

ON-SHIFT CODE OF CONDUCT

Woodcraft Folk DFs



Approved by: DF Committee

Document owner: DF Events Rep

Approval date: March 2022

Review date: March 2023

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/shift-CoC.

Any references to this policy should use the link above.

Scope

This policy applies to anyone 'on-shift' at any DF Event.

Purpose

The purpose of this policy is to define the expectations for people who are 'on-shift' at a DF Event.

Related Documents

- Shift Policy, Woodcraft Folk DFs, spanthat.world/files/policy/shifts;
- Safe Tree, Woodcraft Folk DFs, email the secretary for access;
- Consent Policy, Woodcraft Folk DFs, spanthat.world/files/policy/consent;
- Safeguarding Procedures, Woodcraft Folk DFs, spanthat.world/files/policy/safeguarding;
- Intoxicating Substances Policy, Woodcraft Folk DFs, spanthat.world/files/policy/substances.

The policy starts overleaf.

1 Introduction

After reading this document you will be expected to sign to confirm that you have read and will follow its instructions. “On-shift” within this document refers to your on-shift capacity. This means when you are actively providing the service you signed up for, such as MEST-UP support or first aid.

2 Expectations

1. You must comply with all DF policies at all times.
2. You must familiarise yourself with the safe-tree and be prepared to give details to other DFs about it.
3. Whilst on-shift you are responsible for the care, welfare and safety of all DFs on the event. If you feel unable to fulfil your on-shift responsibilities, it is important that you ask for help from someone else on-shift. Do not ask an intoxicated person even if they hold a role of responsibility.
4. It is important to be aware of the vulnerability of other DFs. Examples include younger DFs, those on their first event, and those who are under the influence of intoxicating substances.
5. You must never be alone with another DF whilst on-shift. This means you must always be within sight and hearing range of another DF in a role of responsibility whilst on-shift. If circumstances require that you should be alone with a DF then you must ensure that another on-shift DF has agreed to this course of action, knows what you are doing and how long it will last.
6. If someone comes to you for help, it is important to listen attentively to anything they want to share with you. You must not be dismissive of things you are told. It is still important to look after yourself; if you feel uncomfortable or cannot help someone, refer them to another on-shift DF.
7. You should not exaggerate or trivialise concerns brought forward by a DF, or ignore an allegation or suspicion of abuse. Concerns must be referred to the safeguarding rep on committee when possible and if not, another member of the safeguarding team (who will be identified at the beginning of each event). You must acknowledge the right of the person who brought forward the allegations to be informed of the decision and be involved in the outcome.
8. You must never underestimate the contribution that you can make to the safety of another DF. You must keep in mind that you can also contribute to a lack of safety.
9. When you are concerned about a DF’s well-being, speak about it only to the member of the safeguarding team they feel most comfortable with. For immediate action this can be any on-shift person. All safeguarding concerns, big or small, will make their way to the safeguarding team. Make this clear before information is disclosed to you. If you are unsure of who to talk to, you can refer to the safe-tree.
10. You must respect everyone’s right to privacy and personal space. However, never promise to keep something secret. This is something that you cannot promise as it may put people in danger, and place excessive burden on you. Instead, agree that you will keep it confidential and disclose only the details needed to keep people safe.
11. If you suspect that a DF is being bullied, harassed, or excluded, you should speak to an appropriate committee member or on-shift MEST-UP rep. If this goes to a MEST-UP rep who is not on committee it should be fed back to a committee member later on. If appropriate to the situation, follow the safe tree.

3 Declaration

As Committee/ Coordinator/ MEST-UP/ First Aid, I recognise that I am in a position of responsibility within DFs. I understand that I am in a greater position of power, and that I may be put into situations where I am either one-to-one, or am being depended on by a vulnerable person. I know the Consent, Safeguarding, Intoxicating Substances, and Shift policies, as well as the On-Shift Code of Conduct. I know that it is my duty to enforce them. Whilst on shift I will look after all other DFs to the best of my ability and when I am not able to do that I will inform someone else on-shift. I will make sure my behaviour is appropriate to the position I am in and to the points listed above.

Whilst on shift I promise to do my best to look after the safety of others, and when I cannot, I know that it is okay to ask for help or step back.