



Tees Valley  
Community  
Foundation

## **Shine Festival 2019!**

In partnership with  
**Tees Valley Music Service**  
**And**  
**Middlesbrough Town Hall**

Date	Venue	Category
Saturday 27 <sup>th</sup> April	Ian Ramsey CE Academy	Piano (competitive)
Saturday 4 <sup>th</sup> May and Sunday 5 <sup>th</sup> May	Ian Ramsey Cof E school	Solo vocals – musical theatre and classical (competitive) instrumental & ensemble (competitive)
Tuesday 7 <sup>th</sup> May	Middlesbrough Town Hall	Schools (competitive)
Saturday 11 <sup>th</sup> May	Middlesbrough Town Hall	Choirs, bands and singer songwriters (non-competitive)
Sunday 12 <sup>th</sup> May	Middlesbrough Town Hall	Finale performance (non-competitive)

**Entries open January 2019 and close on Friday 8<sup>th</sup> March 2019**

Festival Organiser: Rebecca Johnson, 24 Melrose Drive, Stockton-on-Tees, TS18 3UE  
shinefestivalteesvalley@gmail.com  
[www.shinefestival.co.uk](http://www.shinefestival.co.uk)  
07725 033551



## **The festival ethos**

Shine Festival aims to celebrate the quality and diversity of participatory music making in the Tees Valley. From individual instrumentalists and singers, through to choirs, bands and school groups, people of all ages and abilities are making music in Tees Valley, and covering a huge range of musical genres. This festival aims to showcase this, and at the same time nurture and support this by bringing together communities of the Tees Valley to enjoy making music together.

## **Prizes**

For the competitive categories, certificates will be awarded to all participants, and trophies awarded to winners of each category. Highest marks from overall categories will be presented with additional prizes at the end of each session (morning, afternoon, evening – see classes for more detail) and invited to perform in the finale performance on Sunday 12<sup>th</sup> May 2019 at 6pm. Decisions will be made by the adjudicators.

For the non-competitive categories, selection for the finale performance will be made based on particular merits of the individuals/groups, and decided by an independent professional musician appointed by the festival.

## **Category criteria explained**

- Categories are set according to ability level rather than age, using exam board graded syllabuses as benchmarks for ability levels, however you do NOT have to have taken grades to enter the festival. Participants must sing/play a song/piece from the stated syllabuses but need not have taken an exam in order to enter.
- Participants may enter 2 adjacent categories only i.e. if you have taken Grade 2 and are working towards Grade 3, you may enter Grade 2 and 3.
- Please contact the festival organiser if you are unsure which category to enter.

## **Finale Performance**

Will take place on

**Sunday 12<sup>th</sup> May, 6pm @ Middlesbrough Town Hall**

**There will be a VIP reception prior to the performance, at 5pm. If you are interested in becoming a sponsor please see sponsorship packages below.**

## **Venues**

Ian Ramsey CE Academy  
Fairfield Road  
Fairfield  
Stockton-On-Tees  
TS19 7AJ

Middlesbrough Town Hall  
Albert Road  
Middlesbrough  
TS1 2QJ

## **Admission prices**

Admission charges are for anyone NOT performing in the festival.

### **For 27<sup>th</sup> April, 4<sup>th</sup> May, 5<sup>th</sup> May and 7<sup>th</sup> May**

Morning = £2

Afternoon = £2

Evening = £2

Day pass = £5

Children under 16 = free

### **For 11<sup>th</sup> May**

£2 until 4.30pm

£2 after 4.30pm

£3 day pass

Children under 16 free, but must be accompanied by an adult after 4.30pm

### **Finale performance on 12<sup>th</sup> May at 6pm**

£3 adults, £1 children under 16

Children under 16 must be accompanied by an adult at all times during the finale performance

## **Sponsorship**

The festival is able to run thanks to support from organisations, namely Middlesbrough Town Hall, Tees Valley Community Foundation and Tees Valley Music Service, income from audience and private sponsorship. If you are passionate about supporting local music making then we would welcome your support by way of a donation or sponsorship.

