

Council for
British Archaeology

Third Party Safeguarding Policy

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Definitions

Partnership and collaboration work where we develop and/or deliver a body of work with another organisation together, online and/or in-person, where young people or vulnerable adults will be involved.

Promotional work where we promote the work of third-party organisations/groups, their activities and/or events, online or in-person.

Designated Safeguarding Lead (DSL)

The person(s) in the organisation who has delegated responsibility from the trustees for safeguarding.

Festival of Archaeology

The CBA Festival of Archaeology incorporates hundreds of in-person and virtual events delivered by community groups, heritage organisations, universities, commercial units, and more. It promotes involvement in archaeology through flagship days such as “A Day in Archaeology” and “Youth Day” and allows individuals to get involved from wherever they are, all year round, through our wide range of downloadable resources. Through the Festival, the CBA helps over half a million people to participate in archaeology, explore stories of place, and connect with the environment around them.

Third-Party Safeguarding Policy for the Council of British Archaeology

1. Policy Statement

The Council for British Archaeology (CBA) acknowledges its duty of care to safeguard and promote the welfare of children and adults and is committed to ensuring that its policies and procedures reflect its statutory responsibilities and government guidance and are compliant with best practice and requirements for charities. The CBA works across Scotland, Northern Ireland, Wales, and England. The operation of support for children and adults across the nations varies but the key principles remain the same.

The CBA aims to ensure that everyone, regardless of age, ability or disability, gender, race, religion or belief, sexual orientation, and socio-economic background:

- can have a positive and enjoyable experience at the CBA in a safe and inclusive environment.
- is protected from any kind of abuse while participating in any activities provided by the CBA.

The policy recognises that everyone has a role to play in identifying concerns, sharing information, and taking prompt action. When we are working with other organisations or promoting the activities of other organisations it is vital that we have shared values and ensure that the governance of the activity is clear so that children, young people, adults at risk, staff and volunteers are all kept safe.

The CBA recognises that we partner with and promote a wide range of activities and events and the level of experience that people will have of working within safeguarding policies and procedures will vary. When we are promoting the work of other organisations, we will be clear about the expectations that we have of them with regard to safeguarding and we will support and signpost these organisations to help them to meet these expectations.

This practice guidance sets out how the CBA partners/collaborates with organisations safely and how we ensure that activities we promote are run safely.



Signed:

Employer: Council for British Archaeology (CBA)

Date: 13th November 2025

Review date: November 2026

2. Purpose and Scope

This practice guidance sets out how the CBA will seek to protect and promote the welfare of children, young people and adults at risk when working with partner organisations or promoting activities.

This policy links to several CBA policies and guidance. The three safeguarding policies can all be accessed through the [CBA website](#). These are:

- Safeguarding Policy Children and Adults at Risk
- Digital Safeguarding Policy.
- Third Party Safeguarding Policy

For YAC Clubs the following can be accessed through the YAC website. These are:

- Safeguarding Policy Children and Adults at Risk
- Digital Safeguarding Policy.
- Third Party Safeguarding Policy
- YAC Code of Behaviour
- Privacy Policy and Planning Safe Activities Guidance for the YAC

Further CBA policies are available on request. These are:

- Equality and Diversity Policy
- CBA Code of Conduct,
- Complaints Procedure
- Safer Recruitment Policy

3. Monitoring

This practice guidance will be reviewed at least annually and in addition, if any of the following three situations occur:

1. There are changes in legislation or government guidance which relate to this document.
2. The Charity Commission (England and Wales), Charities Regulator (Ireland), Charity Commission for Northern Ireland or OSCR (Scottish Charity Regulator) require a review of the CBA safeguarding documents.
3. There is a significant safeguarding incident, (as defined by either of the Designated Safeguarding Leads (DSLs)) either at the CBA or at any activity promoted or partnered by the CBA.

4. Roles and Responsibilities

The **trustees** of the CBA have the legal responsibility for safeguarding at the CBA. The trustees have nominated a trustee as Safeguarding Champion. Trustees will ensure that safeguarding policies, procedures, and a Code of Conduct and Behaviour are in place and up to date. Trustees will also appoint two people who will undertake the roles of designated safeguarding and deputy safeguarding lead for the organisation.

