



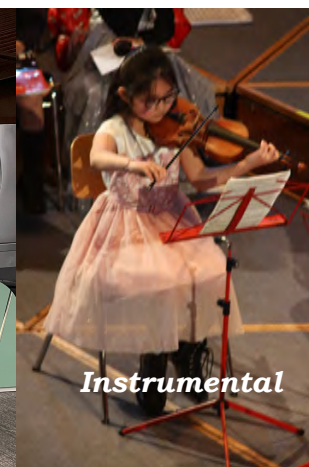
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# Woodley Festival of Music and Arts 2024 Syllabus



Piano



Instrumental



Vocal



Choirs



Speech



and Drama

Woodley Festival of Music and Arts is affiliated to the British & International Federation of Festivals for Music, Dance and Speech

Registered Charity No 276812

[www.WoodleyFestival.org.uk](http://www.WoodleyFestival.org.uk)



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Blue Moose are proud to be associated with the Woodley Festival of Music and Arts 2022.



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# Introduction

We are delighted to introduce the syllabus for the 2024 Festival.

Our easy on-line entry and payment system can be accessed via our website. Alternatively for Speech & Drama you can email your entry and pay via BACS.

Our Section Chairs are always happy to help with choice of class, material, and all performance parameters.



*Our Sponsor*  
**Ann Manning of**  
**MANNINGUK**

There are five sections - **Choral, Instrumental, Pianoforte, Vocal** and **Speech & Drama** and within these sections we provide a wide range of classes from beginner, graded or own choice classes to open classes in some sections.

The Festival's entry level classes are tailored to provide a very gentle and fun introduction to the art of performance.

Accompanists for our **Instrumental** and **Vocal** sections can be booked during the entry process.

Our chosen adjudicators are all professionals and our venues, the Oakwood Centre and Emmbrook School are selected to enable us to create a friendly and supportive environment with the emphasis very much on the enjoyment of the performing arts.

Written and verbal feedback is given to all entrants and medals awarded to 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place in every class.

On behalf of the committee, we would like to thank our generous Sponsor **MANNINGUK** - Ann Manning has been a passionate supporter of the Festival for 19 years. We also wish to thank our President, Vice President, and our Patrons. And we wish to especially acknowledge all our volunteers and stewards whose help we could not do without – it is they that enable us to create this wonderful event.

Fiona Fisher and Jacque Newport

# Woodley Festival of Music and Arts

Registered Charity No. 276812

President: Gillian Reid J.P.

