



Creation Fest Volunteer Policy & Procedures 2024

General:

Please note that you need to be 16 or over in order to volunteer at Creation Fest 2024.

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 oversee your children during your volunteer shifts.

Young Volunteers:

Young volunteers (16/17 year olds) 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 volunteer is available for contact by our volunteer coordinator. Churches or groups must "allocate" a responsible adult to a young volunteer. All young volunteers must have a parent/ guardian sign the young volunteer consent form which will be sent to you once your application has been approved.

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 adults at Creation Fest events is of the utmost importance. Our Safeguarding Policy will be sent to all volunteers before the festival commences and we ask that all volunteers make the time to thoroughly read this.

DBS checked/Live Scans:

DBS or Live Scan certification is required for many of our Creation Fest volunteers who work with children and young people. Creation Fest reserves the right to require a DBS or Live Scan for any volunteer. If you've been certified already, please supply Creation Fest with your

certificate number on the application form. If you have not 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 volunteer for 4 days 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. The meal deal entitles you to breakfast, lunch and dinner, starting with dinner on Wednesday 31st July and ending with dinner on Sunday 4th August.

Welcome Evening:

There is a compulsory training and welcome evening for all volunteers and team leaders on Wednesday 31st of July. Please ensure that you are available to join us on that evening from 7pm.

Volunteer 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 5th August ideally until 4pm.

Camping:

Creation Fest volunteers can qualify for free camping on the festival site by volunteering a total of 4 days. 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 or a high-vis while they are volunteering. 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 descriptions on the website for more in-depth roles and responsibilities descriptions (but not limited by it).

Approval as Volunteer:

Due to DBS, live scan and reference checking, please allow 6 weeks to receive your acceptance email. If you have not heard from us in that period, then send an email to volunteer@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.

The Role of Volunteers (staff and volunteers):

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Creation Fest. You will be seen as a role model and must act appropriately.

Good Practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Work in an open environment – avoid private or unobserved situations.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Coordinator.
- Don't make inappropriate promises particularly in relation to confidentiality.
- Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable Behaviour

- Not reporting concerns
- Taking unnecessary risks
- Abusive behaviour
- Breaching data privacy
- Developing inappropriate relationships
- Any sexual activity with a minor or vulnerable individual
- Intoxicated behaviour
- Favoritism or exclusion