

SHARP



SEDFORD HISTORICAL AND
ARCHAEOLOGICAL RESEARCH PROJECT

Terms & Conditions

The **Sedgeford Historical and Archaeological Research Project** accepts bookings subject to the following Terms & Conditions. Please also note that Sedgeford Historical and Archaeological Research Project will be referred to as **SHARP**, all participating paying volunteers, be they day or week bookings, are referred to as **Volunteers**, and all SHARP unpaid staff as **Team** within this document.

Every booking for a group from an organisation such as a university, club or support group will require a responsible contact for that group. These will be termed **Head of Group Booking** within this document. This does not apply to family groups.

Please note the SHARP **Team** are unpaid volunteers. SHARP is a community dig and it is therefore the responsibility of everyone involved to help make it the best experience for everyone.

The SHARP season starts on day 1 of week 1. The working week starts on **Sunday** 8.20am and finishes at 5pm on **Friday**. For those camping Saturday is the arrival date.

SHARP Policies

A list of all of SHARP's policies and risk assessments are freely available on our governance page [[link to policies page](#)]. We ask that all Volunteers and Team read these before attending SHARP.

SHARP Bookings

All applying Volunteers, or the Head of Group Booking, agree on behalf of all persons detailed in the booking that:

- a. they have read these Terms & Conditions, have the authority to, and do agree with them.
- b. they accept the financial responsibilities for payment of the booking on behalf of all persons named on the booking form.
- c. they understand:
 - (i) at least 15 days before the season starts a 14-day cooling-off period is offered and if cancellation occurs within this time, a full refund will be initiated within 14 working days (although we will endeavour to refund in 7 working days).
 - (ii) less than 15 days to the start of the excavation season and during the season there is no cooling-off period offered.

Once a booking has been confirmed, a booking confirmation will be issued and sent to the email address noted on the booking form.

Organised Group Volunteer Bookings

SHARP accepts group bookings from universities and other groups. We are unable to provide discounts for these groups.

SHARP has safeguarding in place for under 18s and general volunteer safety, however we do not have the capacity to provide similar services for group bookings of adults. If there is a need for any advanced duty of care, in the form of greater safeguarding or mental health care, we instead require that the **Head of Group Booking** provides a member of their team for the duration of the group's stay to act as an onsite contact for their group.

Cancellation or changing bookings

We all know that sometimes plans change or something outside our control can occur, we therefore provide some possibilities for booking modifications.

Changing booking (up to 10 days before the season begins)

SHARP is happy to make any changes to the dates booked up until 10 days before the season is due to begin, as long as there is space to do so. There will be no charge for these changes. Any changes along these lines must be sent as a request in writing via email and once agreed a new confirmation will be issued.

Depending on space in courses we can also upgrade from a volunteer to a course, if the Volunteer pays the difference required.

During the season modification of booking

If Volunteers are not able to participate at the last minute in the excavation it may be possible to transfer a booking or part thereof to another suitable person or to another date during the current or following season. Any changes along these lines must be sent as a request in writing via email and are subject to written SHARP agreement. Any changes will be subject to a minimum administration charge of 25% per Volunteer plus any other reasonable costs incurred by SHARP.

Cancellation

If for any reason a Volunteer wishes to cancel their booking, the following charges will apply. The charges are dependent upon the date of participation.

- (i) there will be no charge for cancellations made in the first 14 days after booking if the cancellation is before the excavation season starts, this is known as a cool-off period. However, once the season starts there is no cool-off period.
- (ii) cancellations 10 days prior to the start of the excavation season, will be subject to a 50% loss of the full price.
- (iii) for cancellations less than 10 days to the start of the excavation season, there will be no refund, except for exceptional circumstances as determined by SHARP.

Cancellation will take effect from the date SHARP receives a notification of cancellation from the Volunteer, or Head of Group Booking.

If Volunteers decide to leave the archaeological excavation early, in circumstances where they have no reasonable cause for complaint; SHARP are under no obligation to administer a refund for the part of the excavation not completed. Nor will SHARP be liable for any costs that Volunteers incur by their decision to leave early.

Cancellation or Amendments by SHARP

SHARP reserves the right to cancel or amend the nature of the archaeological excavation at any time. While changes to the planned programme may have to be made at short notice, they are likely to be minor in nature. In the event of this SHARP will advise all Volunteers of these changes in writing, as early as possible.

SHARP reserves the right to cancel the archaeological excavation or any courses/activities no less than 10 days from the start of the Volunteer's participation, if it receives low bookings or for any other unforeseen reason. Low bookings are defined as where SHARP receives insufficient Volunteer numbers to make the excavation financially feasible. However, if possible, and despite low numbers, SHARP will make every effort to deliver an archaeological excavation or course/activity, albeit in a revised format. If a Volunteer or Head of Group Booking agrees to the modifications, no refunds partial or otherwise will apply. If, however, a Volunteer or Head of Group Booking does not agree, by indicating in writing, to these modifications then they will be fully reimbursed or offered a replacement date.