Vice President: Denese Gray

## Officers and Members of the Committee 2023-2024

### Co-Chairman

Fiona Fisher  
07702 316669

Co-Chairs@woodleyfestival.org.uk

### Co-Chairman

Jacquie Newport

Co-Chairs@woodleyfestival.org.uk

### Honorary Treasurer

Angela Roberts  
treasurer@woodleyfestival.org.uk

### Honorary Secretary

Sandra Tucker  
admin@woodleyfestival.org.uk

### Venue Liaison

Jackie Baines  
venue@woodleyfestival.org.uk

### Pianoforte

**Section Chair**  
Juliet Bruce

### Assistants

Jenny Brown  
Katie Kennedy  
piano@woodleyfestival.org.uk

### Social Media & Publicity

#### Position Vacant

If interested, please apply to Co-Chairs@woodleyfestival.org.uk

### Speech & Drama

#### Section Chair

Jacquie Newport  
speech.drama@woodleyfestival.org.uk

**Assistant** - Celia Thatcher

### Vocal

#### Section Chair

Helen Deeks  
vocal@woodleyfestival.org.uk

**Assistant** - Ruth Jowers

### Instrumental

#### Section Chair

Claire Barker  
instrumental@woodleyfestival.org.uk

**Assistant** - Jackie Baines

### Choral

#### Section Chair

Jenny Brown

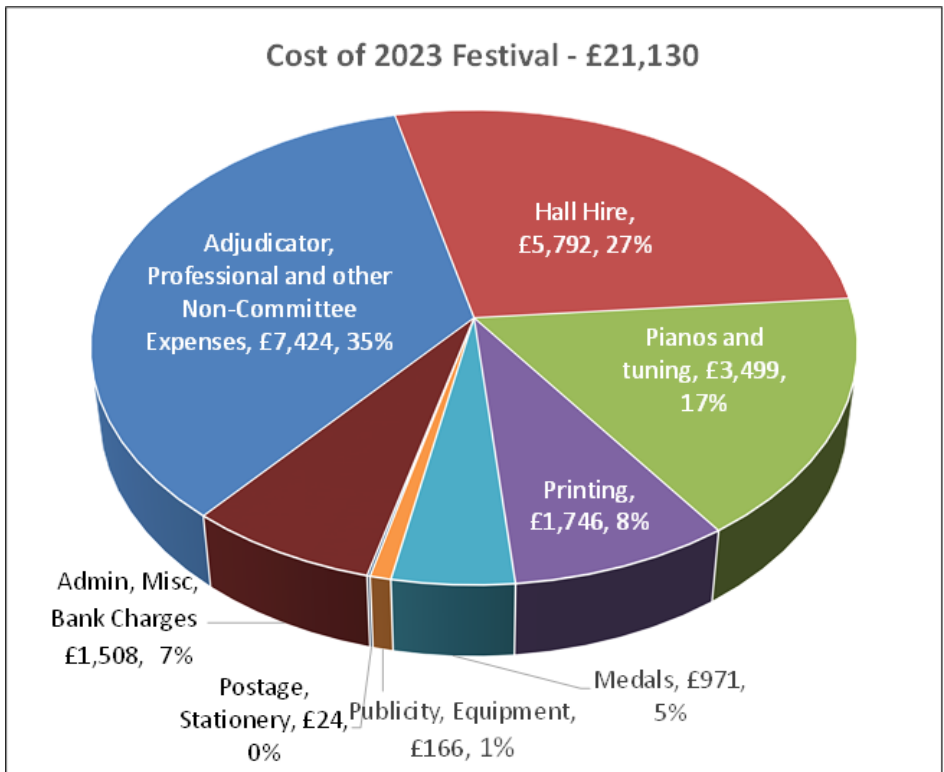
**Assistant** - Colin Brown  
choirs@woodleyfestival.org.uk



**The Woodley Festival is a registered charity and a 'not for profit' organisation.**



## How is Your Money Spent?



**The committee members are volunteers, not paid employees.**



# Can You Help?

**Interested? Please email Sandra  
on [admin@woodleyfestival.org.uk](mailto:admin@woodleyfestival.org.uk)**



We are looking for several people to join the team and fulfil a number of key roles, learning on the job.

**Plenty of willing coaching, advice & guidance will be available**

## 1. 1 or 2 Choral Section Head(s)\*\*

Running the choral section can be fulfilled by 2 people with complementary skills working closely together (as has been the case for many years):

- **Choral Head**—requiring some knowledge of choirs & how they work:
  - Promoting participation; liaising with choir directors, adjudicators, etc. Processing entries & scheduling classes. Drafting material for syllabus, programme & webmaster. Fronting the competition days & assisting the adjudicator. Organising volunteers, choirs & large audiences. Venue setup & packing down.
- **Logistics:**
  - Devising a viable detailed plan - working within the capacities of the venue, & the varying amount of parking available throughout the weekend. Parking heavily influences the timing & scheduling of the different classes. Managing the team of parking Stewards. Venue setup & packing down.

