



Creation Fest Scotland 2018 Volunteer Policy and Procedure

Applicants

Applicants need to be 16 or over (see age requirement for teams in the job description document). Young workers are age 16 and 17 and adult workers are aged 18 years and over.

Young Workers

Young workers must have a parent or guardian (aged 18 years or over) on-site at Creation Fest who will be responsible for them. Please ensure that the parent or the guardian of any young worker is available for contact by our volunteer coordinator. Churches or groups must “allocate” a responsible adult to a young worker.

Adult Workers

If you have responsibilities for or are a loco parentis or have children under 17 on-site you will need to arrange for an appropriate adult to care for the children during your volunteer shifts.

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 or a parent / relative cannot be a referee.

Child Protection Policy

The safeguarding and welfare of children, young people, and vulnerable adults at Creation Fest events is of the utmost importance and for your own protection. By submitting your application you declare that you have read and understood the Child Protection Policy and agree to adhere to the procedure stated by Creation Fest.

PVG (Scotland) or DBS (England) certified

PVG / DBS certification is required for all Creation Fest volunteers that work with children and young people. Creation Fest reserves the right to require a PVG / DBS check for any volunteer. If you've been certified already, please supply Creation Fest with your reference number on the application form. If you have not yet been certified, the Creation Fest team may request that you are get certified through your church.

Photo

Please ensure that you include an up-to-date photo with your application.

CREATION FEST

WWW.CREATIONFEST.ORG.UK

Training Day

All volunteers need to attend a volunteer training session the Friday night (28 September 2018). This training is compulsory.

Worker Start and End Dates

We ask that volunteers be available for the full day on Saturday 28 September. The day will include the set-up of each area 7am – 12pm (areas may differ), the outreach event from 12pm – 8pm and then the break-down of each venue after the event. Team Leaders can either request the volunteers to be on duty for the full time or work on a rota basis.

Volunteer Apparel

Volunteers will be provided with either a T-shirt or a hi-vis vest to wear while they are working. 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 description document for more in-depth roles and responsibilities descriptions (but not limited by it).

Approval as volunteer

Due to PVG/DBS and reference checking, please allow 2-3 weeks to receive your acceptance email. If you have not heard from us in that period, please send an email to volunteerscotland@creationfest.org.uk