

# EXTERNAL VISITORS POLICY

Woodcraft Folk DFs



**Approved by:** DF Committee

**Document owner:** Chair of DF Committee

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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/visitors](https://spanthat.world/files/policy/visitors).

Any references to this policy should use the link above.

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## Scope

This policy applies to DF event coordinators and DF Committee when discussing external visitors visiting DF events.

## Purpose

The purpose of this policy is to define the expectations for External Visitors attending DF Events as well as to aid the decision making of deciding if they can attend the event.

## Related Documents

- Safeguarding Procedures, Woodcraft Folk DFs, [spanthat.world/files/policy/safeguarding](https://spanthat.world/files/policy/safeguarding)

The policy starts overleaf.

# 1 Policy

Workshops/other programme (such as performances, business discussions etc.) at DF events may be lead by:

- Coordinators
- Attendees of the event itself
- External visitors (eg. musicians, representatives from central Woodcraft committees, workshop leaders)

External visitors are here defined as anyone who is not an attendee or coordinator of the event in question, whether this be:

- A member or employee of an external organisation
- A member of the Woodcraft Folk who is not a DF as defined in the Constitution
- A former member of the Woodcraft Folk who was recently a DF
- Or a current member of DFs not attending or coordinating the event

All visitors must agree their attendance at the event (including the time period they'll be staying) with the coordinators prior to the event.

When an external visitor leads a workshop/other programme element at an event, they are able to claim travel expenses to attend the event and be given food whilst they are there. These expenses must come out of the programme budget for the event. Coordinators may wish to pay for programme elements on top of expenses and food. DF members attending the event cannot be paid or expensed unless discussed with DF committee.

External visitors over the age of 16 should be accompanied by a DF with a valid DBS or PVG at all times. External visitors may also stay overnight for one night of the event. To do so they require a valid DBS or PVG. The DF Safeguarding Procedures apply to external visitors. For the purposes of these procedures, visitors have a role of responsibility. Visitors under 16 may not stay overnight at an event unless accompanied by a responsible adult, this cannot be someone that is currently a DF, unless that DF is their parent or guardian.

A booking form recording a visitor's personal details, DBS/PVG status, dietary requirements, information about about the programme they will be providing and their expenses will be made available.

Visitors must not be on site for any more than 24 hours of the event unless agreed by the DF Safeguarding Representative prior to the event. If circumstances arise beyond our control, for example the visitor refuses to leave or breaks DF policy, the Coordination Team and Safeguarding Lead for the event will meet to decide how best to proceed, in consultation with Woodcraft's safeguarding officer. If they still fail to comply the DF Safeguarding Procedure will be followed which may result in outside authorities being contacted. Visitors that outstay the 24 hours without permission or acceptable reason will not be allowed to attend any future DF events in any capacity unless DF Committee is advised otherwise by Woodcraft's safeguarding officers. When this happens an incident report will be created and made accessible to the DF Safeguarding Representative and to the national safeguarding lead.