## 2. Social Media Co-ordinator\*\*

- Take the lead in all matters for social media, publicity and public profile, but in consultation with the Committee and the Chair:
- Mastermind and implement our social media campaigns, including Facebook, Instagram, and Twitter
- Use other channels – e.g. dealing with / ‘feed’ local press and radio – when appropriate
- Propose & take other actions to promote our public profile
- Take care of hosting and email services, and work with our Webmaster
- At the Festival, take photos, and arrange for others to do so, in support of our campaigns

## 3. Several Other Volunteers:

Each giving some time to help run the event during the weekends of March.

**\*\*DBS clearance will be necessary for the Choral & Social Media roles**

## Vocal Section

**DATE:** Solos/Duets  
 Friday 8th March 2024 (evening only, if required)  
 Friday 15th March 2024 (evening only)  
 Saturday 16th/ Sunday 17th March 2024

**PLACE:** The Oakwood Centre,  
 Headley Rd, Woodley,  
 Berks, RG5 4JZ  
 0118 969 0356

**ADJUDICATORS:** Eileen Pinkarchevski

**CHAIRMAN:** Helen Deeks  
 07810 452964  
 Email: [vocal@woodleyfestival.org.uk](mailto:vocal@woodleyfestival.org.uk)

**ASSISTANT:** Ruth Jowers

**OFFICIAL ACCOMPANIST:** Jo Miller Shepherd  
 07811 345847  
 Email: [musicjo@btinternet.com](mailto:musicjo@btinternet.com)

**ACCOMPANIST.** There is an official accompanist available if required, but this should be booked at the time of entry through the online entry/booking system. A charge is made for the services of the official accompanist and this is detailed on the booking system. If the official accompanist is required after the entry has been made, please email - [vocal@woodleyfestival.org.uk](mailto:vocal@woodleyfestival.org.uk), and we will do our best to accommodate this.

A copy of the music must be sent to the official accompanist at the time of entry. Rehearsals, including payment for them, are a matter for private arrangements between the entrant and the accompanist and these need to take place before the date of performance.

Alternatively, you are most welcome to bring your own accompanist.

There is no facility to practice or warm up at the venue on the day of the Festival.

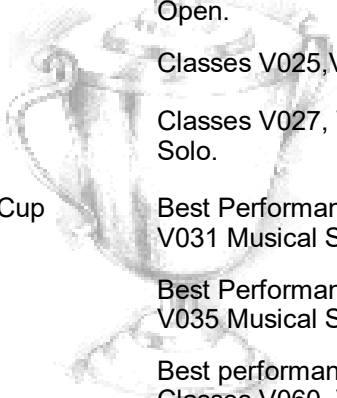
**ELECTRONIC EQUIPMENT IS NOT ALLOWED IN THIS SECTION OF THE FESTIVAL. BACKING TRACKS ARE NOT ALLOWED TO BE USED.**

The adjudicator reserves the right to stop a performance if the time limit is exceeded



## TROPHIES

Linnet Trophy	The most promising young junior singer in the Vocal & Pop classes, 10 years & under.
Charles Wise Memorial Trophy	The most promising junior singer in the Vocal & Pop classes, 12 years & under.
Andrew McBride Trophy	The most promising intermediate singer in the Vocal & Pop classes, 14 years & under.
McCallum Trophy	The most promising senior singer in the Vocal & Pop classes, 15-18 years.
Wedgwood Trophy	The best performance in Class V065 Musical Show / Light Opera Solo, Open.
Rainbow Trophy	Classes V025, V026 Musical Show Solo.
Wallner Trophy	Classes V027, V028 Musical Show Solo.
Maddy Coleman-Phelps Cup	Best Performance in Classes V029, V031 Musical Show Solo.
Mary O'Leary Trophy	Best Performance in Classes V033, V035 Musical Show Solo.
Brunel Trophy	Best performance in the Recital Classes V060, V061.
Norman Morris Trophy	Best performance in the Recital Class, Open.
Calliope Trophy	Best performance in the Vocal Duet Classes V050, V055.
Falcon Trophy	Most promising performer in the Open Solo Classes.