Designated safeguarding leaders are responsible for ensuring that:

- They respond to all concerns about child or adult protection and allegations or concerns about staff or volunteers. They have responsibility to manage these issues, to seek advice and to liaise with statutory authorities. They are also required to report back to Trustee Chair and the Safeguarding Champion.
- Safer recruitment practices are in place through the CBA and that training is provided and attended.
- They are compliant with reporting serious incidents to the Charity Regulator.
- The safeguarding policies and documentation are reviewed in line with the monitoring process detailed above. They are responsible for disseminating the policy, procedures, and code of behaviour to all staff and volunteers.
- When working with other organisations or sub-contracting work that due diligence is undertaken and that they have the relevant safeguarding policies and procedures in place.
- Promoting a culture and environment whereby staff, volunteers and freelancers are empowered to raise concerns and feel supported in their safeguarding role.

There are two Designated Safeguarding Leads for the CBA. These are:

- Joanne Kirton: joannekirton@archaeologyuk.org / 07738591744
- Neil Redfern: neilredfern@archaeologyuk.org / 07437180732

The **CBA** will provide all staff and volunteers with up-to-date relevant safeguarding policies and procedures including a Code of Behaviour specific to safeguarding. CBA will have a designated safeguarding lead(s) who responds to any safeguarding concern. CBA will support staff and volunteers to communicate with their members and deliver events which are accessible and safe. All volunteers will be safely recruited and will receive an induction to the role which includes information about safeguarding, policies, procedures and the Code of Behaviour. Young Archaeology Club (YAC) leaders must complete safeguarding training.

5. Whistleblowing and Escalation

Escalation is used when staff or volunteers feel that the safeguarding concerns they are raising are not being addressed. If this is the case then the concern should be reported up the chain from DSL, trustee safeguarding champion and chair of trustees.

Whistleblowing describes the process which is used when a person has a concern about safeguarding at the CBA but does not feel able to raise this through following this policy and procedures and speaking to the relevant person. Whistleblowing should only be used if the individual who wishes to raise concerns feels that the CBA will not take the concerns seriously and action will not be taken or has a fear about the way they will be treated if they raise a concern. The CBA Whistleblowing Policy can be found in the CBA staff handbook. If a volunteer has a concern which follows these criteria and they do not feel able to speak with a leader, DSL, or staff member at the CBA, they should contact the [NSPCC](#) on their dedicated helpline – 0800 028 0285.

6. Procedures

The procedures are divided into two sections for ease of reference.

Section one

A guide to the expectations and responsibilities of the CBA and which we have for organisations who wish to partner with us or for activities which we are promoting.

Section two

Practical guidance on recognising and responding to safeguarding concerns or allegations when we are working in partnership or collaboration with or promoting activities for another group.

6.1. Section One: expectations and responsibilities

6.1.1. Initial meeting/ review

Before the CBA partners or collaborates with any organisation where young people or adults at risk will be involved, the document to assess and review partnership work (**Appendix A**) should be completed by the Project Lead with the partner organisation. Following this the answers should be reviewed by the CBA DSL and any questions/ concerns discussed. If joint working is already happening and for all new arrangements, a review should take place.

The checklist for partnership and collaboration working is divided into areas of good practice which are outlined here.

- Leading
- Governance and policies

- Safer recruitment and training
- Communication
- Responding

If there are concerns that the two organisations are not aligned, as regards these issues, the DSL should discuss this with the Project Lead and consider whether the partnership or collaboration is viable.

If there are concerns that the safeguarding policies and governance of the partner organisation are not satisfactory then the CBA will either:

1. Oversee the project and follow the CBA safeguarding arrangements.
2. Advise the partner that they need to update their safeguarding arrangements before we can work with them or within a certain timeframe.
3. Advise the partner that we are not able to work with them and signpost them to support for their safeguarding work. If the CBA has concerns that this will not be done or that the partner's work is putting children or adults at risk, they should:
 - a. make a report to the Charity Commission which covers the area where the organisation is registered (if a charity).
 - b. report serious concerns to the Local Authority Designated Officer (for non-charitable organisations)

6.1.2. Promoting the events and activities of others

When the CBA is promoting the activities of other organisations, we acknowledge that these organisations will vary in size and scope and may not all be working with children or adults at risk.

For those who are working with or planning events or activities for children or adults at risk the expectation is that the organisation has a safeguarding policy in place, which covers children and adults at risk.