Options include:

- Making a general donation by contacting the festival organiser
  - Sponsoring a specific category. All categories in the syllabus are available for sponsorship on a first come first served basis. We suggest the following amounts:
    - Grades 0-8 and open categories = £20
    - Overall highest marks across graded categories = £50
    - Musician of the festival (competitive categories only) = £100
    - Singer of the festival (competitive categories only) = £100
  - Programme advert = £20 ¼ page, £40 ½ page, £50 full page
  - Sponsoring one of the following elements of the festival:
    - VIP reception
    - Programme printing
    - Items to be presented to musicians performing in the final showcase (of own choice)
- All sponsors will receive:
- Free admission to the entire festival for 2 people
- Invitation to the VIP/sponsors reception prior to the finale performance, at 5pm on 12<sup>th</sup> May.
  - Name/company listed in programme

Contact the Festival Organiser if you would like to discuss sponsorship in more detail.

## **SHINE FESTIVAL SYLLABUS 2019**

**Saturday 27<sup>th</sup> April**

### **PIANO CATEGORIES**

Class number	Title	Details	Time limit	Fee
1	Piano Pre – Grade 1	One piece from any ABRSM or Trinity Preparatory syllabus	2 mins	£4
2	Piano Grade 1	One piece from any ABRSM or Trinity syllabus	2 mins	£5
3	Piano Grade 2	One piece from any ABRSM or Trinity syllabus	2 mins	£5
4	Piano Grade 3	One piece from any ABRSM or Trinity syllabus	3 mins	£5
5	Piano Grade 4	One piece from any ABRSM or Trinity syllabus	4 mins	£6
<b>Highest mark from categories 1-5 will be invited to perform in the final showcase</b>				
6	Piano Grade 5	One piece from any ABRSM or Trinity syllabus	5 mins	£6
7	Piano Grade 6	One piece from any ABRSM or Trinity syllabus	6 mins	£6
8	Piano Grade 7	One piece from any ABRSM or Trinity syllabus	7 mins	£7
9	Piano Grade 8	One piece from any ABRSM or Trinity syllabus	8 mins	£7
10	Piano - OPEN	One piece of own choice	8 mins	£7
11	Piano recital 12 yrs+under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	6 mins	£7
12	Piano recital 15 yrs+under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	9 mins	£8
13	Piano recital OPEN	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	12 mins	£9
<b>Highest mark from categories 6 – 13 will be invited to perform in the final showcase</b>				

**Please note: piano duet categories are included in the chamber music section, see page**

**Saturday 4<sup>th</sup> May**

**INSTRUMENTAL SOLOS**

**String categories – Violin, Viola, Cello, Double Bass, Harp and Classical Guitar**

Class number	Title	Details	Time limit	Fee
14	Strings Pre Grade 1	One piece from any ABRSM or Trinity preparatory syllabus	2 mins	£4
15	Strings Grade 1	One piece from any ABRSM or Trinity syllabus	2 mins	£5
16	Strings Grade 2	One piece from any ABRSM or Trinity syllabus	2 mins	£5
17	Strings Grade 3	One piece from any ABRSM or Trinity syllabus	3 mins	£5
18	Strings Grade 4	One piece from any ABRSM or Trinity syllabus	4 mins	£6
<b>Highest mark from categories 14-18 will be invited to perform in the final showcase</b>				
19	Strings Grade 5	One piece from any ABRSM or Trinity syllabus	5 mins	£6
20	Strings Grade 6	One piece from any ABRSM or Trinity syllabus	6 mins	£6
21	Strings Grade 7	One piece from any ABRSM or Trinity syllabus	7 mins	£7
22	Strings Grade 8	One piece from any ABRSM or Trinity syllabus	8 mins	£7
23	Strings – OPEN	One piece of own choice	8 mins	£7
24	Strings recital 12 yrs+under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	6 mins	£7
25	Strings recital 15 yrs+under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes	9 mins	£8
26	Strings recital OPEN	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes	12 mins	£9
<b>Highest mark in categories 19-26 will be invited to perform in the final showcase</b>				

**N.b Instrumental duet categories are included in the chamber music section, see page**

**Woodwind and brass classes: Flute, Oboe, Clarinet, Recorder, Bassoon, Saxophone, Trumpet, Cornet, Trombone, Horns, Baritone, Euphonium, Tuba**