**The MANNINGUK Perseverance Cup, awarded across the whole Festival, will be presented by our sponsor, at the Festival Finale Concert on 17th March 2024**

## **Vocal Section**

### **Adjudicator: Eileen Pinkarchevski**



Eileen has been a teacher and performer for over 40 years. In that time she has sung in Opera, Musical Theatre, Oratorio and given many solo recitals to critical acclaim.

She taught at Reading & Brunel Universities where she was Director of Musical Theatre.

One of the most rewarding aspects of Eileen's work has been nurturing young talents and seeing students go on to perform in major rôles in West End Musicals (The Lion King; Matilda; Six) and International Opera houses and Concert Halls (Royal Opera; English National Opera; Glyndebourne; Carnegie Hall) and she loves going to see her former students perform.

## SOLO CLASSES

V1	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	8 years & under Time limit 3 mins	£10.70
V3	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	10 years & under Time limit 3 mins	£10.70
V5	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	12 years & under Time limit 4 mins	£10.70
V7	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	14 years & under Time limit 4 mins	£10.70
V9	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	16 years & under Time limit 4 mins	£10.70
V11	VOCAL SOLO Own choice - baroque/classical/romantic/ 20th century but excluding films/shows/pop	18 years & under Time limit 5 mins	£10.70

## POP CLASSES

V13	POP SOLO Own choice	8 years & under Time limit 3 mins	£10.70
V15	POP SOLO Own choice	10 years & under Time limit 3 mins	£10.70
V17	POP SOLO Own choice	12 years & under Time limit 4 mins	£10.70
V19	POP SOLO Own choice	14 years & under Time limit 4 mins	£10.70

Please see Conditions of Entry at back of Syllabus

**Entries to be received by midnight on Friday 12th January 2024**

**The age of entrants for the Vocal Section is reckoned on 1st March 2024**

**POP CLASSES continued**

V21	POP SOLO Own choice	16 years & under Time Limit 4 mins	£10.70
V23	POP SOLO Own choice	18 years & under Time Limit 5 mins	£10.70

**MUSICAL SHOW CLASSES**

V25	MUSICAL SHOW SOLO Any voice. Own choice	8 years & under Time limit 3 mins	£10.70
V26	MUSICAL SHOW SOLO Any voice. Own choice	9 years & under Time limit 3 mins	£10.70
V27	MUSICAL SHOW SOLO Any voice. Own choice	10 years & under Time limit 3 mins	£10.70
V28	MUSICAL SHOW SOLO Any voice. Own choice	11 years & under Time limit 3 mins	£10.70
V29	MUSICAL SHOW SOLO Any voice. Own choice	12 years & under Time limit 4 mins	£10.70
V31	MUSICAL SHOW SOLO Any voice. Own choice	14 years & under Time limit 4 mins	£10.70
V33	MUSICAL SHOW SOLO Any voice. Own choice	16 years & under Time limit 4 mins	£10.70
V35	MUSICAL SHOW SOLO Any voice. Own choice	18 years & under Time limit 5 mins	£10.70

Please see Conditions of Entry at back of Syllabus  
**Entries to be received by midnight on Friday 12th January 2024**  
**The age of entrants for the Vocal Section is reckoned on 1st March 2024**

## FOLK SONG / TRADITIONAL BALLAD CLASSES

V40	FOLK SONG/TRAD. BALLAD Own Choice	11 years & under Time limit 4 mins	£10.70
V42	FOLK SONG/TRAD. BALLAD Own Choice	14 years & under Time limit 5 mins	£10.70
V45	FOLK SONG/TRAD. BALLAD Own Choice	18 years & under Time limit 5 mins	£10.70

## DUET CLASSES

V50	VOCAL DUET Any voice. Own choice	14 years & under Time limit 4 mins	£14.00
V55	VOCAL DUET Any voice. Own choice	18 years & under Time limit 5 mins	£14.00

