



SOUTH OXFORDSHIRE ARCHAEOLOGICAL GROUP

Founded in 1969

PATRON: Prof. Malcolm Airs
PRESIDENT: Hazel Williams

SOAG's policies for child protection, health and safety, and insurance

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SOAG's Child Protection Policy

General Principles

SOAG is a community based organization open to all. SOAG recognizes its legal responsibility under The Children Act 1989 to fulfil its duty of care towards young people and children under the age of eighteen by ensuring they are supported so they can participate in its activities. It will do this by ensuring that the welfare of each individual child and young person is of the most paramount importance.

This policy covers all SOAG activities and other activities in which SOAG either leads or is the lead partner is the "lead partner". It is also published on SOAG's website: <http://www.soagarch.org.uk/>.

Guidelines

1. SOAG has a health and safety policy to ensure it undertakes its activities in a safe manner (see page 4).
2. Children and young people up to and including the age of seventeen must be accompanied by a parent(s) or guardian(s). If the parent(s)/guardian(s) cannot accompany the child/young person a responsible adult appointed by the parent(s)/guardian(s) must accompany him/her.
3. The responsible adult will be appointed as per the consent from (see page 3) which must contain the following information:
 - a. the name of the child/young person. If there is more than one child or young person with that responsible adult, separate written and signed permissions must be given. The maximum number of permissions per responsible adult is to be four;

- b. the address of the child/young person and at least one (preferably two) contact telephone numbers;
 - c. the address of the relevant parent(s)/guardian(s) and at least one (preferably two) contact telephone numbers;
 - d. the name, address and at least one (preferably two) contact telephone numbers of the responsible adult accompanying the child/young person;
 - e. the signatures of both the parent(s)/guardian(s) and the responsible adult.
4. The leader of any SOAG activity will be alert to any possible trespassing.
 5. Written and signed consent to use pictures of children on the SOAG website and any other publications of SOAG must be obtained from the relevant parent(s)/guardian(s) prior to publication.
 6. All SOAG activities take place subject to the policy and guidelines above.
 7. This policy may be amended at any time.

(Childline Number 0800-111)

SOUTH OXFORDSHIRE ARCHAEOLOGICAL GROUP

**Consent form for a Child/Young Person up to and including the age of seventeen to participate
in**

SOAG activities whenever his/her parent(s)/guardian(s) cannot accompany him/her.

Notes: 1. A separate form must be filled in for each child/young person

2. All starred fields are mandatory.

3. In the interests of the safety of your child, please write legibly.

*Name of Child/Young Person.....*Age.....yrs

*Address of Child/Young Person.....

.....Post Code.....

*First Telephone Number.....

Second Telephone Number.....

*Name of Parent(s)/Guardian(s).....

*Address of Parent(s)/Guardian(s).....

.....Post Code.....

*First Telephone Number.....

Second Telephone Number.....

*Name of Responsible Adult.....

*Address of Responsible Adult.....

.....Post Code.....

*First Telephone Number.....

Second Telephone Number.....

I/we, the parent(s)/guardian(s) of the above child/young person consent to he/she to be accompanied by the above responsible adult in loco parentis on SOAG activities for the year January to December.

Signed.....Dated.....

I, the responsible adult, agree to accompany the above child/young person in loco parentis on SOAG activities for the year January to December .

Signed.....Dated.....

SOAG Health and Safety policy

The Management of Health and Safety at Work Regulations 1999 requires all employers, regardless of the size of the organisation, to have in place an effective risk based Health and Safety Policy. SOAG is an employer within the meaning of Health and Safety legislation.

SOAG recognises that all meetings of the Group and archaeological fieldwork should be undertaken in accordance with current Health and Safety legislation. SOAG accepts that both organising bodies and individual members/volunteers have a duty of care to those working for them, to each other, and to the general public.

SOAG specifically recognises its individual archaeologists' responsibilities. An archaeologist undertaking fieldwork shall give due regard to the requirements of Health and Safety legislation relating to members/volunteers or to other persons potentially affected by his/her archaeological activities. Lead archaeologists must ensure that:

- an adequate risk analysis is undertaken and available for inspection
- any remedial and protective measures are in place
- adequate on-site safety training is provided

General and specific requirements will be further defined in *Field Manuals* and/or individual *Project Designs*.

SOAG will treat any complaint against a member regarding fulfilment of Health and Safety obligations very seriously and if necessary may expel such member under clause 5.8 of the SOAG Constitution.

Useful guidance is given in the following Health and Safety Executive publications:

Health and Safety Regulation...a short guide: HSC13

Successful Health and Safety Management: HSG65

Managing Health and Safety...Five steps to success: INDG275

SOAG Insurance coverage

SOAG carries insurance. Our policy provides cover under the following categories:

- Public liability
- Employers liability (not that in this context participants in SOAG activities count as employees)
- Legal defence costs under the Health and Safety at Work act)
- All risks to SOAG-owned property
- Hired in plant equipment and machinery

- Property damage

(Note that the insurance does include personal accident cover.)

If an insurance issue arises please contact the leader of the relevant SOAG activity, or any SOAG committee member.

SOAG and Data Protection

Under the Data Protection Act 1998 it is an offence to hold personal data without being registered except in very specific circumstances. One of the specific exemptions in the act is the holding of data by unincorporated member's clubs provided that:

- the data only relates to club members,
- that the members have been asked whether they object to the uses made of the data and that they have not objected,
- the data is not disclosed without the consent of the data subjects (individual members) except in very specific circumstances laid out in the act (disclosure for national security reasons for example).

SOAG code of practice

1. SOAG maintains basic membership details on a computer to aid administration of the society. The data held by SOAG is as follows:
 - Name, address, telephone number(s), email address(es), membership and subscription information.
2. The purposes to which it will be put are:
 - For the administration of the Society, including the distribution of documents such associated newsletters and journals.
 - The provision of name, telephone numbers and email addresses only, to club members on the proviso that such data must not be passed on or copied. Members may ask for their personal data to be withheld from such distribution.
3. No data will be held which expresses any opinion about an individual and the Secretary agrees to supply a copy of all information on an individual to that individual and to correct it, as necessary, at any time.
4. Breaches of this code of practice by any SOAG member are potentially subject to discipline under section 5.8 of the SOAG constitution.