TUDOR ROSE FESTIVAL

CREATING SAFER FESTIVALS FOR EVERYONE

The Federation and its member Festivals use the following policies and procedures to provide 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: Natalie Wells Telephone: 01256 229816 / 07540 574083
3. Best practice advice in the form of Safe Working Practice leaflet, Festival Child Protection leaflet, and any other guidance produced by the Federation. This advice is supported by support and training for all Festival staff and volunteers. Guidance includes clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new staff and volunteers responsible for providing safe environments for everyone attending/performing at a Federation Festival.
5. All Festival personnel wear a badge to identify their roles. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival 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 a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, practice and changing areas that may be provided. The Festival cannot take any responsibility for property left unattended.
7. We do not permit any unauthorised photography at our Federation Festivals. For further information on what is and is not authorised, please contact the Festival Safeguarding Officer or anyone wearing a festival badge. If any child, young person or parent/carer is concerned about any photography or recording taking place at an event, please contact the Festival Safeguarding Officer, who will be pleased to discuss this matter with you.
8. Some children and adults with support needs may need help in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the Festival Organisers prior to arrival. The Festival aims to meet these needs wherever possible 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 its approach to Creating Safer Festivals for Everyone are published explicitly in our Syllabus, Programme and Website. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or adults of any age who may require additional support) 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.

Mrs S B Mellors, General Secretary, 2 Regal Heights, Western Lane, Odiham, Hook, Hants RG29 1TT

Telephone: 01256 229816 / 07540 574083 **email:** tudorrosefestival@gmail.com

TUDOR ROSE FESTIVAL

CHILD PROTECTION/PRIVACY POLICY

About Us

The British and International Federation of Festivals for Music, Dance and Speech (BIFF) works for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

BIFF 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 BIFF and our member festivals. It has been drawn up on the basis of relevant law and guidance that seeks to protect children and young people, and its purpose is to set out the overarching principles that guide our approach.

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.
- 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
- appointing a Federation Head of Safeguarding and, for each festival, at least one Festival Safeguarding Officer
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- working within the legislation and guidance that specifically addresses the needs of young performers (specifically, the Children and Young People Acts 1933 and 1963, and the Children (Performance and Activities) (England) Regulations 2014
- adopting a safe and balanced approach to the issue of creating and using photography and images of children and young people at our festivals and in our communications
- 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.

BIFF will review this policy each year in line with NSPCC guidance or sooner in light of any changes in legislation or guidance.

Last Reviewed: May 2025

TUDOR ROSE FESTIVAL

TUDOR ROSE FESTIVAL

CHILD PROTECTION POLICY

Hon Chairperson:	Nikki Mansell
Hon Vice-Chairperson:	Katy Payne
Hon General Secretary:	Sheila Mellors
Hon Festival Safeguarding Officer:	Natalie Wells
Hon Treasurer:	Steve Mellors

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 is to advance the education of the general public in the Arts, in particular Dance, 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. 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.

SAFETY OF PERFORMERS

It is necessary for teachers and parents to be aware of their responsibilities in entering any performers and to bear in mind the limitations imposed by the stage and surrounding environment.

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 Disclosure and Barring Service (DBS) certificate 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 Chairperson, Vice-Chairperson or Secretary can be contacted via the door entry table.

PREPARATION FOR ATTENDANCE AT FESTIVAL

The Tudor Rose Festival sends out this policy with the details of times for your classes. This ensures that, if parents do not personally attend with their children, their attention is drawn to all aspects of this Child Protection Policy and requires 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. Teachers should ensure that their parents receive a copy of the Child Protection Policy and that they are informed about the rules and regulations of our Festival.

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. If you have any other requirement, please contact us in advance. Only official helpers are permitted backstage.

DIVERSITY AND INCLUSION
The Tudor Rose Festival is committed to treating each individual as a person in their own right, with equal rights and responsibilities for all, whether they are an adult or a child. Discrimination on the grounds of gender, age, race, religion or belief, disability, sexual orientation, ethnic or national origin, or political belief has no place within this organisation.

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. If a gala concert takes place, 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
Hon Secretary: Mrs S B Mellors, 2 Regal Heights, Western Lane, Odiham, Hampshire RG29 1TT
Telephone: 01256 229816 / Mobile: 07540 574083

PRIVACY POLICY

The Tudor Rose Festival takes great care to preserve your privacy and safeguard any personal data you provide to us. This Privacy Policy explains how we will collect and use your personal data. We may change this Privacy Policy from time to time.