Class number	Title	Details	Time limit	Fee
27	Woodwind and brass Pre Grade 1	One piece from any ABRSM or Trinity preparatory syllabus	2 mins	£4
28	Woodwind and brass Grade 1	One piece from any ABRSM or Trinity syllabus	2 mins	£5
29	Woodwind and brass Grade 2	One piece from any ABRSM or Trinity syllabus	2 mins	£5
30	Woodwind and brass Grade 3	One piece from any ABRSM or Trinity syllabus	3 mins	£5
31	Woodwind and brass Grade 4	One piece from any ABRSM or Trinity syllabus	4 mins	£6
<b>Highest mark from categories 27-31 will be invited to perform in the final showcase</b>				
32	Woodwind and brass Grade 5	One piece from any ABRSM or Trinity syllabus	5 mins	£6
33	Woodwind and brass Grade 6	One piece from any ABRSM or Trinity syllabus	6 mins	£6
34	Woodwind and brass Grade 7	One piece from any ABRSM or Trinity syllabus	7 mins	£7
35	Woodwind and brass Grade 8	One piece from any ABRSM or Trinity syllabus	8 mins	£7
36	Woodwind and brass – OPEN	One piece of own choice	8 mins	£7
37	Woodwind and brass recital – 12 yrs+ under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	6 mins	£7
38	Woodwind and brass recital – 15 yrs+ under	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	9 mins	£8
39	Woodwind and brass recital - OPEN	Own choice. Two pieces of contrasting music. No pieces to be duplicated in other classes.	12 mins	£9
<b>Highest mark from categories 32-39 will be invited to perform in the final showcase</b>				

**N.b instrumental duet categories are included in the chamber music section, see page**

## **CHAMBER MUSIC**

### **Any instruments or voice/s duets, trios and quartets**

Class number	Title	Details	Time limit	Fee
40	Instrumental duet 10 yrs + under	Any combination of instruments or voice/s. One piece of own choice.	6mins	£8
41	Instrumental duet 12 yrs + under	Any combination of instruments or voice/s. One piece of own choice.	6 mins	£8
42	Instrumental duet 15 yrs + under	Any combination of instruments or voice/s. One piece of own choice.	8 mins	£8
43	Instrumental duet OPEN	Any combination of instruments or voice/s. One piece of own choice	8 mins	£8
44	Instrumental ensemble OPEN	Any number of players, any combination of instruments or voice/s. One piece of own choice	8 mins	£12
<b>One or two groups from categories 40-44 will be invited to perform in the final showcase, at the discretion of the adjudicator.</b>				

**Sunday 5<sup>th</sup> May**

**VOCAL CATEGORIES**

Class number	Title	Details	Time limit	Fee
<b>Please note: Classes 14-26 are NON-MUSICAL THEATRE classes.</b>				
45	Vocal Pre-Grade 1 Non musical theatre	One song from any ABRSM or Trinity Preparatory syllabus.	2 mins	£4
46	Vocal Grade 1 Non musical theatre	One song from any ABRSM or Trinity syllabus	2 mins	£5
47	Vocal Grade 2 Non musical theatre	One song from any ABRSM or Trinity syllabus	2 mins	£5
48	Vocal Grade 3 Non musical theatre	One song from any ABRSM or Trinity syllabus	3 mins	£5
49	Vocal Grade 4 Non musical theatre	One song from any ABRSM or Trinity syllabus	4 mins	£6
<b>Highest mark from categories 45-49 will be invited to perform in the final showcase</b>				
50	Vocal Grade 5 Non musical theatre	One song from any ABRSM or Trinity syllabus	5 mins	£6
51	Vocal Grade 6 Non musical theatre	One song from any ABRSM or Trinity syllabus	6 mins	£6
52	Vocal Grade 7 Non musical theatre	One song from any ABRSM or Trinity syllabus	7 mins	£7
53	Vocal Grade 8 Non musical theatre	One song from any ABRSM or Trinity syllabus	8 mins	£7
54	Vocal OPEN Non musical theatre	One piece of own choice, does not need to be from a syllabus.	8 mins	£7
55	Vocal recital 12 yrs + under Non musical theatre	Two pieces of own choice, contrasting music, not including musical theatre	6 mins	£7
56	Vocal recital 15 yrs + under Non musical theatre	Two pieces of own choice, contrasting music, not including musical theatre.	8 mins	£8
57	Vocal recital OPEN Non musical theatre	Two pieces of own choice, contrasting music, not including musical theatre	9 mins	£9
<b>Highest mark from categories 50-57 will be invited to perform in the final showcase</b>				



