

SHIFT POLICY

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/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

On any event with over 50 participants, there will be a minimum of 4 people on shift and at events with less than 50 participants there will be a minimum of 2 people on shift. These roles can include first aid, MEST-UP, Committee Member and Event Coordinator. 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 anti-depressants
- 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 committee or coordinator on site at all times
- If someone is unable to do a certain kind of shift, this must be respected

At smaller events these roles are often not rota-ed but encouraged to be filled by those not taking a large responsibility in organisation or facilitation.

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*.