Any independent accommodation arrangements made by Volunteers will be at their own risk and they will not be compensated by SHARP in the event of the archaeological excavation being cancelled. Volunteers are advised to seek advice from a reputable travel insurance consultant or take out insurance to cover such an event.

Except where specifically expressed in these Terms & Conditions, SHARP cannot accept liability where the performance of our obligations under our contract with you is prevented or affected, or you otherwise suffer any damage, loss or expense resulting from events falling within the classification of '**Force Majeure**'. Force Majeure means unusual and unforeseeable circumstances beyond SHARP's control. This includes but is not limited to war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, pandemics or diseases, fire, flood, adverse weather conditions or the perceived or imminent threat of any of these. In this case full or partial refunds or credit for the next season may be considered, although this can't be guaranteed.

Medical Conditions and Health

Most aspects of archaeology involve varying degrees of strenuous physical movement. At SHARP we try to offer a variety of activities that we hope will suit a range of abilities and fitness. While involved with excavating you may be asked to undertake trowelling, shovelling, sieving, handling buckets of spoil and using a wheelbarrow. Full instruction on using all of the tools on site will be provided by experienced team members. It is up to Volunteers to make the team aware of any health issues that will affect their work, i.e. bad backs, as we can often arrange for different tasks that are more suitable.

Should any Volunteer fall ill, or be injured during the excavation period, the Volunteer must inform a SHARP Team Member immediately.

If SHARP deems a Volunteer unfit to participate in any aspect of the excavation, the Volunteer must accept that decision as final. Depending on the situation a part refund or credit towards the following season may be provided (all payments will be after the excavation season).

Tetanus Vaccination

It is recommended that all participating Volunteers check they are up-to-date with their Tetanus injection and if required consult their doctor about a booster vaccination. Those who have not been vaccinated, and choose not to before the season, are advised to investigate the symptoms of Tetanus before attending to ensure prompt treatment.

Dietary requirements and Allergies

If Volunteers have any dietary requirements (i.e. vegan, vegetarian, nut allergy, gluten-free, celiac) or other allergies, these must be indicated on your booking form, or sent to bookings@sharp.org.uk. However, it is the responsibility of each Volunteer to confirm full dietary requirements and/or allergies with the SHARP Catering Manager or Catering Team on arrival.

International Volunteers

SHARP accepts volunteers and team from across the globe. Both Team and Volunteers coming from overseas will be responsible for ensuring that they have a valid passport, and appropriate visa to visit the UK as well as suitable accident and medical insurance for participating in an archaeological excavation. Please be aware that some insurance companies deem archaeology a strenuous 'sport'.

If a Volunteer fails to secure a visa or is refused entry to the UK for any reason, the cancellation policy will be taken into consideration and cancellation charges applied where appropriate.

Decisions about vaccinations should be made between international Volunteers and their doctor. Due to constantly changing health conditions around the world, keeping up-to-date and informed of current affairs is essential especially if travelling from overseas. If in doubt, Volunteers should consult with their physician, a local travel health clinic, the US Centre for Disease Control and Prevention or The World Health Organization for the latest health information for travellers.

Children at SHARP

During the season SHARP runs a variety of activities suitable for those under 18. These are split into three categories below. SHARP has a separate Safeguarding Policy with further information [link to policies page].

Under 16s Volunteering

Most of our week-long experiences are not suitable for those under 15, as the work is physically demanding, and the hours are long. We will accept 15 year olds on our BERT and other courses (unless specified otherwise) if accompanied by an adult guardian also attending the course (or are onsite as a volunteer/team member).

We do however accept children 8 and above on our dig for the day taster sessions. Any Volunteer for these days under 16 years old at the time they arrive at SHARP must be accompanied by a guardian. A maximum of two child Volunteers aged between 8 and 15 years per one adult Volunteer are permitted. Children must be supervised at all times even if the adult is not doing the activity. We would prefer if the adult was also taking part in the dig for the day, paying the usual cost, but if not taking part in the day there will be a fee charged to cover for lunch and facility use.

Under 16s Group Visits

Each year SHARP hosts school, home-schooling and other group activities specifically for children. SHARP Team that work with these groups will have had basic DBS checks, and Team supervisors dealing with under 16s will have undertaken safeguarding training. However, every **Head of Group Booking** must ensure that there are sufficient adults present with each group of children (school or youth group visit), usually two adults per sub-group as agreed by SHARP when booking.

During our homeschool visits or our activity days children must be accompanied at all times by an adult guardian.

If a child is found unaccompanied, they and their guardians or group may be asked to leave, and no refunds will be given. This is due to the SHARP being an active excavation site and as such is potentially dangerous.

16-17 Year Olds Volunteering

We allow 16 and 17 year olds to do many of our week courses, or volunteer with us. They may also stay on site unaccompanied. However, as they are attending the excavation alone, we will require a guardian to sign a permission form. Within the SHARP team each week there will be a designated Team member who will be the point of contact for under 18s, they will have an advanced DBS and safeguarding training.

