



# *The Eskdale Festival of the*



*Syllabus 2023*

## **Eskdale Festival of the Arts - Child Protection Policy**

**The British and International Federation of Festivals for Music, Dance and Speech** work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member Festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our trustees, paid staff, adjudicators, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

### **We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **The purpose of the policy:**

- to provide protection for the children and young people who participate in our festivals, including the children of festival members
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

### **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

## **Creating Safer Festivals for Everyone**

The Federation and its member Festivals use the following policies and procedures to create **Safer Festivals** for everyone:

A single, definitive Child Protection Policy adopted by all Federation Festivals.

One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival. Name: Barry Foster Phone: 01947 604881

Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.

Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.

All Festival stewards wear an Eskdale Festival badge displaying their name and signature. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival name badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Festival Child Protection** best practice advice. In addition we will ensure the availability of a quiet area / room where concerns can be expressed in private.

For the duration of the Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.

No unauthorised photography or video recording is allowed at our Festival. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.

Some children and vulnerable adults may have specific needs in order to take part. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the Festival prior to arrival. The Festival actively seeks wherever possible to meet these needs, but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.

The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus and Programme. By completing and signing the entry form (or ticking the appropriate box for online entries) all parents / guardians / carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.

## General Rules and Notices

Please read these rules carefully. They are designed in the interests of fairness to all.

1. The competitions are restricted to amateurs (those who earn less than 10% of their income from music or drama) except in the family classes. Conductors may be amateur or professional. A professional may enter a class in which they have amateur status.
2. The committee reserves the right to appoint replacement or additional Adjudicators, and to alter, modify or cancel any of the arrangements detailed in the syllabus. If a class is cancelled then the entry fees will be refunded.
3. Entries must be accompanied by the appropriate remittance, and entered on the official entry form (or a photocopy thereof).
4. The deadlines listed on the back on the syllabus must be strictly observed.
5. No performer may enter more than once in the same solo class, but may compete as a member of (no more than) two different choirs or ensembles in the same class, or with different partners for duets, trios and the like.
6. Performers may not perform the same piece or pieces in more than one class, nor repeat any pieces they performed during last year's festival.
7. Substitutions are not allowed. If a named performer is unable to take part, his or her place may not be taken by anyone else, except in the case of a duo or group where one named performer may be replaced, at the discretion of the Festival Secretary, who must be informed in advance.
8. Once a competitor has declared the pieces they will perform no changes will be permitted in the competition.
9. In the case of withdrawal, please notify the Festival Secretary as a matter of courtesy. We regret we shall be unable to return fees lost through cancellation or non-attendance.
10. Performers must announce each piece to be performed.
11. Time limits. Each class has a time limit, and "Own Choice" items should be chosen with this in mind. Where more than one work is to be performed, the time taken is the actual performance time, and does not include pauses between pieces. Always wait for a signal from the adjudicator before starting a second piece. Performers who exceed the time limit will have marks deducted. Performers who greatly exceed the time limit will be asked to stop- no marks will be given. The penalties are as follows.

6-10 seconds over   Deduct one mark      11- 30 seconds over      Deduct 2 marks

31-60 seconds over   Deduct 3 marks      60+seconds over      Deduct 4 marks

12. Non-competitive classes. The adjudicator will give an assessment and written comments on each performance. No marks or places will be given. These classes are intended to provide incentive and encouragement to young performers, and to help build up their confidence and enthusiasm.

13. Bursary fund. A prize may be awarded to a young person in full time education, at the discretion of the festival committee. This money is to be spent on books, music or tuition.

14. No public protest shall be allowed against the Adjudicator's decision. Any dispute arising out of the competition and festival organisation must be referred via the secretary to the committee, who will discuss the matter and report back to the complainant.

15. It is not permitted to use audio or video recording devices.

16. Safety of performers. Parents and teachers should be aware of their responsibilities in entering performers, especially those with limited physical capabilities and/or special needs, bearing in mind the limitations imposed by the stage and surrounding environment. They should pass on to the adjudicator, via the festival organiser, any such information that would impact on the adjudicator's work.

## The Spoken Word

1. Performers must send a copy of the piece or pieces to be performed by 14th January 2023. This must be an A4 sized photocopy, (two for "own composition pieces"), marked with the class number and performer's name. These will be destroyed after the performance. Changes are not allowed.
2. Verse speaking must be recited from memory, not read from a copy.
3. Prepared reading must be read, not memorised or acted out.
4. Some Choral speaking classes may be conducted by the teacher.

## Music

1. Novice classes. Novice status can only apply for one festival. If you performed as a novice last year, you may not do so again (for the same instrument) this year. Performers entering Novice classes may not enter any other classes for the same instrument and their status must be verified by their teacher on the form provided. They must not have started lessons before September 2021 and have taken no Associated Board or other music exams before March 2022.
2. Only one entry per class unless playing a different instrument.
3. The choice of music must be confirmed by 14th January 2023. Changes will not be allowed. Please indicate both title and composer. In the case of obscure works or own compositions please also send a copy of the work for the perusal of the adjudicator. Music copies must be handed to the Adjudicator's Steward on the day of the performance before the start of the class. Only send obscure works in advance.
4. Performers are not allowed to perform from a photocopy.
5. The Official Accompanist will be available, if requested in advance on the entry form. A copy of the music should be provided with the entry. A photocopy could be used if the work is part of a volume.

6. In some classes the Official Accompanist must be used. A copy of the music should be provided with the entry.

7. Instrumentalists playing from the ABRSM Jazz syllabus may use a backing CD if wished. They are responsible for providing a suitable, safety checked player.

8. Although an ensemble is a group of instruments from the same instrumental family, the Festival recognises that younger players may need the support of a keyboard accompaniment so ensembles for year 6 and under will be allowed a keyboard accompaniment.

## Performing Rights

The Festival has entered into an agreement with the Author's Licensing and Collecting Society. This means that performers do not have to seek copyright permission for any poetry, prose or solo dramatic items performed up to a time limit of ten minutes.

However, duologues and group dramatic activities are not covered by this agreement and copyright permission should be sought by performers at their time of entry.

Dramatic items should be announced with the title and author at the time of performance to qualify for copyright indemnity. The performer must not change the words or gender of any character.

## **Privacy Notice**

The Eskdale Festival of the Arts is a registered charity and stores personal data about competitors, sponsors, volunteers and committee members to communicate the times, dates and venues of a variety of classes, recitals, competitions and concerts.

All personal data is stored securely and electronic personal data is password protected. Personal data will not be shared with other parties nor will it be shared on social media.

Personal data for competitors is deleted at the end of each festival cycle (normally September each year). Personal data about committee members, volunteers and sponsors is deleted when their association with the Festival has ended.

All competitors or their legal guardian are asked to give their consent to their data being held by the Festival Committee on the official entry form.

Normally, personal data is held by the Entries Secretary, Vice Chairman and the Chairman.

The Chairman takes responsibility for compliance with data protection legislation.