We would also anticipate that they have considered if they need the following:

- Safer recruitment procedures
- Safeguarding training
- Code of behaviour

The CBA should share with the partner organisation a form for them to complete with details of what they need to have in place and a disclaimer for them to sign. The information which is in the form is set out in **Appendix B**.

If the organisation cannot fulfil these requirements, then the CBA should signpost the organisation to complete these. Once they have done this, they should be asked to resubmit the form. If they are unable to do this the CBA should not promote the activity and should signpost them to alternative support with their safeguarding. If the CBA has concerns that this will not be done or that the partner's work is putting children or adults at risk, relevant safeguarding action should be taken; this should include making a report to the governing body for Charities in the appropriate locality if the organisation is a registered charity..

If the organisation does not work with children or adults at risk and the activity is not for children or adults at risk, then the CBA should share with them the CBA Safeguarding Code of Behaviour (**Appendix C**) and recognising and responding to concerns (**Appendix D**).

6.1.3. Communication with staff and volunteers

Staff and volunteers should be clear about:

- How they are expected to behave at the event. (Safeguarding Code of Behaviour **Appendix C**)
- Their safeguarding responsibilities, including a duty to report concerns.
- The kinds of concerns that will require a response.
- To whom and how concerns should be reported, including use of the incident report form (**Appendix E**)
- Where and how to access sources of support at the event.

This should be communicated to all staff and volunteers and where this is possible through a briefing session lead by the project lead (and supported by the DSL as necessary).

6.2. Section Two: practical guidance on recognising and responding to concerns or allegations for volunteers and staff.

Key principles for recognising and responding.

- Recognise that abuse does happen and be aware of the signs to look out for. Abuse can occur online, in the physical environment or in a combination of both settings.
- If you have a wellbeing or safeguarding concern about a child or adult who is part of any activity run or promoted by the CBA you must never keep this to yourself. It may seem minor, and you may not be sure that it needs reporting, but it is better to react early on to any concerns.
- Designated Safeguarding Leads are the people to whom all concerns about child or adult protection, allegations or concerns about staff or volunteers should be reported to. They have responsibility to manage these issues, to seek advice and to liaise with statutory agencies.
- The form for reporting incidents can be found in **Appendix E**.

For a visual representation of the reporting procedure please see **Appendix D**.

To report a serious incident relating to an activity run or promoted by the CBA please follow [this guidance](#).

7. Appendices

7.1. Appendix A: Document to assess and review partnership and collaboration work

Name of activity

Venue

Date

No	Question	Action needed	Checked by date	Evidence provided
1a	Who is leading the event/ activity?			
2a	Who is the designated lead for safeguarding for the event/ activity?			
3	Whose safeguarding policy will the event/ activity adhere to?			
4	What are the information sharing agreements?			
5	Will the event/ activity be covered by adequate insurance?			
6	Who is going to complete the risk assessment?			
7	Whose safer recruitment policy is the event/ activity following?			
8	Have those leading and helping to run the event/ activity attended safeguarding training through the organisation in the last three years?			
9	Can you confirm that anyone helping or leading on the project has been or will be safely recruited following the guidance in the safeguarding policy which you are governed by?			

11	How will you ensure that everyone helping and leading understands their role in safeguarding and that they know who to seek advice and guidance from if they have any safeguarding concerns?			
12	If there are children and adults at risk who are taking part in the event/ activity, please record how you will communicate with them about safeguarding? E.g., How do they know how to report any safeguarding concerns?			

7.2. Appendix B: Document for an organisation or individual running an activity promoted by the CBA which involves children and adults at risk.

Thank you for sharing the details of your activity for promotion through the CBA. We take the safeguarding of children and adults at risk seriously and recognise that everyone has a role to play in identifying concerns, sharing information, and taking prompt action.

When we are promoting the work of other organisations or individuals, we are clear about the expectations that we have of you/your organisation with regards to safeguarding and we will support and signpost you to the help you need to meet these expectations.

Please read the information below before signing the disclaimer. Use the checklist at the end of the appendix to support this.

1. Safeguarding policy which covers children and adults at risk

If you do not have a policy you can adopt the CBA policy which is available [here](#). If you would like support to write your own do look at the [National Championing Voluntary Action \(NCVO\) website](#) for support.

2. Safeguarding training

Anyone working with children or adults at risk must have completed safeguarding training which must include how to recognise, respond, record, and refer any safeguarding concerns.

3. Safer recruitment procedures

Anyone working with children and/ or adults at risk must be safely recruited.