Who we are
We are the Tudor Rose Festival. We are a registered charity (Number 1040742). Our registered address is 2 Regal Heights, Western Lane, Odiham, Hampshire RG29 1TT.

What personal data do we collect?
We may collect personal data such as:

- Your name
- Your address
- Your date of birth
- Your telephone number
- Your email address
- Your bank details

How do we use your personal data?
We will use your personal data in a number of ways which may include:

a) Processing your entry form to take part in the festival.
b) Keeping you updated about your entry to the festival.
c) Sending you copies of our syllabus.
d) Keeping you updated about future festivals.
e) Processing any applications for a paid or unpaid role within the festival.
f) Processing any donations made to us.
g) Including your name in our printed programme.
h) Managing any orders for publications or other materials from us.
i) Processing your application to be involved in our governance such as becoming a member of our Committee.
j) Responding to a general enquiry made to us.
k) Dealing with a complaint or concern raised to us about one of our staff/volunteers/contractors.
l) Include your photo or name on our website or social media.

Who do you share my personal data with?
We will only ever use your personal data to manage your festival involvement with us including keeping you up to date with any festival news. If you are not involved in the festival, then we will only use your personal data to deal with the issue or enquiry that you have raised directly with us. We will never sell your details to any third party and we do not buy any personal data. We may share or disclose your personal data if we are required to do so by any law or court order.

What is the legal basis for processing my information?
In some cases, we will only process your personal data where we have your specific consent to do so e.g. to include your name in our programme / to use your photo on our website / to stay in touch with you about our next festival. We may also process your personal data because there is a legitimate interest for us to do so as part of our work, and it is reasonable to expect that your information would need to be processed by us to complete this work. For example, it is reasonable for us to collect your name, address and contact details to be able to process your festival entry and you would reasonably expect this to happen for your festival entry to proceed. Whenever we process your personal data under the legitimate interest lawful basis, we make sure that we consider your rights and interests and will not process your personal data if we feel that there is an imbalance, or you would not reasonably expect your data to be processed in this way.

How do you keep my information secure?
We have implemented appropriate physical, technical and organisational measures to protect the personal data from improper access, use, alteration, destruction and loss. Our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. This privacy statement does not cover the information practices of those websites or advertisers. Those websites may have their own privacy policies and we encourage you to look at those policies or contact the website operators directly to understand how your personal data is used. We may send communications to you by email. Email is not a fully secure means of communication, and whilst we do our utmost to keep our systems and communications protected, we cannot guarantee this.

Your rights

You have various rights in respect of the personal data we hold about you. These rights are set out in more detail below:

a) The right to be informed about the collection and use of your personal data.
b) The right to access to your personal information.
c) The right to object to processing of your personal information.
d) The right to restrict the processing of your personal information.
e) The right to personal data portability.
f) The right to rectify your personal information.
g) The right to erase your personal information.

Rights in relation to automated decision making and profiling. If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such

a request unless the request is deemed to be excessive in nature. Upon successful verification of your identity, you are entitled to obtain the following information about your own personal information:

a) The purposes of the collection, processing, use and storage of your personal data.
b) The categories of personal data stored about you.
c) The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
d) The envisaged period of storage for your personal data or the rationale for determining the storage period.
e) The use of any automated decision-making and/or profiling.

If you want to exercise any of these rights or make a complaint, you can by email tudorrosefestival@gmail.com or write to: The Data Manager, Tudor Rose Festival, 2 Regal Heights, Western Lane, Odiham, Hampshire RG29 1TT. You can also make a complaint to the Information Commissioner's Office and the contact details and further information about how to do this can be found at: https://ico.org.uk In certain circumstances we might not be able to provide you with access to some of your personal information, but where appropriate, we will notify you of the reasons for this.

How long do you keep my information for?
Your personal data will not be retained by the festival for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below. We will retain personal data in accordance with our data retention policy set out below. We review our data retention periods for personal data on a regular basis. We will hold personal data relating to:

a) Your festival entry for 12 months following the end the festival.
b) Trophy winners' details will be retained until the trophies are returned safely to the festival.
c) Employment or volunteering with the festival for 3 years following the end of your employment or volunteering with us.
d) Legacies or donations for 7 years after legacy or donation is received.
e) Subscribing to our social media or email updates about future festivals - you can unsubscribe at any time from our mailing list.
f) We are legally required to hold some personal data to fulfil statutory obligations, for example to support certain financial transactions.

The law allows you to withdraw your consent to any usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing us at tudorrosefestival@gmail.com