

WYRE ARCHAEOLOGY

CODE OF PRACTICE for EXCAVATIONS & METAL DETECTING

These conditions do not form part of the Constitution of Wyre Archaeology but are a supplement to it and are endorsed by the Executive Committee and Membership.

Conduct of members, associates and volunteers

Any persons participating in any activities of Wyre Archaeology must at all times conduct themselves in a manner that demonstrates respect for colleagues, landowners, tenants and members of the public. The Executive Committee of Wyre Archaeology reserves the right to debar any person from a site or to rescind membership of any person who is in breach of this requirement. The judgement of the site manager will be final.

Site Management & Supervision

All excavations or pre-excavation survey will take place under the direction of a site manager nominated by the Executive Committee or Excavation Planning Team. Assistant site managers may also be nominated to support the site manager and to operate under his/her direction. Where professional consultancy has been recruited, this site management team will ensure that advice is sought before any major decisions are made about the progress of the excavation.

Admission to Excavation Sites

When a site is under excavation or pre-excavation survey, all volunteers (whether or not existing members of Wyre Archaeology), visitors to the site including observers, students professional consultants etc., are required to report to the site manager or assistant site manager and to follow any direction given by these. Any person participating in any way in the excavation will be required to complete a 'Digger's Details' registration form and to indicate that they accept the requirements set out in the Health & Safety Site Guidance and Conduct of Excavations documents. This will grant temporary membership appropriate cover by our insurance policy and will indemnify the Society and its officers against any liability caused by a failure to adhere to these conditions.

Health & Safety

Excavation sites will be subject to a Risk Assessment in accordance with Wyre Archaeology's Health & Safety Policy and Procedures. Volunteers wishing to participate in an excavation will be required to register on the 'Digger's Details' Form their details, any relevant health issues, emergency contact numbers and to indicate by returning the form that they accept the society's Health & Safety procedures. Participants will receive a briefing on joining the excavation team on site. Participants arriving later than the pre-arranged assembly time should report immediately to the site manager or assistant site manager for the appropriate briefing.

Hazards

Anything discovered in the course of surveying, field walking, metal detecting or excavation that might constitute a hazard and consequent potential risk whether or not previously identified in the site Risk Assessment (e.g. unidentified cables / pipes, barbed wire / glass deposits / sharps, suspected

chemical/biological materials, munitions / explosives, pits / voids etc.) **MUST** be reported immediately to the site manager or assistant site manager and all work in that area must cease immediately pending her/his decision as to appropriate action.

Metal Detecting & Associated Finds

Metal Detectorists are valued as members of the excavation team but are permitted on site only on condition that they work under the specific direction of the Site Manager and/or Assistant Site Manager(s). The Site Manager and/or Assistant(s) will allocate specific areas for detecting and, in order to preserve the integrity of the site, will require the detectorist to report any potential finds before these are investigated by invasive digging. In normal circumstances the location of any potential find will be marked and a decision made by the Site Manager as to what further action is appropriate, e.g. retrieval by 'keyhole' excavation, inclusion in a systematic exaction or report to appropriate authorities leaving the item *in situ*. Any finds located by metal detecting (whether or not subsequently retrieved) on a site under excavation or survey by Wyre Archaeology will be the responsibility of the Site Manager, Assistant or other nominated member, who will ensure that the appropriate action is taken such as notifying the PAS Finds Liaison Officer or, in the case of items covered by the Treasure Act 1996, the Coroner's Office and observing any locally made agreements. In any case, subject to application of relevant law, any item recovered on a site under active excavation will remain in the possession of Wyre Archaeology. There will be a presumption that the landowner/ leaseholder will be informed of any such find.

When no active excavation or pre-survey is taking place on a site, detectorists must not represent themselves to the landowner/leaseholder as acting on behalf of Wyre Archaeology.

Excavation: Process, Recording, Find Recording & Ownership

All aspects of the excavation process, recording and finds recording will be conducted to comply as far as possible with methods approved by the appropriate professional bodies as outlined in the BAJR Guides. Any finds, subject to relevant legislation, will remain the property of Wyre Archaeology or/and the landowner/leaseholder, with whom the Site Manager or other appropriate Officer of the Society will have made a prior agreement.

Publicity & Press Relations

No public statement will be made to any form of media about any excavation and associated finds without the knowledge and prior approval of the Chairperson, Vice Chair or Secretary of Wyre Archaeology.

Non-Acceptance or Breach of these Conditions

Any volunteer who refuses to accept these conditions or who acts in breach of any of the conditions during an excavation or at any time in the pre-planning or post-excavation analysis or report writing will be debarred from participating in the excavation and/or future excavations and, if a member, may be asked to resign from the society.

Issued by the Executive Committee of Wyre Archaeology

Signed.....	Date 1 June 2016	Signed.....	Date 1 June 2016
Name	C Clayton (CHAIR)	Name	D W Hampson (SECRETARY)