4. Safeguarding Code of Behaviour

The CBA has a safeguarding code of behaviour which we expect any organisation we promote to read and adhere to.

5. Insurance

You will need to have adequate insurance in place to cover the activity that you are running. If you are delivering your event as part of the CBA Festival of Archaeology your event may be covered by the festival event insurance. Full details can be found [here](#).

If you are not able to fulfil these requirements, please do get in touch with Joanne Kirton joannekirton@archaeologyuk.org or Debbie Frearson festival@archaeologyuk.org (for any

Festival related activity) and they will signpost you to help ensure that you are compliant. If you are not able to fulfil these, we may not be able to promote your activity.

6. Notification of Incidents

Should any incident take place you should immediately (within 24 hours) inform your DSL of the following:

- (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation and contact details for the person in your organisation who is dealing with it.
- (b) any known offenders against children or vulnerable adults seeking to join your event, and how you are managing such allegations or agreements with offenders in co-operation with statutory agencies.

The CBA may ask you to share your policy with us at any time and/or to provide evidence of a safer recruitment policy or that safeguarding training (where it is required) has been completed. If you are unable to provide this information, we may not be able to promote your event.

We have the below in place in the organisation:

- Safeguarding policy

We have also considered whether we need to have:

- Safer recruitment policy
- Safeguarding training completed

We understand that by signing below we are confirming that we have an appropriate safeguarding policy in place. We have also considered if we require a safer recruitment policy and safeguarding training and confirm that these measures will be in place for any activity we deliver specifically for young people and/or vulnerable adults.

Signature:

7.3. Appendix C: Safeguarding Code of Behaviour

Safeguarding Code of Behaviour

Everyone working or volunteering with the CBA has a responsibility to ensure that children, young people, and adults at risk are protected from abuse. This code of behaviour applies to behaviour in the physical and online environment. Any alleged breaches of the Code of Behaviour should be reported in the first instance to your line manager, to a YAC branch leader or to one of the Designated Safeguarding Leads.

Rights

- Treat everyone equally, with dignity and respect.
- Model good behaviour.
- Value everyone's contributions and involve participants in planning and reviewing activities.
- Respect people's right to personal privacy. This includes having their camera turned off and their microphone muted if they wish.
- Allow people to talk about any concerns they have.
- Do not make suggestive remarks or threats to anyone, even in fun.
- Do not permit abusive behaviour, such as bullying.
- Do not make inappropriate promises, particularly in relation to confidentiality e.g., you can tell me, and I will keep it to myself.