Under 18s Staying on the camp site

Children younger than 16 may stay on camp with us during a week depending on circumstances, and as such they must have prior agreement with SHARP and they must be accompanied by an adult guardian. Any under 16s will need to be closely supervised by their guardian at all times and will preferably stay in the same accommodation.

16 and 17 year olds may camp on the site unaccompanied. As an open excavation there will be other adults on site taking part who will not have DBS checks or training. We need parents to be aware of this when giving permission.

SHARP does not permit under 18s to bring or consume alcohol on the campsite, this is for their safety. Guardians need to be aware that alcohol may be served at dinner and drunk by adult Volunteers and off duty SHARP Team while relaxing at the end of the day. Smoking and vaping are only permitted by those old enough to do so and only in designated places.

There is no price reduction for those under 18 years old and no special child meals will be provided.

Alcohol and Drugs

Drinking alcohol at SHARP is only permitted for those over 18, in the evenings, and in moderation. This is taken seriously at SHARP. If we believe that you are a danger to yourself or others due to excessive drinking, or the aftereffects of drink the following day, we will apply our behaviour policy. Also please be aware that some people have problems with alcohol and as a community dig, we need to look out for each other; if you have concerns about someone's drinking, please let a member of the team know.

Smoking and vaping are only permitted by those old enough to do so and only in designated places.

SHARP will not tolerate the use of any illegal drugs on site, and this applies to all Volunteers and Team.

Damages to personal property

Please be aware that SHARP are not responsible for any damage or loss to personal equipment or property however caused, be it by fire, theft, or any other cause whatsoever. Vehicles and property are left on site at their owner's own risk.

Contact with SHARP

If you have any queries about your booking, please in the first instance email SHARP at: bookings@SHARP.org.uk

SHARP Team will endeavour to reply to all emails within 7 working days, however this may increase to 14 days during the season when we are busy.

Behaviour Policy

Being part of an archaeological experience and working as a team is a very important part of any SHARP excavation. Volunteers and SHARP Team are expected to be respectful of others and others' property at all times. SHARP has a behaviour policy that must be followed. This can be viewed here [link to policy page]. Inappropriate behaviour of any type by any Volunteer and/or SHARP Team will not be tolerated.

If any Volunteers or SHARP Team notice any behaviour of concern this must be reported asap to a SHARP safeguarding team member, or if it involves a child, to the under 18s Team member. Those with these roles will be identified on the SHARP notice board during the season. SHARP responds best to problems when identified promptly, and when there are first-hand information and accounts from people who experienced or witnessed the event.

If any Volunteers or member of the SHARP Team cause or are deemed likely to cause, danger or distress to others or cause damage to property, SHARP will take appropriate action. Volunteers and SHARP Team may be asked to leave the excavation altogether. When this occurs the Volunteers and SHARP Team will not be refunded.

Complaints

SHARP will make every effort to ensure that each Volunteer has a happy and 'hands on' experience at SHARP and are satisfied with every aspect of the archaeological excavation. However, if any Volunteer has a problem during the excavation, please speak to a SHARP safeguarding team member as soon as possible and SHARP will endeavour to put things right as soon as possible and practicable.

If a complaint is not resolved to the Volunteer's satisfaction, please email SHARP at bookings@sharp.org.uk to make a formal written complaint. Complaints need to include all relevant information (i.e. date, time, names of any SHARP team or other people involved, etc.) and be concise. SHARP will then investigate any complaints as speedily as possible and update the complainant on the outcome of the investigation.

If a Volunteer wishes to make a complaint after leaving the excavation, they must put that complaint in writing to SHARP by email and send to bookings@sharp.org.uk within 30 days of the end of their booked term of excavation. SHARP will not accept liability for claims

received after that period.

Courses and certification

As we are an independent excavation our courses are not fully certified via any university of scheme. We do however pride ourselves in our teaching and experiences provided and we therefore expect a certain standard from those participating before we provide certificates.

Participants will only pass the course if they show that they have understood the theory provided during the course and have actively participated in the different techniques mentioned in the syllabus.

For weekly courses you must have also done at least five days of the course as we believe that participants need physical experience that is built up during this time and allows you to demonstrate your understanding. We know that sometimes plans change, things can happen, or life can get in the way, if you need to miss part of the course you must contact bookings@sharp.org.uk asap, or your tutors if during the week.

Anyone that we feel has not passed the course will be given affordable options on how to catch up on what has been missed. This may involve attending the remaining time on a future course or week, with a charge at SHARPs discretion.

Certificates are given to those that pass the course.

Media, photos and video

We ask whether volunteers are happy with media when they book. The SHARP team will endeavour to follow these wishes, and will be required to check before taking any.

SHARP has no issue with volunteers taking photos or footage of our sites or facilities. However please check with any other volunteers before taking photos or footage of people, especially if it is going on to social media accounts.

However, sometimes we may forget or there may be other volunteers taking photos. So, if you notice media being taken on-site please do remind anyone taking footage if you do not wish to be included.