

WIRRAL MUSIC FESTIVAL

Policies

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Creating Safer Festivals for Everyone

The Federation and its member Festivals use the following policies and procedures.

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

2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.

Named Officer - Mrs Jackie Martindale martindalejackie@yahoo.co.uk

3. 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.

4. 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.

5. All Festival stewards wear a name badge. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone with 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.

6. 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.

7. No unauthorised photography or video recording is allowed at our Festivals. 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.

8. 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.

9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus, Programme and on our website. By completing and signing the entry form 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.

Wirral Festival subscribes to the Equal Opportunities Policy of the British and International Federation of Festivals as displayed on their website.

Festival Rules

Our Festival Objectives:

1. To encourage the study of music in Wirral and the surrounding districts.
2. To increase the interest of the public in these arts
3. To assist competitors to recognise their strong and weak points by comparing their performance with those of others.

PLEASE READ GENERAL AND SECTIONAL RULES BEFORE COMPLETING ENTRY FORMS

The Music Festival is open to amateurs only. For this purpose, AMATEUR is defined by the British and International Federation of Festivals as follows:

“Any person whose principal means of livelihood is not obtained from performing or teaching work in music, speech, elocution or drama; even if he or she from time to time accepts a fee, stipend or honorarium for dramatic or musical services rendered”.

1. Every entrant under the age of 18 years will be considered amateur. This rule does not apply to conductors.
2. Entries will now be accepted ONLINE ONLY by January 31st. If there any difficulties experienced, please contact wirralfestival@protonmail.com or call Laura Frowe (07971 879 382).

THE CLOSING DATE WILL BE STRICTLY ADHERED TO.

3. Entry fees cannot be refunded except in accordance with Rule 12.
4. In a class with a specific age requirement performers must be of the age specified on the date of the festival.
5. The Committee reserves the right to appoint additional adjudicators; to limit the number of entrants in any one class, or divide classes. The Committee shall make alterations or regulations as shall be deemed necessary in the conduct of the festival.
6. Requests for a class to be held on a particular day will be considered, but cannot be guaranteed. No refund will be payable.
7. Notification that the timetable is on the website will be sent to all competitors or teachers by email or post approximately 3 weeks before the festival.
8. We adhere strictly to given time limits and we will apply penalties to performers who overrun these limits. The scale of penalties will be as follows:-

- a) 15 seconds- 1 mark
- b) 30 seconds- 2 marks
- c) 45 seconds- 3 marks Etc.

THE ADJUDICATOR'S DECISION WILL BE FINAL.

9. We comply with the scale of marks as recommended by The British and International Federation of Festivals (BIFF) for Music. To be awarded a trophy the performer/performers must gain at least 85 marks. Performers gaining the three highest marks in the class will be awarded a certificate. Prizes will be withheld in whole or in part if in the opinion of the Adjudicator sufficient merit is not shown.

10. No person other than the festival officials may speak to the adjudicator.

11. All communication must be through the officials.

12. The Committee reserves the right, should circumstances arise which in their opinion render it impracticable to hold the Festival, to cancel all arrangements in which case entrance fees will be returned.

13. The Festival Committee may from time to time make, repeal and amend these rules as they shall think expedient for the management of the Festival. The decision of the Committee in all matters arising out of, or not specially provided for in, these Regulations is final.

14. The Festival is bound by copyright law and cannot allow any photography or recordings, which are absolutely forbidden during the performances or Adjudication.

15. NO SMOKING or ALCOHOL on School premises. With the exception of bottled water, no eating or drinking is allowed in the competition rooms, practice rooms or in the classroom waiting areas upstairs.

16. Neither the Festival nor the School authorities accept any responsibility for property lost, stolen or damaged during the Festival.

17. ALL TROPHIES awarded at the Festival will be held by the winner and must be returned by 31st January of the following year to the Trophy Secretaries:-

Keith & Jean Owens, 10 Wayville Close, Liverpool, L18 7LB. (0151 724 5563)

Failure to do so may result in a competitor being barred from entry into the subsequent year's Festival. Trophies must be returned in good condition, the cost of repair will be charged.

18. The festival reserves the right to combine classes where entries in a particular class are low. This decision will be taken after entries close on the 31st January each year.

19. Copies of "Own Choice" music must be sent BY THE CLOSING DATE to the Music Secretary:- Jackie Martindale, 33 Millfield Close, Bebington, Wirral, CH63 2QN.

Warning: Prosecution may be taken against any competitor using unauthorised photocopies of copyright material.

Child Protection Policy

The British and International Federation of Festivals for Music, Dance and Speech works 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 Board of Trustees, paid staff, Adjudicator members, 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 for the 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 festival, including 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.

GDPR

General Data Protection Regulations (GDPR) 2018.

The Wirral Festival of Music processes personal data in relation to its participants and their teachers.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any 3rd party unlawfully. To do this, we comply with the Data Protection Principles which are set out in the General Data Protection Regulations (GDPR) 2018.

The GDPR introduces strengthened rights for individuals, greater sanctions for breaches and an accountability requirement for data controllers to demonstrate compliance and robust governance.

You can find out more about the GDPR at: <https://www.eugdpr.org>

By signing the entry form you agree to comply with all rules and GDPR.

Please let us know if you don't wish for your details to be retained.