<b>Please note: Classes 27-39 are MUSICAL THEATRE classes.</b>				
58	Vocal Pre Grade 1 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	2 mins	£4
59	Vocal Grade 1 Music Theatre	One musical theatre song from any ABRSM or Trinity syllabus	2 mins	£5
60	Vocal Grade 2 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	2 mins	£5
61	Vocal Grade 3 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	3 mins	£5
62	Vocal Grade 4 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	4 mins	£6
<b>Highest mark from categories 58-62 will be invited to perform in the final showcase</b>				
63	Vocal Grade 5 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	5 mins	£6
64	Vocal Grade 6 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	6 mins	£6
65	Vocal Grade 7 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	7 mins	£7
66	Vocal Grade 8 Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	8 mins	£7
67	Vocal– OPEN Musical Theatre	One musical theatre song from any ABRSM or Trinity syllabus	8 mins	£7
68	Vocal recital 12 yrs+ under	Two pieces of own choice contrasting music of musical theatre style	6 mins	£7
69	Vocal recital 15 yrs + under	Two pieces of own choice, contrasting music of musical theatre style	8 mins	£8
70	Vocal recital OPEN	Two pieces of own choice, contrasting music of musical theatre style	9 mins	£9
<b>Highest mark from categories 63-70 will be invited to perform in the final showcase</b>				

**Please note, vocal duet categories are included in the chamber music section, see page**

**Tuesday 7<sup>th</sup> May 2019**

**SCHOOL CLASSES**

Class number	Title	Details	Time limit	Fee
71	Primary Choir	Min 8 singers. Two pieces of own choice contrasting music	8 mins	Free
72	Primary Instrumental group	Min 8 players. Two pieces of contrasting music.	12 mins	Free
73	Secondary Choir	Min 8 singers. Two pieces of own choice contrasting music	8 mins	Free
74	Secondary Instrumental group	Min 8 players. Two pieces of own choice contrasting music	12 mins	Free
<b>Highest mark from categories 71-74 will be invited to perform in the final showcase</b>				
75	Special Educational Needs – PRIMARY. All ensembles <b>(non competitive)</b>	Own choice. Two pieces of contrasting music	8 mins	Free
76	Special Educational Needs –SECONDARY. All ensembles <b>(non competitive)</b>	Own choice. Two pieces of contrasting music	12 mins	Free
<b>One or two groups from categories 75-76 will be invited to perform in the final showcase, at the discretion of the adjudicator.</b>				

**Saturday 11<sup>th</sup> May 2019**

**CHOIRS CELEBRATION!**

**This section of the festival is open to all Tees Valley based choirs. We welcome you to the main stage at the newly renovated Middlesbrough Town Hall.**

**Choirs can pick any 20 minute slot between 12pm and 5pm (last slot 4.40pm), on a first come first served basis. Singing time must be kept to 12 minutes, to allow time for getting on and off the stage.**

**We welcome all types of choirs - community choirs/choral societies/childrens choirs/mixed voices/staff choirs - the more variety the better to showcase the range of singing opportunities we have in the Tees Valley.**

**This is a non-competitive event, and all choirs are celebrated in line with the inclusive ethos of the festival.**

**One choir will be selected from the day based on particular merits and invited to perform again in the final showcase performance on Sunday 12<sup>th</sup> May at 6pm.**

**There is no charge for choirs to take part.**

**Simply email [shinefestivalteesvalley@gmail.com](mailto:shinefestivalteesvalley@gmail.com) to register your choir!**

**Saturday 11<sup>th</sup> May 2019**

**BAND AND SINGER-SONGWRITER NIGHT**

**This section of the festival is open to all Tees Valley based bands and singer-songwriters. We welcome you to the stage in the crypt at the newly renovated Middlesbrough Town Hall.**

**The evening is an 'open stage' format, and the programme will alternate 30 minute slots between bands in the crypt and singer songwriters in the Old Fire Station. The first slot of the evening will be 5pm, with the last slot at 10pm.**

**We welcome all types of bands – rock/pop/funk/jazz/folk - the more variety the better!**

**This is a non-competitive event, and all bands are celebrated in line with the inclusive ethos of the festival.**

**Criteria:**

- Original songs only
- Must be non-professional

**We invite audience members to vote for their favourite band and singer songwriter, who will then be invited to perform again in the final showcase performance on Sunday 12<sup>th</sup> May at 6pm.**

**There is no charge to take part in this section**

**Simply email [shinefestivalteesvalley@gmail.com](mailto:shinefestivalteesvalley@gmail.com) to register for a timeslot!**

