

TUDOR ROSE FESTIVAL

April 2012

TEACHER'S NAME & SCHOOL:

.....

I am in receipt of the Child Protection Policy for the above Festival on behalf of children under 18 years entered on 29, 30 September, 6, 7, 13, 14, 20 and 21 October 2012 for the dance festival and 10 and 11 November for the speech and drama festival.

I undertake to pass copies of this Policy to the parents / guardians / carers of all children who will attend the festival and ensure that they receive these in what I consider to be sufficient time for them to make arrangements for their children's (or vulnerable adults in their care) attendance at the festival.

I understand that the festival has requested me to ensure that parents / guardians / carers know that responsibility lies with them in pursuance of this Child Protection Policy, which I have read and understand.

I am aware that entries will be returned if I fail to bring this Policy to the attention of the parents/carers of competitors I have entered.

For the dance festival, please return this to Sheila Mellors, 39 Top Common, Warfield, Bracknell, Berkshire RG42 3SH, along with your entry forms, by the closing date and retain a copy for yourself.

For the speech and drama festival, please return this to Tina Quinn, 31 Egret Gardens, Aldershot, Hampshire GU11 3FP, along with your entry forms, by the closing date and retain a copy for yourself.

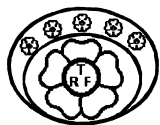
Signed:

Name in Capitals:

Job Title:

Child Protection Policy over /...

Thank you for your involvement in best practice by being a partner in our Child Protection Policy.



TUDOR ROSE FESTIVAL

CHILD PROTECTION POLICY

<i>Hon Chairman:</i>	Mrs N Mansell-Rogers
<i>Hon Vice-Chairman:</i>	Miss K Mellors
<i>Hon General Secretary & Organiser for Dance:</i>	Mrs Sheila Mellors
<i>Organiser for Speech & Drama:</i>	Miss Tina Quinn
<i>Hon Treasurer:</i>	Mr V O'Neill
<i>Child Protection Officer:</i>	Mrs E Grant

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, and all the charity's trustees, staff and volunteers have a responsibility to report concerns.

PURPOSE AND FUNCTION OF FESTIVAL

The aim of the Tudor Rose Festival of Dance, Speech & Drama is to advance the education of the general public in the Arts, in particular Dance, Speech and Drama, as well as to provide a platform for amateur performers, combined with an educational element.

FESTIVAL ENVIRONMENT

The Festival is a charity, solely run by volunteers, and endeavours to work with schools, teachers, parents/guardians/carers and adjudicators to provide a safe environment for all competing children, as far as is reasonably practical. Please be aware that the Dance section is held in a venue that is open to the general public. The Speech & Drama section is held in a private school which is not open to the general public. We take no responsibility for the supervision of unaccompanied minors/vulnerable adults at any time. It is the policy of our festival to inform and involve parents/guardians/carers and teachers in partnership with you in order to ensure, as far as it is reasonably practicable, a safe environment at our festival. We do this by ensuring that you receive a copy of this policy at the time you are making arrangements to attend our festival.

APPLICATION OF POLICY

This policy relates to children under the age of 18 years and members of vulnerable groups of any age whose needs are identified to the organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number of the secretary. In recognising the needs of children from ethnic groups and children with disabilities, the Festival actively seeks to meet those needs notified by parents/guardians/carers and/or teachers but must know beforehand in order to prepare support – or to let you know we are unable to help.

FESTIVAL PERSONNEL

All Festival personnel are volunteers and can be identified by the badges provided by the Festival. Adult volunteers' personal details are recorded and held in the register. At every session of the festival at least two of the festival helpers on hand will have an enhanced Criminal Records Bureau Disclosure and, in the case of a problem, anyone wearing a badge will be able to direct you to someone who will be able to help (parents can advise their child that anyone wearing an official badge can be approached privately and discreetly). All problems will be taken seriously and will be documented and dated. During the Festival, the Chairman, Vice-Chairman or Secretary can be contacted via the door entry table.

PREPARATION FOR ATTENDANCE AT FESTIVAL

If parents/guardians/carers do not personally attend with their children, we draw attention to all aspects of this Child Protection Policy and require them to be satisfied that their children will be accompanied to and from the festival, and adequately supervised by a responsible adult(s) acting on their behalf. If teachers do not send back the signed papers to say that the Child Protection Policy has been distributed, entries cannot be accepted as it may damage our charity irreparably if they fail to follow our safeguarding policy.

PERFORMANCE AND CHANGING AREAS

All changing rooms are single sex and will be clearly indicated by means of signage on dressing room doors. These areas are not supervised by Tudor Rose Festival volunteers. Men are not allowed in dressing rooms where female competitors are likely to be changing. Should the need arise, a family room will be made available. Only official helpers are permitted backstage.

PHOTOGRAPHS, VIDEO RECORDING AND PRESS PHOTOGRAPHY

Video recording and photography of any kind are prohibited in the auditorium at all times. The services of a professional photographer may be engaged to photograph competitors on a commercial basis and he/she will provide evidence of Criminal Records Check. At the gala concert, a photographer will be engaged for the purpose of taking photographs for the festival's website and also to use in the local press. It is assumed that parents/guardians/carers will agree to photographs of their child being displayed but if parents/guardians/carers object to their child appearing in these photographs they must inform the organisers.

LEGISLATION SUPPORTING THIS POLICY

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Police Act 1997; 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.

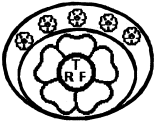
POLICY REVIEW

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

FESTIVAL CONTACTS

Dance Organiser: Mrs S B Mellors, 39 Top Common, Warfield, Berkshire RG42 3SH, Telephone: 01344 302912

Speech & Drama Organiser: Miss T Quinn, FVCM, LGSM, 31 Egret Gardens, Aldershot, Hampshire GU11 3FP, Telephone: 01252 328160



TUDOR ROSE FESTIVAL SPEECH & DRAMA ENTRY FORM

Please find attached entries from:

Name:

Address:

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Phone Number:

email:

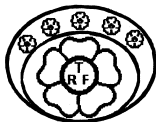
Total entry fee enclosed:

By submitting entries to the festival, I have agreed to forward the Child Protection Policy to parents.

Please make payment in full and return with your entry (cheques should be made payable to Tudor Rose Festival).

A programme of all the classes with times will be sent to you approximately two weeks beforehand. If, when you receive this, there are any problems please telephone the Section Organiser immediately.

Please return your entry form to:
Tina Quinn FVCM, LVCM, LGSM, LLAM, Section Organiser
31 Egret Gardens, Aldershot, Hampshire GU11 3FP
Tel: 01252 328160



TUDOR ROSE FESTIVAL

Please read the Festival rules before completing your entry form. When completed, please send to the Hon General Secretary.

Please clearly bracket together duologues and group work.

No.	Surname	Forename	Date of Birth	Age	Class	No. in Group	Title	Fee
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