

SAFEGUARDING POLICY

BALLYMENA FESTIVAL OF MUSIC SPEECH AND DANCE

CHAIRMAN: MR STANLEY HUGHES

VENUE: BRAID ARTS CENTRE, BRIDGE STREET, BALLYMENA

DATES: DURING FEBRUARY AND MARCH

1. **PURPOSE AND FUNCTION OF ORGANISATION.** The Festival provides a forum for amateur performance combined with an educational element from professional musicians, dancers and speakers.

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, responded to swiftly and appropriately and the Festival's Organising Committee and Volunteers have a responsibility to report concerns.

2. **FESTIVAL ENVIRONMENT.** The Festival is normally held in THE BRAID ARTS CENTRE, Bridge Street, Ballymena. As this is a PUBLIC AREA, the organising committee and volunteers cannot be held responsible for the care or safety of children and vulnerable adults while they are in the PUBLIC AREAS.

It is the policy of our Festival to inform and involve parents, guardians, carers and teachers in partnership with the Festival in order to ensure, as far as it is reasonably practical, a safe environment at our Festival. We do this by ensuring that you receive a copy of this policy at the time that you are registering to attend the Festival and also when you receive your timetable.

3. **APPLICATION.** 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 Festival organisers by parents, guardians, carers and/or teachers prior to their arrival at the Festival. This should be done by contacting the Officer named at the foot of this document. The Festival actively seeks to meet these needs wherever possible.

4. **FESTIVAL PERSONNEL.** Within this document, the word "staff" refers to officers and members of the Festival Committee. The term "volunteers" refers to additional people who assist the Festival Committee members. All vacancies for volunteers are filled on the recommendation of committee members. Records of names, addresses and telephone numbers are held on file. Instructions as to duties are given to volunteers prior to each Festival. All Staff will be identified by name badges bearing the Festival logo. Anyone wearing a Badge may be approached and will report your concerns to the appropriate person. All concerns and problems will be taken seriously, discussed in a private area provided and documented and dated.

5. ATTENDANCE AT THE FESTIVAL. This Policy is passed to all parents, guardians, carers, teachers and schools who then become partners in implementing this Policy. It is the responsibility of parents, guardians and carers to ensure that children and vulnerable adults are supervised at all times. Teachers must distribute the Policy to persons having parental responsibility for each performer under 18 or Vulnerable Adult.

Persons entering performers are required to read understand and comply with this Policy and to undertake to pass copies of it to the parent, guardian or carer of each and every child under 18 or vulnerable adult whom they have entered. Entries will not be accepted unless the appropriate signed papers are returned to the Festival or in the case of 'On Line' entries through the festival website, the appropriate box is ticked.

6. PERFORMANCE AREAS AND CHANGING AREAS. As the Festival is held in a PUBLIC AREA, parents, guardians, carers and teachers are reminded that children and vulnerable adults must be **supervised** at all times including while they are in PUBLIC AREAS (e.g. toilets and Restaurant) and CHANGING AREAS.

7. PHOTOGRAPHS, VIDEO RECORDINGS AND PRESS PHOTOGRAPHY. It is our policy that no recording, other than Photography by Accredited Photographers, will be permitted within the Performance Areas and signs to this effect will be clearly displayed.

Staff and volunteers have been instructed to discourage any unauthorised Photography or Recording should it be attempted. The Press are invited to take photographs and it is the responsibility of parents, guardians and carers to ensure that their child, or child in their care, is not photographed if they do not wish this to take place and to tell the photographer. Photographs by Accredited Photographers will be released to the Media and may be used on the Festival Webpages and Social Media.

8. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY: a) Rehabilitation of Offenders (Northern Ireland) Order 1978, b) The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, c) Part V The Police Act 1997, d) The Data Protection Act 1998, e) The Protection Of Children and Vulnerable Adults (Northern Ireland) Order 2003, f) The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

9. The Organising Committee will constantly review their Policy, revising and enhancing it as necessary. In doing this, they will look to The British and International Federation of Festivals for support and that body, in turn will look to other agencies for good practice. This Policy was last reviewed September 2017.