## Shine Festival 2018

### More information, Rules and Regulations

1. Entries must reach the festival organiser by **Friday 9<sup>th</sup> March 2018** accompanied by any necessary fees. Entry fees are non-refundable. Please make cheques payable to 'Shine Festival'.
2. The full festival programme including timings for categories will be available 3 weeks before the festival.
3. Please fill out ALL information required on entry forms, as a lack of information causes a delay in processing your entry.
4. Where there are age limits, performers must be the required age or under on the day of the performance.
5. When the entry list is complete, the Festival Organiser will decide upon the order of classes and ballot for the order of performance.
6. Performers not answering when called upon may forfeit their right to compete, however, absent performers will be recalled before closure of the class.
7. No person will be allowed to compete twice in the same class.

### ADJUDICATORS

8. As far as possible adjudicators will be specialists in the subjects they judge.
9. The adjudicator's decision is final.

### ACCOMPANISTS AND PIANOS

10. The Festival Organiser must be advised AT TIME OF ENTRY if the official accompanist is required. The official accompanists are professionals who are entitled to request a fee if a performer wishes to rehearse privately with them before the festival. The festival pays them only for the hours they are on duty at the festival itself.
11. Performers requiring the official accompanists must send a copy of their own choice piece for the accompanist **ALONG WITH THEIR ENTRY**. It should be marked on the front with name and class number. Your attention is drawn to the notice on photocopying, which has been amended to comply with the MPA's Code of Fair Practise.
12. If the above is not complied with, it will be assumed that the performer will provide their own accompanist.
13. Under NO circumstances will the official accompanist be expected to accompany for a performance on the day without prior notification.
14. Pianos will be tuned to British Standard pitch. A = 440 Hz

### AWARDS

15. The Festival Organiser reserves the right to cancel any categories for which there are insufficient entries. In which case the entry fee will be refunded.
16. It is the adjudicators decision to award trophies and prizes and may also withdraw prizes at their discretion.
17. Trophies awarded are the property of the Festival and may be held for one year. Holders are expected to take due care of them and to maintain them in good condition. Any loss or damage must be reported immediately. Engraving is the responsibility of the holder. It must not be done on the body of the trophy, only on the plates fixed to the plinth.
18. All trophies must be returned by 1<sup>st</sup> February 2020.

## TEST PIECES AND OWN CHOICES

19. Time limits will be applied and if exceeded performers will receive an adjudication of their performance but will not be given a mark. Timing will exclude any introduction used, which should not be longer than 2 minutes.
20. Own choice: Title and duration must be stated on the entry form and may only be changed by prior arrangement with the Festival Organiser. Performers must submit a different own choice for each class entered. Performance time is essential for timing of the classes.
21. Performers are required to ensure that the material they use is suitable for family audiences.
22. MUSICAL THEATRE – In order to comply with Performance Rights Society Licensing Regulations performers must ensure that their performance does not involve any form of scenery, costume, choreography, staging, character representation or special lighting.

## GENERAL

23. All enquiries, representations or complaints must be made through the Festival Organiser and in no instance to the adjudicator. Performers, teachers or parents must not engage the adjudicators in discussion or conversation. Failure to observe this rule may result in disqualification.
24. Conductors of junior choirs will not be allowed to sing during the competition. Guest conductors are not allowed. Only choirs, orchestras and groups may be conducted.
25. Protests must be made to the Festival Organiser within 48 hours of the performance and may only be made by performers or teachers. The conductor should sign choir protests. The executive, whose decision is final, will consider protests.
26. The executive's decisions in all questions arising out of, or not provided for in the rules, will be final.

## DATA PROTECTION ACT 1984

27. Everyone submitting entries and every individual performer named on an entry form becomes a member of the Shine Festival on the date on which we receive the entry and remains a member until two calendar months after the closing date for entries to the Festival or until one year after the first day of the Festival entered whichever is the earlier. However we reserve the right to deny membership in respect of refused entries. All members are entitled to attend and vote at the Annual General Meeting, dates/times tbc.
28. The personal data supplied on entry forms will be used only for the purposes of the Festival and in such a way that we preserve our exemption from registration under the Data Protection Act 1984. None of it will be disclosed to any third party except to computer maintenance organisations when this is necessary in order to repair the equipment or computer programme and as permitted by the Act.
29. In submitting the class entries detailed on the Entry Form and by signing the same it is understood that you and every performer will be bound by these Rules and Regulations and by those contained within the syllabus. You and every individual performer named on the Entry Form apply for membership of the Shine Festival in accordance with the Regulation, except where specifically indicated hereon, neither you nor any individual named performer objects to your or their respective personal data being held on the computer in accordance with this Regulation.