## RECITAL CLASSES

- a) Entrants are required to perform from memory a short recital. Contrasting pieces may be chosen from any, or all of the genres. In addition to quality of performance, credit will be given for a judicious choice of pieces and overall presentation of a well balanced programme.
- b) Verbal introductions to these pieces should be within the time allocated.
- |     |  |  |        |
|-----|--|--|--------|
| V60 | INTRODUCTION TO A PERFORMER'S RECITAL<br>Own choice. Two or three pieces.                            | 14 years & under<br>Time limit 8 mins  | £15.00 |
| V61 | PERFORMER'S RECITAL<br>Own choice. Three pieces.<br>Pieces equivalent to Grade 5 standard and above. | 18 years & under<br>Time limit 10 mins | £15.00 |
| V62 | PERFORMER'S RECITAL<br>Own choice. Three pieces.<br>Pieces equivalent to Grade 5 standard and above. | OPEN<br>Time limit 10 mins             | £17.50 |



## OPEN SOLO CLASSES

V64	POP SOLO	OPEN Time Limit 6 mins	£15.00
V65	MUSICAL SHOW/LIGHT OPERA SOLO	OPEN Time limit 6 mins	£15.00
V66	FOLK SONG / TRAD. BALLAD SOLO	OPEN Time limit 6 mins	£15.00
V67	VOCAL SOLO Own choice—baroque/classical/romantic/ 20th century, but excluding film/shows/pop	OPEN Time limit 6 mins	£15.00
V68	ART SONG IN FRENCH, GERMAN OR ITALIAN (to be sung in original language)	OPEN Time limit 6 mins	£15.00
V69	OPERA SOLO	OPEN Time limit 6 mins	£15.00
V70	ORATORIO SOLO (incl. recitative)	OPEN Time limit 6 mins	£15.00

## OPEN DUET / TRIO CLASSES

V75	VOCAL DUET / TRIO Any voice. Own choice	OPEN Time limit 6 mins	£15.00
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**ACCOMPANIST.** There is an official accompanist available if required, but this should be booked at the time of entry through the online entry/booking system. A charge is made for the services of the official accompanist and this is detailed on the booking system. If the official accompanist is required after the entry has been made, please email - [vocal@woodleyfestival.org.uk](mailto:vocal@woodleyfestival.org.uk), and we will do our best to accommodate this.

## AWARDS

Categories or marks will be awarded as follows:

Category	Mark	Description
PROMISING	75 - 79	A performance showing development of technique and/or communication
MERIT	80 - 83	A capable performance showing artistic appreciation and/or technical ability
HIGHLY COMMENDED	84 - 86	A convincing performance technically and artistically
DISTINCTION	87 - 89	An excellent performance technically and artistically
OUTSTANDING	90+	An exceptional performance, both technically and artistically

## MEDALS

The Festival recommends that medals should only be awarded to, at most, the three competitors who achieve the highest places. In principle, it would be expected that only the competitor in first position is eligible for a gold medal, the competitor in second for a silver medal and the competitor in third for a bronze medal.

The Festival further recommends for competitors placed 1st, 2nd or 3rd, medals may be awarded as follows:

- \* Bronze or, very occasionally, silver medals for Merit & above
- \* Silver medals for Highly Commended or above
- \* Gold medals for 1st place with Highly Commended or above, or for 2nd place with Outstanding
- \* Boxed Special Gold medals are only awarded for 1st place with Outstanding

***However, all medals will be awarded entirely at the discretion of the adjudicators who may elect not to adhere strictly to the recommendations of the Festival***

## TROPHIES & PRIZES

The British & International Federation of Festivals, and its Adjudicators' Council, have recently announced "It has been agreed that in the case of two or more identical marks in an Overall Award, the winner should be decided by the Adjudicator based on technical and artistic merit." Accordingly, the Woodley Festival will encourage adjudicators to exercise their professional judgement in this respect, where possible.

Lists of trophies appear under each Section.