Safeguarding Officer Ruth Orr: 4 Brackley Manor, Cullybackey,
Ballymena BT42 1FP Telephone 028 2588 2199, mobile:077903319750

Festival Byelaws

All potential entrants and/or those making entries on behalf of others are **strongly advised** to familiarise themselves with the Festival Byelaws and Safeguarding Policy **BEFORE** completing the online entry.

1. General

- 1.1. All entries must be made online by the **closing date** each year via the Festival website at www.ballymenafestival.org.uk;
- 1.2. It is the responsibility of the person completing the online entry to ensure that all the details are correct. Any problems with entries should be directed to the Section Secretary as soon as possible **BEFORE THE CLOSING DATE**;
- 1.3. Late entries **will not** be accepted;
- 1.4. Entry fees are not refundable under any circumstances. Non-receipt of entry fees will result in automatic refusal of entry;
- 1.5. Entries are accepted on the understanding that all appropriate copyright permissions have been granted where required. Performers and teachers' attention is drawn to the British and International Federation of Festivals' website at www.federationoffestivals.org.uk/copyright/ where further details are available or contact Festivals House on 07817362701 and to any specific requirement as stated in the syllabus;
- 1.6. Any professional musician, or person whose main source of income is the teaching of music **is not** eligible to enter any music class;
- 1.7. For **all** classes where age is relevant, the performer's age must be calculated as at 1st January in the year that the Festival takes place. Proof of age must be produced if requested;
- 1.8. Confined classes refer to schools or entrants living within the Ballymena postcode area only (**i.e. BT42, BT43 & BT44**). Reference to Antrim means postcode area **BT41** only;
- 1.9. Test pieces selected for this Syllabus must be performed as stated - stipulated publisher, key, etc., otherwise they will be disqualified;
- 1.10. Test pieces selected for this syllabus **must not** be used for 'Own Choice' classes;
- 1.11. Test pieces selected under 'Own Choice' **must not** be performed by the same performer in more than one class;
- 1.12. The order of performers in the programme will be strictly adhered to except in exceptional circumstances. Specifically, no performer will be allowed to compete in any class outside the programmed time for that class. An entire class however may be moved within the programme but only after agreement with the Festival Committee and the performers involved;

- 1.13. Where a class has only one entrant, that performer must attain a minimum of 84 marks to be awarded a trophy; To be awarded any monetary prize associated with that class, a minimum of 87 marks must be achieved
- 1.14. Where an 'Own Choice' performance is deemed to be inappropriate, the Adjudicator is empowered to terminate the performance;
- 1.15. No protest will be received against the award of the Adjudicator as to merit;
- 1.16. No entrant, teacher or interested party may discuss any aspect of the Festival with an Adjudicator before, during or after a class, except at the invitation of the Adjudicator;
- 1.17. Any protest regarding the violation of the condition of a class must be made in writing within 7 days of the class, accompanied by a fee of £25 which will be refunded if the protest is upheld by the Committee, whose decision is final;
- 1.18. Prizes will be awarded in each class as follows, subject to the Adjudicator's decision that the necessary standard has been obtained:

| Number of Performers | Number of Prizes |
|-----------------------------|-------------------------|
| One, Two or Three | One; |
| Four or Five | Two; |
| Six or More | Three. |

Highly Commended certificates may be awarded to performers outside the normal prize range

- 1.19. All Challenge Cups, Shields and the Mary Wakefield Medallion shall be held by the winner for one year. Trophies **must** be returned to the Cups and Trophies Secretary **in good order at least 4 weeks** before the opening of the next Festival;
 - a. Any repair costs due to damage of a cup or trophy will be charged to the previous winner;
 - b. A charge of £10 per cup or trophy will be levied to the previous winner if it is not returned in time for presentation the following year.
- 1.20. All trophies are to remain in Northern Ireland;
- 1.21. Any communication by letter to Committee members requiring an answer, **must be** accompanied by a stamped, self-addressed envelope, otherwise a reply will not be sent;
- 1.22. All contact details can be found at the front of the syllabus or on the Festival website at www.ballymenafestival.org.uk;
- 1.23. All decisions made by the Executive Committee will be final.

SUPPLEMENTARY BYE-LAWS FOR THE MUSIC SECTION

1. Entry

- 1.1. Details regarding the title of 'Own Choice' music **DO NOT** need to be included with the initial entry. A further date will be given by which time music details (Title, Movement (if appropriate) & Composer) must be provided by all performers.

