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MANNINGUK

WOODLEY FESTIVAL of MUSIC & ARTS

(Affiliated to the British and International Federation of Festivals for Music, Dance, and Speech). Registered Charity No 276812

www.woodleyfestival.org.uk



SPEECH AND DRAMA Entry Form – 2017

1. This form may be used for entries to Speech and Drama. . **Separate forms for each section, including 'A3' versions for 6 or more entries, are available on our website, woodleyfestival.org.uk, or from the appropriate Section Chairman. Any of our entry forms may be photocopied or may be downloaded from the web site.**
2. **Please send completed Speech and Drama entry form(s), with payment, to the Speech and Drama Section Chair, Jacquie Newport, 6 George Close Caversham, RG4 5EW.** Jacquie is contactable by email on jacquie.newport@sky.com, or by phone on (0118) 9462238. We much prefer payment by cheque, made payable to **"Woodley Festival of Music and Arts"**. Please do not send cash through the post.
3. For information on Entry Fees please see Speech and Drama Section of the Syllabus
4. Please note programmes cannot be ordered in advance but will be available at the door on Festival days.
5. If you have any queries about any of the classes in the Festival, please contact the Section Chairman.
6. Further copies of the Syllabus may be obtained by sending a stamped addressed envelope to the Festival Secretary.

I AGREE THAT the information provided on this form may be included in the **Woodley Festival database**; (see Conditions of Entry) and I will abide by the rules and regulations of the Woodley Festival as stated under Conditions of Entry.

PHOTOGRAPHY & RECORDING No unauthorised photography, video or sound recording is allowed at our festival - using cameras, mobile phones or other equipment. Where parents/guardians/carers do not wish even authorised photos to be taken, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos/recordings.

CHILD PROTECTION I have read the Woodley Festival's Child Protection Policy and the document "Creating Safer Festivals for Everyone" supplied with this entry form and published on the Website.

By completing and signing this entry form I confirm that for entrants under 18 (or vulnerable adults of any age) I give, or have obtained, the necessary consents for the entrants to take part in the Festival."

CONTACT DETAILS for all communications (usually the teacher, parent or adult performer making the entry):

(BLOCK LETTERS PLEASE)

Surname Forename(s) Mr/Mrs/Miss

Address

.....

..... Postcode.....

Tel. Number E-mail address.....

Mobile Number Do you collect E-mail at least 5 days per week? Y / N

Signature Date.....



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SPEECH AND DRAMA ENTRIES

Before completing this form, please read the notes overleaf, the footnotes below and the Conditions of Entry (towards the back of the Syllabus)

ALL Speech and Drama Entries must be received by 5:00pm on Wednesday 11th January 2017

Year: **2017** **BLOCK LETTERS PLEASE**

Page 1

Class No	Entrant's Forename	Entrant's Surname	Entrant's Year Group ¹	No of Performers ²	Title and Author of Own Choice pieces ³	Additional Information ⁴ <i>(inc. date/time you can't make)</i> (↩ see footnote ↩)	Entry Fee £ : p	
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Footnotes 1. Please indicate Entrant's actual year group rather than school year group name e.g. Year 6 for the oldest year in Junior School 2. Please indicate the number of performers in group classes as this is required for forward planning 3. Please include the Author and Title of "Own Choice" pieces so it can be recorded on the Mark Sheet. If you know the title of your Mime, Play or Duologue please add to Entry Form. 4. Additional Information – please record any information you wish to be brought to our attention e.g. any dates / times of day that the entrant is unable to attend (although we cannot guarantee to honour these times we will do our best to accommodate entrants). ○							Grand Total (all pages)	:
							PLEASE USE AS MANY CONTINUATION PAGES AS YOU NEED.	

Have you filled in your contact details & signed the entry form overleaf?

Continued: Yes / No?

Year: **2017** Your Name:

CONTINUATION PAGE Page number:

Class No	Entrant's Forename	Entrant's Surname	Entrant's Year Group ¹	No of Performers ²	Title and Author of Own Choice pieces ³	<u>Additional Information</u> ⁴ <i>(inc. date/time you can't make) (↙ see footnote ↘)</i>	Entry Fee £ : p
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Woodley Festival of Music & 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 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.



Creating Safer Festivals for Everyone

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

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. Name: Sue Martin Phone: 0118 932 0595.
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 Festival lapel badge. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival lapel 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, audio 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 supplied with each entry form and published on the 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.