30. There must be no tape or video recording of any performance or adjudication. All photography is strictly prohibited, including the use of mobile phones and tablets.

## PHOTOCOPIES

31. Adjudicator copy: A person performing a work at our Festivals in front of an adjudicator may make ONE copy for the adjudicator provided that the performer has already purchased his/her own copy and that the copy made is retained and destroyed by the adjudicator immediately after the festival. The copy must be marked with the following: "Adjudicator copy. Destroy after use." Photocopies must be totally legible or they may be refused.
32. Accompanist copy: If a performer has requested the services of the official accompanist, a copy of the piece must be sent to the Festival Organiser at time of entry. If it is not possible to provide an original copy (e.g. the work to be performed is in a volume of pieces) then a photocopy may be provided and destroyed after the performance.
33. Internet purchased music: If sheet music is printed from the internet for the use of the accompanist or adjudicator, the permission statement from that site must be provided to the festival with the printed copy.
34. No entrant may bring an unauthorised photocopy into the festival.
35. An original copy or photocopy of own choice marked on the front with name, class and performer number must be given to the adjudicator's steward immediately prior to performance. Failure to do this may result in disqualification. All original copies and adjudication sheets should be claimed after each class. The adjudicator/accompanist will destroy photocopies after the class.

## CHILD PROTECTION POLICY

Implemented from October 2016

<b>Festival Organiser:</b>	Mrs Rebecca Johnson
<b>Festival safeguarding Officer</b>	Mrs Rebecca Johnson
<b>Venues:</b>	Ian Ramsey CE Academy Middlesbrough Town Hall
<b>Dates:</b>	27 <sup>th</sup> April, 4 <sup>th</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> May 2019

## PRELIMINARY STATEMENT

The safety of children is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations will be taken seriously and responded to swiftly and appropriately and all the organisation's staff and volunteers have a responsibility to report concerns. Note: The definition and use of the word "parent/s" throughout this Policy includes Guardians, Carers and/or Teachers of children under 18 years.

## ENVIRONMENT

The Festival is a not-for-profit organisation, ran by the Festival Organiser and a team of volunteers. It is held at Ian Ramsey School and Middlesbrough Town Hall, so performers may expect to perform in

all areas. It is not run by the venues, but during the Festival the premises are occasionally used for other events involving people who are not attending the festival.

The Festival endeavours to create a friendly, caring, non-threatening environment, with the highest possible level of protection for children. It is the policy of our Festival to inform and involve parents/ guardians/ carers and teachers in partnership with our committee and helpers in order to ensure, as far as it is reasonably practicable, a safe environment at the Festival. We do this by printing a copy of our Child Protection Policy in the Syllabus, Programme and on our website. **Parents must indicate on the entry form that they are aware of the Policy.** A Teacher entering pupils privately or from a school is asked to provide the Festival with written confirmation that he/she has passed the Policy onto the parents.

#### **TO WHOM DOES THIS POLICY APPLY**

This Policy relates to children under the age of 18 years. If a child has special needs, these should be identified to the Festival organisers by parents/ guardians/carers and teachers prior to their arrival at the Festival. This should be done by contacting the General Secretary. Our Festival actively seeks, wherever possible, to meet these needs, but must know beforehand to prepare support – or let you know that we are unable to help.

#### **FESTIVAL PERSONNEL**

All Festival personnel with the exception of the Festival Organiser, are volunteers. The Festival holds full contact details for all personnel. All stewards and helpers are recruited by personal recommendation and are issued with brief job descriptions and a copy of this Child Protection Policy. Where they are working in sensitive areas with children, helpers will undertake an enhanced disclosure from the Disclosure and Barring Service.

All Festival personnel are fully aware of and support this Policy and are vigilant in monitoring areas used by children and vulnerable adults. There will be a duty member who has been processed and cleared by the DBS available at all times, and if any concern arises for a child participating in the Festival, the matter will be referred to the Festival Safeguarding Officer so that it can be discussed in a quiet area.

