1. About the CBA and the context for the work.

The Council for British Archaeology is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. Our mission statement is Archaeology for All and we believe that archaeology is fundamental to society enriching our lives, giving us a sense of who we are and helping us to think about the world around us. We are a membership organisation with around 5,000 members and subscribers and provide support to CBA network of regional groups. Our work is broad in its scope, coordinating almost 80 Young Archaeologists’ Clubs (YAC for short), helping to safeguard built heritage with Listed Building’s Caseworkers in England and Wales and undertaking a wide range of advocacy and projects, as well as producing British Archaeology magazine.

The YAC is the CBA’s flagship youth engagement project working with children aged 8 – 16 years of age, supported by over 500 volunteers across the UK. Under normal circumstances the YAC network deliver over 10,000 face-to-face activity placements throughout the year. However, due to the impact of C-19 pandemic, activity delivery has been significantly curtailed and the CBA (and YAC network) has moved much of their activity delivery and support online.

Currently, there are risks to our services from the impact of the crisis on partner organisations: this includes the collapse of some of our Young Archaeologists’ Club branches due to their inability to meet face-to-face, resulting in a loss of members and/or volunteers. We urgently need to provide online content for young people affected and create guidance for our volunteers around safe online delivery, as an interim solution.

The CBA has secured support of just under £50,000 from the Heritage Emergency Fund from NLHF. The funding is intended to stabilise the organisation and put us in a position to help the community archaeology sector recover from the effects of the pandemic. This support includes funding to improve the CBA’s online provision for the YAC and as part of this we wish to commission work to create a standalone CBA Digital Safeguarding Policy for children and vulnerable adults, currently covered within the broader CBA Child Protection Policy.

2. Scope of the work

The key element of this contract will be to produce a standalone Digital Safeguarding policy for the Council for British Archaeology, covering both children and vulnerable adults. This policy should comply with all relevant UK laws and it will apply to users of our digital platforms, third party social media and users of our ICT equipment, reflecting the remit of our youth engagement work.
As a first step, we anticipate that the appointed consultant will review the current Child Protection Policy and the online presence and activity of the CBA and YAC, to ensure the policy document covers the necessary content.

At the end of the process, the consultant will be required to provide CBA management with recommendations for any actions needed to ensure that the CBA/YAC is compliant with the policy.

3. Required outputs

- A Digital Safeguarding Policy document that adheres to all relevant UK laws and it will apply to users of our digital platforms, third party social media and users of our ICT equipment.
- A list of recommendations that the CBA/YAC will need to undertake to adhere to the policy document, accompanied by a probable meeting to discuss this with CBA management.

4. Skills and experience required

- Up-to-date knowledge of laws relating to safeguarding in a digital context
- Experience of creating digital safeguarding policies for national organisations with specific requirements
- Experience of supporting organisations to identify and implement changes in practice

5. Budget

A fee of £1500 is available, inclusive of VAT. Any travel expenses are to be negotiated separately.

6. Timetable

This is subject to review. Our expectations currently are:

- Project initiation meeting in early November
- Work carried out between early – late November
- Completed policy and recommendations early December

7. How to apply

Please send an application of no more than 2 pages highlighting your proposed approach, your relevant experience and how your insight could support our organisation, accompanied by a CV or other summary of your expertise/experience.

Applications and any questions should be sent to:

Joanne Kirton, Youth Engagement Manager, joannekirton@archaeologyuk.org 07738591744