

# CREATION FEST

## Volunteer Policy and Procedure

### Applicants

Applicants need to be 16 or over (see age requirement for teams in the job description document).

Young workers are age 16 and 17 and adult workers are aged 18 years and over.

### Young Workers

Young workers must have a parent or guardian (aged 18 years or over) staying on-site at Creation Fest who will be responsible for them. Please ensure that the parent or the guardian of any young worker is available for contact by our volunteer coordinator. Churches or groups must "allocate" a responsible adult to a young worker.

### Adult Workers

If you have responsibilities for, or are loco parentis or have children under 17 on-site you will need to arrange for an appropriate adult to collect your children from Kids Tent if volunteer shifts overlap with our kids programme.

### Medical Conditions

If you have any medical conditions or disabilities, please ensure that you inform Creation Fest on the volunteer application form.

### References

In the reference section of the volunteer application form all applicants need to supply the name of a referee who Creation Fest can approach for verbal or written references, or for feedback. This should be a church leader, preferably one who oversees your involvement in a ministry. Please note: The team leader, team administrator and a parent / relative cannot be a referee.

### Safeguarding Policy

The safeguarding and welfare of children, young people, and vulnerable adults at Creation Fest events is of the utmost importance and for your own protection. By submitting your application, you declare that you have

read and understood the [Safeguarding Policy](#) and agree to adhere to the procedure stated by Creation Fest.

### **Criminal Records Bureau (CRB) / DBS certified**

DBS certification is required for all Creation Fest volunteers that work with children and young people. Creation Fest reserves the right to require a DBS check for any volunteer. If you've been certified already, please supply Creation Fest with your reference number on the application form. If you have not yet been certified, the Creation Fest team may ask you for additional information in order to do the necessary checks and certification.

### **Meal Deal**

You need to work for 3 days and a minimum of two shifts in order to qualify for the meal deal. Please note: Only volunteers qualify for the meal deal. The meal deal needs to be booked and paid online. These are priced at £35 and will cover meals from the evening of Thursday 29 July to the morning of Monday 2 August. A link will be sent to you once you have been approved as a volunteer. Pre-purchase is required. Closing date to book and pay is 1 week before the festival (24th July 2021). Please make note of any special dietary requirements on your meal deal booking form.

### **Training Day**

All volunteers must attend a volunteer training session on the evening of Thursday 29 July, just before the event starts. This training is compulsory.

### **Worker Start and End Dates**

Please refer to the job description document for a description to what a "typical day" and work hours for each team will be. It is encouraged that volunteers assist with pack down on Monday the 2nd of August ideally until 4pm.

### **Camping**

Creation Fest volunteers can qualify for free camping on the festival site by volunteering a total of 3 days, minimum of two shifts per day. Only the Volunteer is eligible for free camping. Be sure to register first as a volunteer before booking the camping. Please refer to the camping policy for more information. Electrical hook-ups are available for an additional charge.

### **Volunteer Apparel**

Volunteers will be provided with one t-shirt to wear while they are working. The required size should be requested in the appropriate section on the application form. Please ensure that your clothing is appropriate, modest and that footwear is comfortable.

## **Team Leaders**

Volunteers will be responsible to their team leaders and are expected to undertake duties and tasks working as part of a Christian team under the leadership of their team leaders. Refer to the job description document for more in-depth roles and responsibilities descriptions (but not limited by it).

## **Approval as volunteer**

Due to DBS and reference checking, please allow 2-3 weeks to receive your acceptance email. If you have not heard from us in that period, then send an email to [esther@creationfest.org.uk](mailto:esther@creationfest.org.uk).

## **Privacy Policy**

By accepting these policies, you are allowing us to use this data to contact you if needed and pass parts of the data to the head of the teams to allow them to plan how their team will operate.