Responsibilities

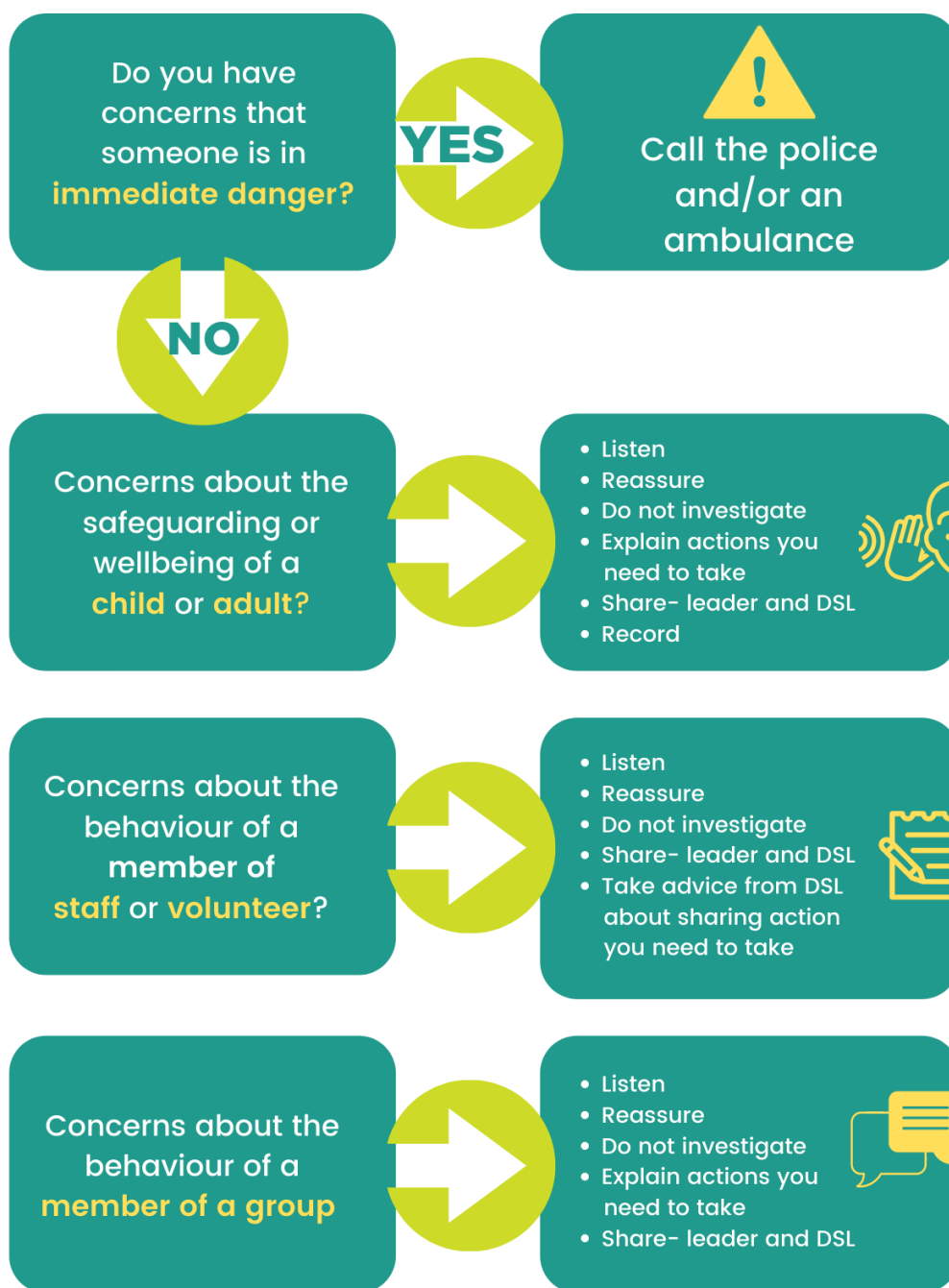
- Make sure everyone you are working with is aware of this Code, the safeguarding policy and procedures and the digital safeguarding policy
- Plan activities that involve more than one other person being present, do not start groups until two adults are present and only go into smaller groups or use breakout rooms if you have enough adults to ensure that each group has two adults.
- Encourage others to challenge attitudes and behaviour they do not like.
- Do not use images or recordings of young people when consent has not been given, or for purposes outside the limits of that consent.
- Report any allegations, suspicions, or concerns about safeguarding.

Relationships

- If you do encounter children or adults at risk whom you know through the CBA, outside of the groups in the physical environment or online e.g., through your personal social media accounts, maintain a professional distance, refuse friend requests, or follows.
- Do not engage in any behaviour which is in any way abusive.

- If a situation arises where a child communicates with you online individually or you are in a group with no other adults, explain to the child about the rules and act, e.g., reply copying in the parent, stop the meeting until the other adult arrives.
- If a child specifically asks for or needs some individual time with you for example to discuss a safeguarding or wellbeing concern, ensure other staff or volunteers know where you and the child are and let the leader and DSL know about the incident.
- Do not give children or young people your personal contact details (telephone numbers, email addresses, social media details or postal address) for reasons other than directly linked to CBA activities, or those of other staff members or volunteers and do not use children's contact details for anything other than the purpose for which they were given. If a child tries to follow or befriend you through your personal account explain why you cannot allow this.

7.4. Appendix D: Recognising and responding to a safeguarding concern.



7.5. Appendix E: Incident reporting form

SAFEGUARDING INCIDENT REPORT FORM

This form should be used to record any incident other than first aid or behaviour. Be careful to record the events as they occurred and try not to include personal opinions.

Incident	
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Where did the incident take place?
Date and time of incident? (Date and time)
Summarise the incident factually:
Who witnessed or is aware of the incident?
What steps were taken and by whom?
Was anyone spoken with (e.g. parent/carer, emergency services, venue operator)? Record who was spoken to, when, and by whom.
Are any further steps to be taken?

Details of the person completing this form			
Name of the person completing this form:			
Contact details:			
Signature:		Date:	
Please ask the CBA DSL to review this form and countersign here to confirm that they agree with your account of the incident.			
Name:			
Contact details:			
Signature:		Date:	