

CARDIFF ARCHAEOLOGICAL SOCIETY

POLICIES

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Approved at Committee Meeting 14th November 2019.
Next Review Date: October 2022.

1. Objects and Aims of Cardiff Archaeological Society

1.1 The Objects of Cardiff Archaeological Society

The objects of the Society are to promote and foster an active interest in archaeology amongst the people of Cardiff County and neighbourhood by lectures, field meetings, fieldwork and such other methods as the Committee consider appropriate.

1.2 The Aims of Cardiff Archaeological Society

The aims of the Society are to:

- Encourage and support projects and research of the highest quality;
- Foster the skills and expertise needed to investigate archaeology;
- Disseminate widely the knowledge about our past;
- Raise awareness of the benefits and value of archaeology;
- Speak out for heritage, history and archaeology.

2. Equality and Diversity Policy

2.1 Purpose and Objectives

Cardiff Archaeological Society is committed to promoting equality, diversity and an inclusive and supportive environment for its Trustees, Members, Volunteers and Guests.

2.2 Policy Statement

The Society will seek to ensure that people are treated equitably regardless of their gender, race or ethnicity, age, disability, socio-economic background, religion or belief (including non-religion), marriage or civil partnership, family responsibilities, pregnancy and maternity, sexual orientation, gender reassignment or other distinction.

The Society will promote diversity in its members and officers by recognising the contributions to the furtherance of the Society that can be made by individuals with a wide range of backgrounds and experiences.

The Society will also promote and maintain an inclusive and supportive environment in all its programmed activities, which affirms the rights of individuals to be treated with respect and fairly affords access to all groups.

The Society will seek to ensure that Society activities, meetings, events and published materials do not allow or encourage discrimination, harassment and victimisation.

2.3 Procedure in the event of an incident

Should any Member of the Society or person involved in the Society's activities feel subject to discrimination they should report the incident, following the Complaints Procedure. In such situations while the primary role for the Committee will be supportive and advisory, if the relevant authorities determine that discrimination has occurred, the Committee may remove from the membership rolls any member whose acts are contrary to the ideals, objectives and accepted standards of the Society.

3. Safeguarding Vulnerable Persons

3.1 Context

Cardiff Archaeological Society works with children and vulnerable adults on a very infrequent basis. This normally takes place during occasional joint events with other organisations who are leading on the activity involving children or vulnerable adults.

3.2 Safeguarding Vulnerable Persons

Whilst the Society does not generally work with young people and vulnerable adults, it recognises that this may change in the future and undertakes to update and revise our policy should this area of activity increase.

The Society recognises that:

- The welfare of children and vulnerable adults is paramount;
- All children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- The Society has a responsibility to act if it has concerns about someone's behaviour towards a child or vulnerable adult even where it is not the primary organisation involved in co-ordinating the event or activity;
- Safeguarding is the responsibility of all persons who have involvement in any areas of the Society's activities affecting children and vulnerable adults, be they Committee Members (Trustees), Society Members, Employees or Volunteers;
- Any Trustees, Members or Volunteers engaged in activities involving children and vulnerable adults must be made aware of their responsibilities for safeguarding;
- An enhanced DBS check must be conducted on any Trustees, Members or Volunteers dealing directly with children and vulnerable adults at Society events;
- Children and vulnerable adults must not be put at risk through lack of awareness or poor planning. Risk assessments must therefore be completed for events and activities involving children and vulnerable adults to take specific account of their needs;
- All concerns and allegations of abuse must be taken seriously by Trustees and Members and responded to appropriately, including recording and reporting concerns to partner organisations or other appropriate authorities, including the Police;
- Parental consent must be obtained for use of photographs or video taken at Society events and activities;

Any future changes to this policy will take account of relevant principles, legislation and guidance. This

policy will be reviewed, approved and endorsed by Committee periodically or when legislation changes.

4. Handling Complaints

4.1 Definitions

Cardiff Archaeological Society views complaints as an opportunity to learn and improve for the future as well as a chance to resolve matters with the person or organisation who has made the complaint. The Society has a zero tolerance policy towards discrimination or harassment of any nature.

From time to time situations might arise which lead to an attendee at an event or a member of the Society making a complaint. These situations are infrequent, but examples may include (though are not limited to):

- Membership - payments and administration;
- Issues arising from attendance or payments for meetings, fieldtrips and events;
- Accusations of sexual harassment;
- Claims of discrimination or bullying.

4.2 Complaints Policy

The Society's Committee believes that by having a transparent procedure it can demonstrate:

- Commitment to the Membership and other stakeholders;
- Commitment to providing an excellent service.

The aim of the Complaints Policy is to ensure that the Society:

- Provides a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint;
- Publicises the existence of the complaints procedure so that people know how to contact us and make a complaint;
- Makes sure all Committee members know what to do if a complaint is received;
- Makes sure that all complaints are investigated fairly and responded to in a timely fashion (within 28 working days);
- Makes sure all complaints are, wherever possible, resolved and that relationships are repaired. If it is proving difficult to resolve a query or a complaint remains, it should be passed to the Chair for consideration. The Chair's decision is final;
- Gathers information and reflects on complaints in order to improve the Society. Where there are

implications for prevailing policies or procedures this will then be discussed in the Committee and suggestions for any appropriate amendments to Society policies or procedures will be made.

All complaints information will be handled sensitively following the relevant data protection requirements.

