SHIFT POLICY

Woodcraft Folk DFs

Approved by: DF Committee

Document owner: DF Events Rep

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Previous versions of this policy are available on request. Please contact the DF Secretary via email.

The most up-to-date copy of this policy will always be accessible via
spanthat.world/files/policy/shifts.
Any references to this policy should use the link above.

Scope

This policy applies to all those 'on shift' at DF Events.

Purpose

The purpose of this policy is to define the expectation of those 'on shift' at DF Events.

Related Documents

- On-Shift Code Of Conduct, Woodcraft Folk DFs, spanthat.world/files/policy/shift-CoC

The policy starts overleaf.

1 Policy

1.1 Day and Evening Shifts

DFs will be on shift at all times during an event. There are two shifts each day, the daytime and evening shift. The handover between shifts and the identities of the new people on shift will be announced at a circle, mealtime or other assembly of event participants.

1.2 Minimum Numbers for Shifts

1.2.1 Small Events

A small event is one 40 participants or fewer. At a small event there will be a **minimum** of two people on shift at any one time, including:

- At least one person trained in first aid
- At least one representative of MEST-UP

. Additional volunteers with no specific training may be on shift (High Vizards).

1.2.2 Large Events

A large event is one with more than 40 participants. During the daytime shift at a large event, there will be a **minimum** of two people on shift at any one time, including:

- At least one person trained in first aid
- At least one representative of MEST-UP

. During the evening shift, there will be a **minimum** of four people on shift at any one time, including:

- At least two people trained in first aid
- At least two representatives of MEST-UP

. Additional volunteers with no specific training may also be on shift (High Vizards).

1.3 Expectations for those on Shift

These positions hold a great deal of importance to the safety and wellbeing of all attendees of the event and as such need to adhere to certain rules:

- They must wear a high-vis or other identifier for the duration of their shift and when unable to wear them (e.g showering, sleeping), putting the identifier in a visible place such as tied to the guy ropes of the tent
- They must be sober while on shift, anyone found to be using intoxicating substances while on shift will be subject to a review of their position by DF committee and repercussions will be decided at the discretion of DF committee. This is not affected by non-recreational substances e.g tobacco or prescribed medications
- If on shift in the evening, they must not become intoxicated during the day, and if on shift during the day must ensure that intoxication, if any, from the previous night has fully passed
- The schedule for shifts will be made known at the beginning of an event or earlier, if someone has a problem with being on a certain shift they must speak to the admin of the event, **not informally swap their shift with someone else or get intoxicated**
- While on shift they need to remain on site unless accompanying a large group outing, or for filling part of their role e.g trip to hospital. However, there should always be at least one First Aider and one on-shift Event Coordinator on site at all times.

- If someone is unable to do a certain kind of shift, this must be respected

While not on shift it's important for members of committee, the coordinating team, and the MEST-UP team to remember that they, even unintentionally, set an example for other participants of camp. Because of this it is necessary for those people to be aware of their behaviour even when not on shift and when under the influence of intoxicating substances. Both members of DF Committee and the MEST-UP team carry a lot of weight in conversation even in informal settings and every attempt should be made to channel this power responsibly for the betterment of the event e.g encouraging tidying in general discussion, regardless of on shift or not.

At the beginning of an event, if you are expected to be 'on-shift' at any point, you will need to read, understand and sign the *On Shift Code Of Conduct*. **Volunteers found breaching this code of conduct will face repercussions.**