

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 capitalsJob 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.**

Privacy Notice

Who we are and what we do

We, the Manx Competitive Music, Speech and Dance Festival is a Company (Registration Number 127818C) and Charity (number 1127) with the following charitable purposes:

- 1)To foster, develop and promote in the Isle of Man the performing arts of music, dance and speech in all its forms
- 2)To provide competitions for the performance of music, dance and speech in all its forms and to hold or support amateur festivals of such performing arts.

What do we do with your data?

The data we collect from you and our partners will be used exclusively in connection with our charitable purposes.

We collect the contact details of stewards, Company Members, employees, entrants, subscribers, trophy winners, teachers, accompanists, sponsors, partners and advertisers. In addition we collect the bank details of those to whom we make payments. We retain this information for only as long as required to achieve the Festival's purposes.

The names of competitors will be included in the Festival's Official Programme which is on public sale. No contact details or dates of birth will be included there although competitors entered in classes for specific age groups will be identifiable as of that age group.

The data collected will not be shared with third parties without the express permission of the data subject. When the Festival is asked to provide contact details to any third party, (for example, with a view to asking a competitor to perform at an event), the Secretary will contact the competitor to ensure their consent to contact details being disclosed.

This Privacy Notice will be drawn to the attention of all entrants, stewards, accompanists, partners, adjudicators, teachers, subscribers and Company Members and will be on our web site.

New rights

If you are concerned about the way your personal data is being collected, retained or used, you have the right to have it deleted if you wish. If you wish to know what data we have about you then you should contact the Festival Secretary on manxguild@gmail.com who will provide all the relevant data within one month of receipt of the request.

If there is accidental or unlawful restriction, loss, alteration or unauthorised disclosure of, or access to, personal data held by us it will be investigated by the Vice Chairman and Treasurer. It will be reported where appropriate to the Information Commissioner and, in some cases to the individuals concerned.

MANX COMPETITIVE MUSIC, SPEECH & DANCE FESTIVAL

Saturday 27th April - Saturday 4th May 2019

Please complete this form in **PRINTED BLOCK CAPITALS**
CLOSING DATE: 9th FEBRUARY 2019

NO LATE OR INCOMPLETE ENTRIES WILL BE ACCEPTED

All entries please to

1 St Ninian's Court, St Ninian's Road, Douglas,

Isle of Man IM2 4BY

Details of person making the entry:

Name

Address

.....

.....Post code

Email

Tel. No.....

Work No (if applicable)

YOUR SIGNATURE IMPLIES THE FOLLOWING:

- 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/drama piece is enclosed, clearly marked with name, class and page number.**
- My CD backing track is enclosed
- 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/my students'/my group's photograph in their publications or on their web page.

.....
(Signed by or on behalf of the competitor) Date

The Festival welcomes entries from persons with special needs or disabilities. Should you need any assistance of any kind in order to take part please contact the Festival Secretary.

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

CHILD PROTECTION POLICY

implemented from 1 January 2017

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

CHAIRMAN: Mrs. Sarah Kelly

SECRETARY: Dr. Jacqueline Yates

VENUE: Villa Marina, Douglas, Isle of Man.

DATES: 27th April - 4th May 2019.

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 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 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 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. Competitors under 18 years of age must be accompanied by a responsible adult when attending a run through with an official accompanist.

6. PERFORMANCE AREAS:

In all performance areas, children approach the stage from the front, in sight of the audience.

7. DRESSING ROOMS

The Festival Organisers provide separate girls' and boys' dressing rooms during the Festival. Dressing rooms will be supervised by teachers, parents, guardians, carers and chaperones appointed by the schools, or by parents in the case of private entries. Admission to the dressing rooms will be strictly limited; female chaperones only will be admitted to the girls' changing room but mothers may enter the boys' dressing room. The Festival will not accept any responsibility whatsoever for supervising toilet and communal facilities. Changing areas, warm up areas and toilets are not supervised and children should not be allowed to stray into areas designated as out of bounds. Teachers/parents/guardians/carers should be aware that backstage changing facilities for contestants are limited.

8. 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.

9. 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.

Festival Secretary:
Dr. Jacqueline Yates, 1 St Ninian's Court, St Ninian's Road, Douglas,
Isle of Man, IM2 4BY

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 competitor's 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.**
- Please state on the form if you are to play or sing an unaccompanied piece.

Fees

Senior Choirs and Brass Bands: £25.00
Senior Ensembles, Quartets and Trios: £15.00
Adults Solo and Duet Classes: £6.00
Junior Choirs: £15.00
Junior Ensembles: £10.00
All other Junior Classes: £5.00

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

If a competitor is entering more than one class, list all the classes to be entered before details of next competitor are stated. DETAILS OF PARTNERS IN DUETS, TRIOS AND QUARTETS SHOULD BE ENTERED.

Where applicable OWN CHOICE titles MUST be filled in or the ENTRY WILL BE REFUSED

Admin. No.

PRINTED BLOCK CAPITALS

Class No. and Class Name	Name of Competitor and/or conductor for programme	Competitor's School or Town/Village of Residence	Date of Birth <small>*not required for group member</small>	Number in Group	School Year	Title <i>No competitor will be allowed to change the piece after the entry has been accepted</i>	OWN CHOICE PIECE <i>Composer/Author <small>Official Accompanist copy to be submitted with this form</small></i>	Voice/Instr. <small>e.g. soprano/cornet</small>	Duration of Own Choice Piece	Official Accompanist required Yes/No	Fee
<i>How many friends tickets @ £35 for the first ticket & £25 for any subsequent tickets</i> <input type="text"/>								<i>Donation</i> £ <input type="text"/>		TOTAL FEES	
£ <input type="text"/>								TOTAL ENCLOSED			

**Cheques payable to:
Manx Music Festival**

Check List: 1) Stamped Addressed Envelope 2) Own Choice Script 3) Cheque 4) Entry Form