



PERFORM | EDUCATE | INSPIRE

Festivals Code of Current Good Practice

The successful festival chooses an adjudicator with specialisms relevant to their own festival. The desired aim is that the festival should benefit from a professional adjudication and that the adjudicator should enjoy the experience at the festival. Festivals and adjudicators are two sides of the same coin.

1. The festival should use the 'Organising a Festival' for guidance on all matters and should fulfil as many of the recommendations in this guidance as are relevant to their individual festival. This should be read in conjunction with the Recommended Fees leaflet agreed at every AGM.
2. Appropriate Safeguarding Policy and Procedures should be implemented, and regularly reviewed against the latest best practice recommendations from Festivals House.
3. Appropriate Equal Opportunities Policy and Procedures should be implemented, and regularly reviewed against the latest best practice recommendations from Festivals House.
4. When festivals engage an adjudicator, they should check the current Director of Members to ensure that they are in current membership before doing so.
5. Festivals should not send out blanket 'availability checks' to adjudicators, particularly when these read as though they are firm invitations.
6. No adjudicator should be recorded or quoted without first obtaining their consent.
7. Festivals should not accept any type of self-marketing from adjudicators for example the sale of books/music.
8. An attendance register should be provided, and all personnel (including adjudicators and accompanists) should sign in and out in accordance with the relevant fire regulations

9. Identity badges should be worn by all members of the festival's committee and casual helpers. At each session, all badge holders should know who has overall responsibility during that session.
10. A responsible representative of the festival should always be on-site, and all personnel, including any venue personnel, should know the contact name.
11. If the adjudicator needs to consult someone on festival rules and regulations, there should always be knowledgeable festival personnel within easy reach.
12. Festival stewards should be aware of emergency exits and know the local procedures in case of fire and medical emergency. This applies even if they are only hirers of the venue and not directly responsible for the evacuation of the premises or contacting the emergency services.
13. All festivals should maintain an incident/accident book and any such events should be recorded.
14. Festivals should have a designated private area where any concerns may be expressed. Every problem will be taken seriously, documented and dated. All personnel involved in the festival should be aware of this procedure together with the person(s) responsible for documenting such concerns.

This Code of Current Good Practice was revised in October 2017 and is subject to regular review.



 www.federationoffestivals.org.uk
 info@federationoffestivals.org.uk
 01625 428297 / 611578