4.3 Procedure for making a complaint

If a member (or guest) wishes to make a complaint about any aspect of the Society, the Chair or Treasurer should be contacted by email: cardiffarchsoc@gmail.com or post. The Chair or Treasurer will consider the issue, and the matter will be dealt with as soon as reasonably possible, usually within 28 working days.

4.4 Anonymity

In accordance with the Society's Policy on Diversity and Equality a complainant can, where appropriate, ask for their anonymity to be observed. However the Society recognises that in certain circumstances it may need to seek additional or external advice to resolve an issue. Under such circumstances the Society reserves the right to disclose the complainant's identity. This decision will rest with the Chair or Committee Member nominated to investigate the complaint and the complainant will be informed.

5. Risk Management Policy

5.1 Purpose and Objectives

Risks are inherent in most activities the Cardiff Archaeological Society undertakes. This policy identifies the methods that the Society will adopt to:

- Assess priority risks;
- Mitigate risks; and
- Monitor and review risks.

In this policy risk describes the uncertainty surrounding events and their outcomes that may have a significant impact, either enhancing or inhibiting, on any area of the Society's operations.

The objective of this policy is to provide guidance on managing organisational risk to support the achievement of strategic objectives, protect beneficiaries, committee members and assets and ensure operational and financial sustainability.

5.2 Policy for Risk Management

This policy provides a framework to:

- Define risks;
- Identify priority risks;
- Assess priority risks;
- Develop mitigating strategies and actions;
- Monitor and review risk activities;
- Communicate and report risks.

5.3 Responsibilities

All Trustees have a duty to meet the challenge of risk and to do the best to manage them in the interests of Society members and guests.

5.4 Defining and Mitigating the Risks

Risks will be defined and entered onto a Risk Register. Each risk will be prioritised and mitigated according to the level of risk the Trustees agree to accept. Financial risks should be mitigated through insurance policies where possible.

All activities undertaken by the Society will be covered by a risk assessment. These will be generated by

the leader of each field trip and meeting series, copies will be signed by those leading the visit. Attendees will be made aware that a risk assessment is available. The risk assessments should be kept for twelve months.

5.5 Monitoring and Reviewing the Risks

Reviewing the risks and their mitigation will become a standing item on all Committee meeting agendas. Following each meeting a designated committee member will be responsible for updating the risk register and circulating this to all members of the Committee.

5.6 Mitigation of Risks for Field Visits

Field visits organised by the Society involve the provision of access to buildings, sites and other locations that are associated with risks to personal and collective safety. Members and guests participate in events at their own risk. The Society will do its best to minimise such risks but neither it nor its Committee accept any liability arising from its activities. The Society also reserves the right to refuse access to its events (or to any part of an event) to any member or guest who, in the judgement of a member of its Executive Committee or the event organiser, puts the safety of that individual or of other participants at risk.

The Society naturally wishes to offer access to its events to all members and guests and is compliant with the Equality Act 2010 (previously Disability Discrimination Act 2005). Persons who may find access difficult under normal circumstances and who wish to attend events should contact the Event Organiser at the time of application for a discussion of the practicability of the itinerary (full or part) and of any special arrangements that may need to be made, which the Society will do its best to accommodate. The Society cannot undertake to accommodate the special needs of such persons who do not contact its officers in advance of events and it may, for reasons of safety and liability described above, refuse them participation in parts or all of its events.

Members are responsible for wearing appropriate clothing and footwear on site visits.

6. Privacy Policy Statement

An individual's privacy is protected by current Data Protection legislation. Personal information supplied by members to Cardiff Archaeological Society will be kept on file; this data will be deleted once it is no longer applicable.

6.1 Members

Membership Application and Gift Aid forms request some Personal Data and the applicant's means of communication.

6.2 Personal Data

This data might include; title, name, address, post code, e-mail address, telephone number and vehicle registration number.

6.3 Accessibility

The Society will allow members' information to be used only by officers of the Society as required for operational purposes or by law. The Society will not share members' information.

Members have a right to access a copy of the information that the Society holds about them, subject to proof of identity, from the Membership Secretary by email or in writing.

Members have a right to object to the ICO (Information Commissioner's Office) if they feel that the Society is not handling their data in a satisfactory manner.

6.4 Communication

The Society will ask members to provide their formal consent to receive their communications either electronically or by hard copy through the post.

The Society will use a member's personal data to send information as follows:

- Annual General Meeting (and other General Meetings): information will be sent electronically or by post.
- Subscription: members will be reminded (by e-mail or by post) of subscription renewals and informed when there is a change in subscription rates.
- Gift Aid: personal details of members who have given consent to Gift Aid are sent to HMRC to enable the Society to reclaim U.K. tax on subscriptions and donations made under Gift Aid.
- Notification of Events: Lecture programmes, minibus and coach trip itineraries, evening visit programmes, subscription reminders and other information regarding events that the Society consider members may be interested in will be sent electronically or by post. For coach and minibus trips, vehicle registration numbers may be required for parking registration at the

pickup location.

- Attendance Records: member's names will be recorded on the attendance sheet for the AGM to be included in the minutes of the meeting, which are kept as a historical record.

Note: With the exception of notices for General Meetings (AGM, EGM) members can opt out of any/all Society communications at any time by contacting the Membership Secretary.

6.5 Website

The Society's website is provided by a third party. The site contains links to other websites and the Society is not responsible for these links, nor the privacy policies and/or practices of other websites.