

## **Festival Policies**

### **General Festival Terms and Conditions**

Please read carefully as non-compliance with any of these conditions may lead to disqualification.

1. **The Festival is open to AMATEURS ONLY**, excepting classes marked 'OPEN' in which competitors may be of professional or amateur status. For the purposes of this Festival, an amateur is one who does not derive the major part of his/her livelihood from teaching or performing in the discipline, defined by the section title, in which she/he seeks to enter the festival. The Festival reserves the right to refuse entry to any person who in its opinion fails to come within this definition. No performer under the age of 18 years will be regarded as professional.

2. **ENTRIES** will be accepted in order of receipt and will be returned if they cannot be accommodated within the schedule. Section Secretaries reserve the right to reject any piece which is considered unsuitable. The Festival cannot be responsible for postal or email errors.

Entries will not be accepted unless signed agreement is given to the Festival Conditions, which include the Festival's Child Safeguarding Policy, the new approach to Creating Safer Festivals for Everyone and the Festival holding of data in accordance with its Privacy Policy.

### **3. CLASSES**

a. Each Section Secretary is responsible for creating a timetable and programme of classes for their events and every effort will be made to comply with applicants' requirements where they are known. Requests for changes to the timetable and programme which are made less than three weeks prior to the event will NOT be accepted. (see note below re AGE)

b. Classes will be divided into two sections if there are 24 or more entries and treated for the purpose of medal awards as two separate classes. The Festival reserves the right to divide or combine other classes as necessary. Classes may be withdrawn if there are insufficient entries and, in this case, entry fees will be returned.

### **c. AGE**

ELIGIBILITY FOR MOST CLASSES is determined by the performer's AGE as follows:

#### **Speech and Drama - School Year at date of the Festival rather than age**

Music sections [Instrumental, Piano, and Vocal] age as at January 1st in year of the Festival

Any query about age and class entered must be made at least three weeks before the date of competition.

Competitors may be required to produce birth certificates before receiving awards.

4. **TIME LIMITS** are given and must be observed. Performances may be stopped by the organisers or adjudicators if time limits are exceeded. **A performance exceeding the time limit will be marked and adjudicated but will not be eligible for a first prize or gold medal**

5. **COMMUNICATION WITH THE ADJUDICATOR** is ABSOLUTELY PROHIBITED before, during, or after the Festival. All communication must be through the Section Secretary. The Festival reserves the right to disqualify entrants for any breach of this Rule.

6. **LATE ARRIVAL** – All performers should arrive at least ten minutes before the class is scheduled to start. At the discretion of the Adjudicator, performers arriving late for their class may be allowed to perform at the end of the class, provided the adjudication has not started.

**ABSENTEES** - it is helpful to the organisers if performers (or teachers) could notify the appropriate section secretary if they are unable to attend, giving as much notice as possible. This enables the smooth running of the Festival on the day of the event and avoids wasting the time of the adjudicator

7. **CATEGORIES** (for Music Sections), **MARKS** are awarded for **Dance and Speech & Drama**

Fair (75-79) A performance limited in its communication, needing more preparation.

Good (80-82) A performance showing development of technique and/or communication.

Merit (83-85) A capable performance showing some artistic appreciation and/or technical ability.

Very Good (86-88) A convincing performance technically and artistically.

Distinction (89-90) An excellent performance technically and artistically.

Outstanding (91+) An exceptional performance both technically and artistically.

**8. PRIZES** – A category of Very Good or above is required for the award of a trophy. MAJOR CASH PRIZES WILL ONLY BE AWARDED IF A PERFORMANCE IS IN THE DISTINCTION OR OUTSTANDING (89+) CATEGORY. Gold medals are awarded to the first placed performer in each class if at least a Very Good category is achieved, with Silver and Bronze to the 2nd and 3rd placed performers, provided there are 5 entrants or more in the class.

**9. PRESENTATION OF AWARDS.** Medals, Certificates, Report Sheets, and most trophies will be presented to the winners following the adjudications. Certificates or report sheets which are not collected may be claimed from the Section Secretary if a large Stamped Addressed envelope is enclosed. Trophies and Special prizes will not be sent by post but may be collected from the Section Secretary.

**10. RETURN OF TROPHIES** All trophies remain the property of the Festival and must be returned to the appropriate Section Secretary by FEBRUARY 1st of the following year. Failure to do so may result, at the discretion of the committee, in forfeiture of the right to compete in future Festivals.

**11. PERFORMERS AND FESTIVAL OFFICIALS ONLY** will be allowed in the performing area. Coaching from the audience is not allowed and may lead to disqualification.

**12. THE USE OF CAMERAS (VIDEO, STILL, PHONE, TABLETS) AND OTHER RECORDING EQUIPMENT IS NOT PERMITTED** due to copyright and Child Safeguarding issues, especially during the performances. **SOME AUTHORISED PHOTOGRAPHY MAY BE ALLOWED DURING THE PRESENTATIONS BY FESTIVAL OFFICIALS.** 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.

**13. THE FESTIVAL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.**

All attending the Festival are advised to take special care of handbags, musical instruments & cases, music, costumes, disc players, etc.

**14. ADMISSION** - The general public is admitted to all sessions at a cost of £3 per session or £5 for a whole day. (Concessions available). The Festival retains the right to refuse admission to any session without giving a reason.

**ALL MOBILE TELEPHONES & TABLETS MUST BE TURNED OFF DURING ALL COMPETITIONS**

**Texting and tweeting are not allowed in the competition halls**

## **Creating Safer Festivals for Everyone**



The British Federation of Festivals and its member Festivals use the attached policy and procedures to create **Safer Festivals** for everyone

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

One or more designated Festival Safeguarding Officers are appointed by the Festival.

Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets** with support and training for all Festival 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 a white identification badge. All teachers/parents /guardians/carers are asked to report all incidents of any nature to anyone wearing such a 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, rehearsal and changing areas which may be provided.

No unauthorised photography, video or other 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.

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 Safeguarding Policy and approach to Creating Safer Festivals for Everyone is published in our syllabus, programmes and on the website. By completing and signing the entry form all parents/guardians/carers and teachers of entrants under 18 (or for 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.

### **Richmond upon Thames Performing Arts Festival - Child Safeguarding 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 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 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.

### **Richmond upon Thames Performing Arts Festival - Privacy Policy**

RuTPAF understands that it is very important that it protects the privacy of submitted information and we will store it securely in accordance with the GDPR regulations. RuTPAF will only use the data for the administrative needs of organising a large competitive Festival including contact about timetabling and programming, Gift Aid (where applicable) and forthcoming events which are connected to the Festival.

RuTPAF will never share your contact details with third parties. The information will only be used to inform about matters relating to the Festival. RuTPAF will not supply data to anyone else (unless legally obliged to do so)

RuTPAF will not hold data longer than is needed to fulfil its purposes - typically one calendar year from the point of collection.

RuTPAF acknowledges the rights of teachers, performers and parents of those under 16 to see the data that is held by the Festival in order to correct errors, to have data deleted from our records and/or to complain to the authorities if data is believed to be misused.

RuTPAF data is held by

- the Patrons' Secretary who maintains a list of patrons.  
Festival Section Secretaries for Dance, Instrumental, Piano, Speech and Drama and Vocal. They collect, use and store contact details of all those who have applied to take part in the activities of the Festival and all those who have agreed to act as stewards at Festival events

### **DATA PROTECTION**

Richmond upon Thames Performing Arts Festival holds data solely for the purpose of running the events. Personal data will not be disclosed to third parties without the express permission of the data subject unless such disclosure is to enable the Festival to fulfil its constitutional purpose.