitors will be given basic health & safety information and advice verbally. This will mainly concern issues associated with rural locations, such as uneven ground and a lack of facilities, and with working excavation sites, such as the need to stay away from trench edges and not to enter trenches without invitation.
- 4.4. As in sections 6 & 7, adults are assumed to take responsibility for their own actions and for any children they bring to the site.
- 4.5. The leader of any group invited to participate in site work for part of a day will be provided with the written details in 2.7, and all the group will be provided with basic equipment, given suitable instruction and supervised at all times.
- 4.6. Where such a group includes, or consists of, people under 18 (notably school groups) they will be subject to the requirements of section 7.6, for which the group leader must sign a declaration.

### **5. EDAS Events**

- 5.1. This section covers attendance at events and activities, other than field projects, organised by or through EDAS. This mainly includes EDAS monthly meetings, organised walks and field visits.
- 5.2. Attendees will mainly be EDAS members, but may also include non-members.
- 5.3. The organiser(s) will consider if there are any special risks to health or safety and, if so, will warn participants at an appropriate time.
- 5.4. As in sections 6 and 7, adults are assumed to take responsibility for their own actions and for any children they bring to EDAS events.
- 5.5. Unaccompanied attendees who have not reached the age of 18 will be subject to the requirements of section 7.

## **6. Health & Safety**

- 6.1. Health & safety are the responsibility of the project management team on the site of an EDAS field project and of the organiser(s) for other events and activities.
- 6.2. Health & safety is largely a matter of basic common sense and no recommendations or rules can cover mitigation of every possible risk. Those responsible will, however, warn of any special risks which may not be immediately apparent and of any required mitigation(s).
- 6.3. It is each individual adult's responsibility to ensure that their actions do not jeopardise their own health or safety, or that of others. Adults must also take responsibility for the actions of any children (i.e. under 18) they bring to an EDAS site or event.
- 6.4. Those responsible will, if necessary, take action to remove or expel anyone who is endangering their own or others' safety.
- 6.5. The following lists the main health & safety issues and requirements, particularly those applying to field sites. It should not be considered as exhaustive:
  - Bring any medication needed.
  - Basic first aid items will be available on site but EDAS do not guarantee the presence of trained first aiders.
  - Any accident should be notified to a member of the project management team and recorded in the Accident Book.
  - Ensure that tetanus vaccinations are up to date (and any others where you have a personal risk).
  - Act within your own physical capabilities.
  - Appropriate clothing must be worn for the weather conditions and carried for anticipated changes in the weather.
  - Consider other protection such as sunshades/umbrellas and sun cream.
  - Appropriate protective clothing to be worn (e.g. gloves for excavating, steel toe cap boots, high-vis jackets).
  - Do not leave tools lying around; at breaks make their locations obvious (e.g. by covering with an upturned bucket).
  - Handle heavy items appropriately, including spoil buckets.
  - Stay away from trench edges, do not run and never jump across trenches.
  - Spoil may not be placed within 1m of a trench edge unless agreed by a member of the project management team.
  - Do not work in trenches over 1.2m deep without adequate shoring
  - Be aware of any heavy machinery, such as diggers, maintain a safe distance and wear a high vis jacket if working within 10m.
  - If working out of sight of others, ensure someone knows where you are.
  - Never work on site alone.

## **7. Safeguarding Children**

- 7.1. The EDAS trustees hold overall responsibility for safeguarding children (i.e. anyone who has not reached age 18), so that they do not suffer harm or abuse as a result of EDAS's activities.
- 7.2. These policies result from an assessment of the risks to children that might arise from EDAS's activities and how best they can be avoided, essentially by ensuring an ongoing, regular, level of supervision appropriate to the activity, the child's age and their level of vulnerability. See section 8 also.
- 7.3. An over-riding assumption is that adults who accompany children to EDAS sites and events have primary responsibility for their supervision (and see 7.6). EDAS trustees will, nevertheless, intervene if it appears that there is insufficient supervision.

- 7.4. There are few, if any, risks to children at EDAS monthly meetings. However, trustees will take responsibility for ensuring that there are adequate arrangements for returning home for any child arriving unaccompanied.
- 7.5. Attendance of children at other events will be at the discretion of the organiser(s), when they must normally be accompanied by a parent, legal guardian or someone authorised by them. Unaccompanied children will only be permitted if an arrangement is made in writing for a DBS certified EDAS trustee to take responsibility.
- 7.6. School groups visiting our field project site for educational purposes will be supervised by their teachers and responsible adults within the school's policy. More generally, all organised groups of children visiting a site must be accompanied by authorised adults who retain responsibility for their supervision. All such groups will be appointed to a designated EDAS representative (who may not have DBS certification) who will lead the group in their activities. That person can cancel a visit at any time if there are safety or behavioural issues.
- 7.7. Volunteers aged 14 or 15 must be accompanied and supervised by a parent or legal guardian. Unaccompanied volunteers between 16 and 18 will be allowed on condition that an EDAS representative with suitable DBS clearance is willing and able to take responsibility for their supervision and a parent or legal guardian provides written consent.

## **8. Safeguarding Members and Volunteers**

- 8.1. The above policies, especially section 7, provide for proper supervision and safeguarding for children. EDAS members and, particularly, volunteers on site will also be made aware of the need to protect themselves from false accusations of harm or abuse.
- 8.2. All adult members and volunteers should aim to avoid being alone with an individual child or young person and out of sight of other adults.

**Adopted 2<sup>nd</sup> May 2017**