Note that all trophies remain the property of the Woodley Festival of Music & Arts.  
Please ensure that all trophies are returned to the section chairman  
**no later than one month before the start of the next Festival.**

# 2024 Conditions of Entry

## Instrumental, Pianoforte & Vocal Sections – Conditions of Entry

1. **OWN CHOICE** pieces must be stated on the entry form. Own choice pieces must be by **published composers**, not own compositions. Own compositions should be entered in classes I655 - I665 under the Instrumental Section.
2. **TIME LIMITS, where specified, must be strictly observed.** The approx. time of the piece should be included on the entry form. In any class, the adjudicator reserves the right to stop a performance, and may choose an appropriate penalty - e.g. marks may be deducted or 1st place may not be gained. This reflects not the quality of the performance but is purely in consideration of the time spent overall. Responsibility for timing rests with the performer and their teacher / coach.
3. **ACCOMPANIST** (vocal & instrumental sections only). There is an official accompanist available for booking, but you may well choose to make your own independent arrangements. **A charge will be made for the services of the Official Accompanist** – these charges are stated on the entry form. **A copy of the music must be sent to the Official Accompanist at the time of entry.** Rehearsals, including payment for them, are a matter for private arrangements between the entrant and the Accompanist and these need to take place before the date of the performance.
4. **REPEAT PERFORMANCES** Entrants may take part in as many classes as they wish (providing they are eligible) **but may not play the same piece twice in the same Festival year, nor submit the same piece from the previous year.**
5. **MUSIC COPYRIGHT** Entrants are reminded that it is against the law to photocopy copyright music without written permission from the copyright owner. Photocopies will only be accepted when an Own Choice work is selected from a publication containing several different works. In this case one copy may be made for the use of the adjudicator, provided the competitor has already purchased his / her own copy. This photocopy will be destroyed immediately after the event.
6. **BEGINNERS' CLASSES** Candidates may not enter the Beginners' Classes if they have previously played this instrument at the Festival. If candidates choose to play two short pieces - only one of these may be a graded piece. Candidates must not have had more than:
  - 18 months' tuition for the 8 and under or 9 and under classes
  - 1 year's tuition for the 11-18 and under classes
  - 2 years' tuition for adults.

**See Also General Conditions of Entry Overleaf**

## Speech & Drama – Conditions of Entry

1. **ANNOUNCING PIECES** Dramatic items should be announced with title and author at the time of performance to qualify for copyright indemnity and the performer must not change the words or gender of the character.
2. **GROUP ACTING** A copy of the script must be presented to the Adjudicator prior to the commencement of the performance.

3. **YOU NEED COPYRIGHT AGREEMENT FOR DUOLOGUE & GROUP ACTING** Duologue and Group Acting classes are not covered by The Festival's copyright agreement, so copyright for these items should be sought by performers at the time of entry.
4. **COPYRIGHT APPROVED** The Woodley Festival is looking to enter into an agreement with the Authors' Licensing and Collecting Society. This means that entrants may not have to seek .copyright permission for any poetry, prose or solo dramatic items performed, to a time limit of 10 minutes.
5. **AUTHORS REIMBURSED** Performers and teachers will be delighted to know that their participating in this Festival means that authors will be directly reimbursed as a consequence of their works being performed at this Festival.
6. **PROPS** The Festival has a limited supply of folding chairs, rigid chairs, two 180cm x 75cm folding trestle tables, and a smaller table. For the safety of the performers, these folding chairs & tables must not be stood on, and folding tables must only be moved under adult supervision. The teacher/coach or parent, not the Festival, is responsible for the supply & safe operation of all props. The following are not permitted within the festival buildings: animals (except guide dogs), smoke and fire.

