

Code of Good Practice for BIFF Member Festivals

The aim of this code is to establish standards and principles for good governance and good practice when organising and running a BIFF member festival. The successful festival is one which works closely with all its stakeholders for the ultimate benefit and enjoyment of all.

1. BIFF member festivals should use the guidance available in the Members' Resources section on the BIFF website - www.federationoffestivals.org.uk - on all matters and should fulfil as many of those recommendations as are relevant to their individual festival. This should be read in conjunction with the current Recommended Fees, Expenses, Terms & Conditions.
2. Appropriate Safeguarding Policy and Procedures should be implemented, and regularly reviewed against the latest best practice recommendations from Festivals House.
3. BIFF member festivals are committed to implementing policies designed to promote equality of opportunity and to reject unlawful discrimination of any kind. An appropriate Equal Opportunities Policy should be implemented and regularly reviewed against the latest best practice recommendations found in the Members' Resources section of the BIFF website.
4. When BIFF member festivals engage an adjudicator, they should check the Directory of Adjudicators and Accompanists on the BIFF website to ensure that they are in current membership before doing so.
5. BIFF member festivals should not send out blanket 'availability checks' to adjudicators, particularly when they could be construed as firm invitations. If a verbal or written agreement has been reached with an individual adjudicator this is ethically binding and a "contract" therefore exists.
6. BIFF member festivals must consult with Festivals House or their BIFF Regional Representative before making a change to the dates of their festival. Date changes can adversely impact on other neighbouring BIFF member festivals. It is important to assess the impact of any proposed changes in consultation with BIFF before making any changes.
7. No adjudicator should be recorded or quoted without first obtaining their consent.
8. BIFF member festivals should not accept any type of self-marketing from adjudicators such as sales of books, music or other merchandise at the festival.

9. 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.
10. Identity badges should be worn by all members of the Festival's Committee and wider festival team. At each session, all badge holders should know who has overall responsibility during that session.
11. A responsible representative of the festival should always be on site and all personnel, including any venue personnel, should know the responsible representative's contact name.
12. If the adjudicator needs to consult someone on the festival rules and regulations, there should always be a knowledgeable member of festival personnel within easy reach
13. Festival stewards should always 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.
14. All festivals should maintain an incident/accident book and any such events should be recorded.
15. All festivals must ensure that they undertake a thorough written risk assessment before their event which should identify any potential risks and steps taken to mitigate these risks.
16. 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.

If elements of the Code of Practice are not adhered to then BIFF membership may be temporarily suspended. If a major breach of the Code of Practice occurs, then BIFF membership could be permanently rescinded.

Last reviewed: May 2023



Festivals House,
198 Park Lane,
Macclesfield,
Cheshire,
SK11 6UD



info@federationoffestivals.org.uk



www.federationoffestivals.org.uk



01625 428 297