



# CHILD PROTECTION POLICY

*implemented from 1 January 2006*

**FULL NAME OF ORGANISATION: MANX COMPETITIVE MUSIC SPEECH AND DANCE FESTIVAL**

**CHAIRMAN: MR W A Wilcocks**

**SECRETARY: Mr D S Cowley**

**VENUE: Villa Marina, Douglas, Isle of Man DATES: 24th April to 1st May 2010**

Where the word "child" or "children" is used throughout this document, it also includes vulnerable adults. Where "parent" is used it includes guardians and carers.

**PRELIMINARY STATEMENT:** The safety of children and vulnerable adults 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 officers, committee members and volunteers have a responsibility to report concerns.

## **1 PURPOSE AND FUNCTION OF ORGANISATION:**

To promote participation and excellence in the amateur performance of music, spoken word and dance by means of competition.

## **2 THE FESTIVAL ENVIRONMENT:**

The principal venue for the festival, where all children's classes are held, is the Villa Marina, Douglas, Isle of Man, which remains in part open to the general public during the festival. The festival is run by volunteers who aim to communicate and co-operate with parents and teachers to ensure, as far as reasonably practicable, that the festival provides a safe environment for children.

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

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. This should be done by contacting the address or telephone number at the foot of this document. In recognising the needs of children from all ethnic groups and children who are disabled, the festival actively seeks to meet needs notified to the festival by parents / guardians / carers and/or teachers.

## **4 FESTIVAL PERSONNEL:**

The festival is run by officers and committee members who are elected at the Annual General Meeting. They are helped during the week of the festival by additional stewards, selected by personal recommendation and interview. Details of all personnel are held by the Hon. Secretary. They can be identified at the festival by name badges, **and anyone wearing a badge can be approached in case of a problem and will be able to take you to someone who will be able to help.** *In addition, whilst classes are taking place, officers will always be available in the Festival Office. All problems will be taken seriously, documented and dated in accordance with festival procedures.*

## COMPETITORS TO RETAIN THIS SECTION

### 5 PREPARATION FOR ATTENDANCE AT THE FESTIVAL:

*It is the policy of the festival that all parents receive a copy of this Policy in time to make their arrangements to attend the festival. You will have received this Policy either directly from the Hon. Secretary or via your teacher, whose responsibility it is to ensure that all parents receive a copy. Further copies are available at the ticket office or festival office.*

Neither the officers and festival committee, nor individual stewards are responsible for supervising children. Parents must ensure that each child is supervised at the festival by a responsible adult.

### 6 PERFORMANCE AREAS AND CHANGING AREAS:

In all performance areas, children approach the stage from the front, in sight of the audience. Changing areas are not provided by the festival.

### 7 PHOTOGRAPHS, VIDEOTAPES and PRESS PHOTOGRAPHY

Recording and photography of any type are prohibited in the competition rooms. A press photographer may on occasion photograph competitors, and it is the responsibility of the supervising adult to ensure that parents' wishes are complied with as to whether this is allowed.

### 8 THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY:

The Children and Young Persons Act 2001; the Data Protection Act 2002; the European Convention of Human Rights; the Criminal Justice Act 2001; the Copyright Act 1991.

### POLICY REVIEW

The organisers will constantly review their policy revising and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support and good practice, and also to other agencies such as the Isle of Man Children's Centre.

Hon. Secretary: Mr David Cowley, 8 Cronk-y-Berry Avenue, Douglas, ISLE OF MAN  
Telephone. (01624) 624387

## Notes on Entry Form Completion

- This form may be used for different competitors as well as for different classes.
- It is the competitor's responsibility to check that their entry conforms with the requirements laid down in the Syllabus.
- Please work across the page filling in all the columns that are relevant to the class for which you are making an entry. Details of all the classes are contained in the syllabus. Unless EVERY ITEM IS COMPLETED, THE ENTRY WILL NOT BE ACCEPTED.
- Each competitor's forename and surname (not just initials) are required for the programme. Date of birth, is necessary for all competitors.
- With a group, orchestra or choir we assume that the person making the entry will check that all performers fulfil any entry requirements. The name of the group, orchestra or choir is required along with the **number** of performers.
- Details of own choice pieces must be clearly written with composer or writer and title, (and if applicable: name of work from which it is taken; movement; opera; show; book; character). The programme is produced from these details.
- **N.B. Any own choice music required by the accompanist must be submitted with this entry form or the entry will not be accepted. It must be clearly marked with the competitors name, class and page number.**
- If an official accompanist is requested, the copy for the accompanist must be included with the entry form otherwise **this service will not be available. These copies must be marked clearly with the competitor's name, class and page number.** See Rules (pages 3-5 of syllabus) .
- Please state on the form if you are to play or sing an unaccompanied piece.

## Fees

**Senior Ensembles, Senior Choirs and Brass Bands:** £5.00 each entry.  
**All other entries, (Up to Year 13):** £1.50 each entry.  
**Adult:** £2.00 each entry.

No Entry Fee in Sight Test Classes and Ear Tests, provided the competitor is entered in another Class.

During the Festival, Adjudicator's Remark Sheets may be obtained from the Stewards free of charge.

# MANX COMPETITIVE MUSIC, SPEECH & DANCE FESTIVAL

NAME .....

I am in receipt of the Child Protection Policy of the above Festival on behalf of children under 18 years entered on.....(dates).

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.

Signed .....

Name in capitals ..... Job Title .....

*Pass this back to the festival and keep your own copy.*

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

# MANX COMPETITIVE MUSIC, SPEECH & DANCE FESTIVAL

**Saturday, 24th April, 2010 – Saturday, 1st May, 2010**

Please complete this form in **PRINTED BLOCK CAPITALS**  
**CLOSING DATE: 13th FEBRUARY 2010**

**NO LATE OR INCOMPLETE ENTRIES WILL BE ACCEPTED**

*All entries please to*

**The Hon. Secretary, Mr D.S. Cowley  
8 Cronk-y-Berry Avenue, Douglas, Isle of Man, IM2 6HD**

*Details of person making the entry:*

Name .....

Address .....

.....

.....

Post code .....

Tel. No .....

Work No (if applicable) .....

*Please read and tick where applicable*

- I consent to my performance being recorded and broadcast by Manx Radio at their discretion.
- I understand that if I request the Official Accompanist this decision cannot be changed.
- My own choice/grade music is enclosed, clearly marked with name, class and page number.**
- Cheque made payable to **Manx Music Festival** is enclosed.
- I agree to adhere to the Regulations contained in the Syllabus.
- I enclose a STAMPED ADDRESSED ENVELOPE (failure to do so causes delays in you receiving your entry tickets and timetable).
- I agree that the Festival may use my / my child's photograph on their web page.

.....  
(Signed by or on behalf of Competitor)

.....  
Date

***This form, which will take up to 12 entries, may be copied.  
Please fasten multiple entry forms together.***