Every problem will be taken seriously and will be documented and dated in a Festival Incident Book which is held at the venue during the Festival and retained by the Festival Organiser thereafter. Dependant on the nature of the problem, the documentation may be supplied to the appropriate authorities, including the Police. This decision will be taken by the designated person in consultation with the authorities before the documentation is handed over.

#### **IDENTIFICATION OF FESTIVAL PERSONNEL**

All Committee members, stewards and other helpers will be recognisable by the wearing of an identity badge.

#### **PREPARATION FOR ATTENDANCE AT THE FESTIVAL**

In order for the Festival to provide the highest level of protection during the Festival parents are expected to be responsible for ensuring that their child/children under 18 is/are at all times accompanied and adequately supervised by him/herself or a teacher or a suitable adult acting on their behalf whilst on the Festival premises. Any person in this supervisory capacity must remain in the



building until the child or vulnerable adult leaves. **Under no circumstances will the Festival act *in loco parentis*.**

A copy of this Child Protection Policy is printed in the syllabus, programme and on the website and is displayed at the Festival. The entry form requires written confirmation that all parents/guardians/carers have received a copy of the Policy, either personally, on line, or from their child's teacher. Without this the Festival will be unable to accept their entries.

#### **PERFORMANCE AND CHANGING AREAS**

The performance areas will be supervised by the Festival personnel during the competitive sessions only. Practice/rehearsal rooms and public toilet facilities are available but are not supervised by Festival personnel. The supervision of children in these areas is the responsibility of their parents/guardians/carers and teachers.

#### **PHOTOGRAPHS, AUDIO & VIDEO RECORDING**

The use of all recording equipment and cameras, including mobile phones, smart phones and tablets, during the performance and adjudication is strictly forbidden. A still photograph of the presentation of a trophy and/or certificate may be taken only by the parent/guardian/carer of the child receiving it. A Festival or Press photographer, identified by a badge, may take photographs. If any parent/guardian/carer or teacher has any objection to a child being photographed they must inform the Festival using the address or telephone number below.

#### **LEGISLATION & GUIDANCE THAT SUPPORTS THIS POLICY**

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

#### **POLICY REVIEW**

The Festival organisers will constantly review their Policy, improving and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support and that body, in turn, will look to other agencies for good practice, most notably the NSPCC, SAFE and Arts Council of England policy guidelines.

## **EQUAL OPPORTUNITIES POLICY**

Implemented from October 2016

### **1. Statement of policy**

This document is a statement of our policy for achieving equality of opportunity throughout the work of the Festival and its members. This policy shall inform our actions and attitudes to all Festival members, employees, sub-contractors, Trustees, volunteers and to members of the general public attending and participating at our events.

We recognise that individuals and groups have been, and are, oppressed on many grounds including age, disability, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, race, colour, nationality, national origin, ethnic origin, political opinion, religion or belief. The Festival and its members will fully comply with the justifiable spirit of legislation in these areas, and will aim to ensure that no person engaged or participating in our events is disadvantaged.

We understand that equality of opportunity includes:

- Those attending and/or participating in our events
- The employment, training, recruitment and selection of employees, sub-contractors, Trustees and volunteers.
- How we communicate, both internally and externally, including how we portray participants in our events.

### **2. Implementation of policy**

We will brief all Festival members, employees, sub-contractors, Trustees and volunteers on this policy and everyone must agree to apply it in practise when working/volunteering for the Festival. For ethical and legal reasons, we will not tolerate any unlawful discrimination or breaches of our Equal Opportunities Policy and appropriate action will be taken against offenders.

### **3. How we will deal with instances of negative discrimination**

We are committed to taking action against all forms of discrimination. If you feel that you have in any way been disadvantaged, we urge you to report the matter to the Festival Organiser. Our first priority will be to investigate your concerns and seek to resolve the issue to your satisfaction. If you suffer from a disability (for the purposes of the Disability Discrimination Act) please inform us so that we can consider what reasonable adjustments can be made.

We ask all our Festival members, employees, Trustees, sub-contractors and volunteers to conduct themselves in a manner of which we can all take pride, and to accept their part in promoting non-discriminatory behaviour. We all have a duty to report such discriminatory behaviour, and to act in accordance with the spirit and the requirements of the relevant legislation. We do not, and will not, tolerate any form of discrimination. Appropriate action will be taken against anyone found to be acting in such a manner in accordance with the terms and conditions of their engagement as an employee, sub-contractor, Trustee, volunteer or member of the Festival.