



## **Personal Assistants**

Oxfam is committed to making festival stewarding accessible to everyone, including volunteers that would be unable to attend or carry out their stewarding duties without the use of a Personal Assistant (PA).

If you are applying to volunteer with Oxfam Festivals Team and require a PA, you must:

- Consult the website of the festival you are applying for to assess their own PA policy as Oxfam has to operate within eligibility rules set out by the festival organisers. However, if you do not meet any required criteria, Oxfam may be able to provide support to your request for a PA ticket if you require one.
- Declare your need for a PA in your Oxfam application via the Medical and Access Requirements section. If necessary, we can then put you in touch with the relevant contacts with the festival organisers so that you can apply for a PA ticket.
- Contact the Oxfam Festivals Team at [festivals@oxfam.org.uk](mailto:festivals@oxfam.org.uk) if you require advice or assistance at any stage including if you feel you require a PA ticket but are not able to supply the evidence requested by the festival as we may be able to assist your request.

If you would not be able to carry out full stewarding duties without the assistance of your Personal Assistant, we will facilitate that they can be registered as a steward and attend your shifts with you. In this instance, you will be rostered as an individual steward and your PA will be there assist you with your role, rather than as an additional volunteer. If your PA is required to attend shifts with you, and/or camps in the Oxfam campsite at a festival, they must also comply with Oxfam's Terms of Reference.

Please be aware that Oxfam is not able to source or provide Personal Assistants for volunteers - it is the responsibility of the volunteer to source an appropriate person who is aged 18+. We are not able to fund the costs of Personal Assistants but will cover the same expenses as we do for volunteers.

The role of your PA at these festivals will include any and all support you require either during your shift or during your free time. There will be no other assistance available during the festival so please be sure your PA is committed, reliable, and is willing and able to undertake all possible tasks that you require. If you are unable to do your shift for any reason, your PA may be asked to cover for you. However, this would be coordinated with you to ensure it does not impact on any support you need.

**Please note that you will be asked to confirm you accept the following statement:**

*"I confirm that I would not be able to undertake the full stewarding duties without the use of a Personal Assistant. I agree that my PA is able and willing to carry out any tasks within the volunteer role that I would otherwise be unable to complete."*