**See Also General Conditions of Entry Below**

## **General Conditions of Entry**

**Please note special Conditions of Entry for each section above**

1. **A COPY OF PIECES FOR THE USE OF THE ADJUDICATOR** must be handed in prior to your performance, and be collected at the end of the class. Please make sure your name is on the copy.
2. **LATE ENTRIES** are not normally accepted. Where feasible, the Section Chair may possibly exercise discretion to accept a late entry shortly after the closing date. Time is of the essence, so make any such request by phone or email, not post. Fees for unaccepted late entries will be returned.
3. **ENTRY FEES** are not refundable. Receipts will be sent on request.
4. **TIMES & DATES** Entrants must accept the times and dates allocated by us to any class. However, we will try to accommodate special requests in exceptional circumstances, if specified, with reasons, on the entry form.
5. **THE ADJUDICATOR'S DECISION** will be final. No contact may be made with the Adjudicators by entrants, parents, teachers or other interested parties, unless by the consent of a member of the Committee. Trophies & prizes will be awarded to competitors at the discretion of the adjudicator.
6. **ELECTRONIC ACCOMPANIMENT** is not allowed in any section of the Festival apart from two classes in Speech and Drama - Musical Theatre and Group Themed Mime.
7. No unauthorised **PHOTOGRAPHY, VIDEO & SOUND** recording is allowed at the Festival whether using cameras, phones, or other equipment. 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. **OPEN CLASSES, AMATEURS & PROFESSIONALS** A professional is someone who earns their main livelihood from performing, not teaching, the instrument concerned. Medals are not awarded in the Open / Adult classes, and trophies are awarded at the discretion of the adjudicator.  
  
Professionals may enter only the Open or Adult Classes and will not be eligible for trophies. However, an Open Ensemble of four or more players may contain one or more professionals (players or conductor) and still be eligible for a trophy. The number of such professionals must be stated on the entry forms.
9. **SUB-DIVIDING & COMBINING CLASSES, & ORDER OF PERFORMANCE** The organisers will sub-divide or combine classes if circumstances make this necessary or desirable. The order of performance within a Class is at the sole discretion of the Section Chairman. Only in exceptional circumstances will the printed order be varied and then only with the agreement of the Adjudicator.
10. **SAFETY OF PERFORMERS** It is necessary for teachers and parents to be aware of their responsibilities in entering any performers with limited physical capabilities or special needs, bearing in mind the limitations imposed by the stage and surrounding environment. It is also necessary for the teacher or parent to pass on to the adjudicator, via the section chair, any such information that would impact on the adjudicator's work.
11. **ADJUDICATOR'S MARKS** When awarding marks, the Adjudicators will take into consideration the suitability of own choice material in own choice classes and competency when tuning instruments, when applicable.
12. **AGE OF AUDIENCE** Children are very welcome at the Festival, both as performers and in the audience. Generally, we ask you to consider not bringing pre-school children to the Festival. We recognise that circumstances sometimes make this unavoidable. If so, please be prepared to take out your child if they start to cause any disturbance - in fairness to the performers and the audience around you – as we do not wish to have to ask you to leave the performance room.
13. **LOSS OR DAMAGE** The Festival Committee can accept no responsibility for loss or damage to personal belongings or equipment brought to the Festival.
14. **CANCELLATION** The Committee reserves the right to cancel a class without prior notice.
15. **DATA PROTECTION ACT 1998** The Woodley Festival will hold data submitted on the entry form on computer, solely for the purpose of running the Festival. The data will not be made available, or communicated, to any third party.
16. **SAFEGUARDING POLICY** This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. Copies of this policy will be on display during the Festival, and may be obtained from the website, <http://www.woodleyfestival.org.uk>.

**Please note special Conditions of Entry for each section above**



### **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.

Delivered in partnership with

### **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: Sandra Tucker Phone: 07511 808074
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.

## MAP TO OAKWOOD CENTRE, WOODLEY

**FREE PARKING** at Woodford Park (5 mins walk)  
or pay at Woodley Shopping Centre.



Maps of other festival locations are available on the website:  
<http://www.woodleyfestival.org.uk>