2. Music

- 2.1. **IT IS THE PERFORMER'S RESPONSIBILITY** in 'Own Choice' music classes:
 - a. to ensure that music for the Official Accompanist is sent **by post** to the Accompanists' Secretary by the closing date given in the syllabus;
 - i. Alternative arrangements should only be made **AFTER** consultation with the Accompanists' Secretary;
 - b. to ensure that all pages sent are in the correct order, and appropriately numbered. Music should be legible, in the correct key and clearly marked with the Class number and Performer's name;
 - i. The accompanist should not be expected to transpose any music;
 - ii. Failure to comply may require that the performance occurs unaccompanied;
 - c. **to provide a copy** of their music for the Adjudicator on the day of performance.
 - i. Music should be handed to the Section Secretary or the Adjudicator Steward for the session, and **not** given directly to the Adjudicator;
- 2.2. The Festival will not accept any responsibility for music not received by the Accompanists' Secretary;
- 2.3. All **original** music should be claimed at the end of the session for which it was used. The Festival will not accept responsibility for music not collected at the close of a session.

3. Accompanist

- 3.1. An Official Accompanist will be provided for all classes which have a 'Set Piece' only, and for some other classes as stated in the syllabus. However, performers may bring their own accompanist for such classes if they so wish;
- 3.2. If the Official Accompanist is not required, this must be clearly indicated when making your entry;
- 3.3. Practice sessions with the official accompanists are at their discretion but **must not**, under any circumstance take place in the hall/room while the Adjudicator is present.

4. Choirs & Choral ensembles

- 4.1 A Choral Ensemble is defined as a choral group with at least 5 and no more than 11 voices;
- 4.2 A Choir is defined as a choral group between 12 - 50 voices;
- 4.3 Schools can enter more than one choir into a class provided the maximum number in each choir is not exceeded;
- 4.4 No person will be allowed to sing in more than one choir competing in the same class;
- 4.5 Choirs must provide their own accompanist.

5. Performance

- 5.1 In all music classes where a time limit has been imposed, after a leeway of 30 seconds a penalty of 5% of the marks awarded will be deducted;
- 5.2 Performers are not permitted to practise on the Festival piano except for piano concerto entries. However, immediately before competing they are allowed, and indeed encouraged, to play a couple of scales to get the feel of the keyboard;
- 5.3 In Duet Classes (instrumental or vocal), performers may only play or sing their chosen part **once** during the class. If playing or singing with another partner in the same class, the 'other part' must be performed;
- 5.4 All Vocal Solos, Duets etc., are to be performed from memory. Holding of copy is therefore **only permitted** in classes where an Oratorio "Own Choice" option has been chosen (Classes VA08-VA10) or Classes VF04 & VV04;

6. Awards

- 6.1 Where a perpetual trophy is the First Prize, a First Prize badge will accompany the trophy;
- 6.2 In the case of the winner of The Stevenson Award (to 2018) or the Ballymena Festival Bella Voce Award (from 2019) in a previous year being a winner of a qualifying class for The Ballymena Festival Bella Voce Award in any subsequent year, **the runner up in that class or classes will go forward** to the class for The Premier Adult Vocal Award in the current year;
- 6.3 Previous **first** prize winners of any of the money awards of £100 or more are **not eligible to compete in that class for the following two years.**

Equal Opportunities Statement

This festival operates an equal opportunities policy whereby no person by reason of religious belief, political opinion, sex, marital status, race, colour, ethnic origin, sexual orientation or disability is treated less favourably nor is disadvantaged for those reasons by conditions or requirements which cannot be justified. This festival is committed to implementing policies designed to promote equality of opportunity, to secure fair participation for any underrepresented group and to reject absolutely unlawful discrimination of any kind. The festival will implement this policy by ensuring equality of opportunity for all entrants to perform in the festival as a basic right and will take such affirmative action as may be deemed lawful, appropriate and necessary to ensure that all entrants enjoy equality of opportunity. This festival will also provide an Equal Opportunities Complaints Procedure within its rules for any entrant who believes that inequitable treatment within the scope of this policy has been applied to her or him, which will allow the person to raise the matter and have it considered by the committee.