



Mary Wakefield Festival 2026

Table of Contents

Entry Information and Provisional Timetable	1
General Rules and Regulations	2
Piano and Instrumental	3
Vocal	7
Choral Evening	11
Contemporary Commercial Music	13
Policies	16

Entry Information and Provisional Timetable

Closing date for entries is Saturday 7th February.

If you received a trophy last year then please return by 7th February to:

Judith Gardner Jones

6 Garden Road

Kendal

LA9 7ED

Please send a text message to arrange drop off to 07710208355

Saturday 28th February

Piano

Ings Church

Sunday 1st March

Instrumental

Ings Church

Monday 2nd March - Evening

Choral

Kendal Parish Church

Tuesday 3rd March - Evening

Adult Vocal

Crosscrake Church

Wednesday 4th March

Youth Vocal

Stricklandgate Methodist Church

Thursday 5th March

Youth Vocal

Stricklandgate Methodist Church

Friday 6th March - Evening

Bands, Electric Instruments, Drums, Singer Songwriter etc Junior & Adult

The Barrel House

Sunday 8th March

Festival Concert & Jim Noble Award

Kendal Parish Church

2:30pm

General Rules and Regulations

Any queries should be addressed to the Entries Secretary, Tracie Penwarden at hello@mwfestival.co.uk

1. The name of the Festival shall be the Mary Wakefield Festival.
2. Those who take part in the Festival shall be choirs, groups and individuals from towns, villages and schools in the old County of Westmorland or within a radius of thirty miles of Kendal.
3. No performer shall be allowed to rehearse or practise class work during the week of the Festival in a hall in which the class is to take place.
4. In cases where an age limit is stipulated, performers must be within the age limit stated. Age limits stated in the Prospectus signify the school year in which the child is placed. To give an example, school year 6 signifies that the performer has his/her 11th birthday during the period 1st September 2024 to 31st August 2025. Please note that school year 13 is the maximum for age-restricted classes and a birth certificate should be produced, if requested. Note: Performers not in full-time education must still be within the appropriate age group.
5. In adult classes, performers must be 19 or over at the date of the Festival.
6. All test pieces are the performer's own choice, except where specified. The performer **MUST** provide a copy of the music for the adjudicator's use before the class begins. This must be uploaded via Entries on the website www.mwfestival.co.uk. Where a time limit is stipulated, performers are expected to fill the majority of the time available. No performer is allowed to repeat a chosen item in any other class.
7. No photocopies may be used at the Festival, other than those obtained through a publisher's Uniprint Service, or copyright-free download, or as provided in Rule 6 above.
8. Songs from the Shows classes: No full costume or dance routines are allowed. However, movement, gesture and simple props, such as a chair, are acceptable.
9. All instrumental groups must be in the venue before the commencement of the class. A limited time will be given for setting up instrumental groups.
10. No change of performer or choice of piece will be allowed after 14th February. If a change is made after this time, then an adjudication will be given but no placing or Certificate will be awarded.
11. The use of any audio or visual recording equipment at any time during the Festival is strictly forbidden. The Festival may appoint a photographer, designated by a badge, or allow a press photographer to attend. Photographs taken during the Festival will be used only for publicity purposes connected with the Festival. Parents who didn't consent to children being photographed on the entry system should remind the Chief Steward on the day. Persons using recording equipment of any kind may be asked to leave.
12. Trophies won by a performer or performers entered by a school **MUST** be retained at the school until the following Festival and not taken home by the performer.

NB: In order to comply with Federation rules as to length of sessions for adjudicators, it is not practicable for all entries from an individual or school to be included in the same session, nor will all classes necessarily be held in order of their class number shown in this Prospectus.

Piano and Instrumental Syllabus

Adjudicator

Fiona McClean-Buechel

Fiona McLean-Buechel trained at the Royal Scottish Academy in Glasgow and the Royal Academy of Music in London. She has a passion for music in all forms; combining a busy career as a performer with writing creative and collaborative national and international performance projects.

Whilst professor of violin at the Junior Guildhall School of Music she became a pro-active member of the school's external examination and development team. She also lectured and was a professor at Colchester Institute, Goldsmith's College, visiting tutor for National Children's Orchestra and Head of Strings for London Borough of Bexley.

In 2005 Fiona founded and was course director for the Dartington Plus Summer Youth Strings Programme. She subsequently founded and is Creative Director of SouthWest Camerata and the registered charity JUTPMUSIC whose work was been nominated for a Royal Philharmonic Society for Education and a cover story for ESTA.

She has been a visiting professor of violin at Dartington College and Cardiff University, lectured for the European String teachers Association, Cardiff University, South West Sound and U3A. Her string quartet are recording artists featuring regularly in shows for BBC TV. Fiona has recently been appointed to the International Guild of Workshop Presenters and Adjudicators and the British and International Federation of Festivals for Music, Drama and Speech and is a violin professor at Trinity Laban Junior Conservatoire in London.

Piano and Instrumental Classes

Piano and Instrumental Classes will take place at St Anne's Church, Ings on Saturday 28th February and Sunday 1st March respectively. Exact timings are to be confirmed.

We welcome players of any style or genre to join us. The classes will be adjudicated but the events are more about the fun and joy of making music and enjoying everyone's contribution.

There will be an official accompanist available for the Instrumental Classes at no extra charge or you can bring your own. You will be asked during the booking process whether you would like the official accompanist.

Piano

Any duet entries will be heard concurrently, and adjudicated with the solo entries

Class	Age	Time	Fee
001 Piano Any style or genre, one or more pieces	Year 6 and under	Up to 8 mins	£5.00
002 Piano Any style or genre, one or more pieces	Year 9 and under	Up to 8 mins	£5.00
003 Piano Any style or genre, one or more pieces	Year 13 and under	Up to 10 mins	£5.00
004 Piano Any style or genre, one or more pieces	19 and over	Up to 10 mins	£10.00
005 Piano Duet Any style or genre, one or more pieces	Year 6 and under	Up to 6 mins	£10.00
006 Piano Duet Any style or genre, one or more pieces	Year 9 and under	Up to 8 mins	£10.00
007 Piano Duet Any style or genre, one or more pieces	Year 13 and under	Up to 8 mins	£10.00
008 Piano Duet Any style or genre, one or more pieces	19 and over	Up to 10 mins	£10.00

Brass

Any brass instrument

Class	Age	Time	Fee
013 Brass Any style or genre, one piece	Year 6 and under	Up to 3 mins	£5.00
014 Brass Any style or genre, one piece	Year 9 and under	Up to 5 mins	£5.00
015 Brass Two contrasting pieces OR two movements from the same piece	Year 13 and under	Up to 10 mins	£5.00

Class	Age	Time	Fee
016 Brass Two contrasting pieces OR two movements from the same piece	19 and over	Up to 10 mins	£10.00

String

To include violin, viola, cello, double bass, ukulele, harp and classical guitar

Class	Age	Time	Fee
017 Strings Any style or genre, one piece	Year 6 and under	Up to 3 mins	£5.00
018 Strings Any style or genre, one piece	Year 9 and under	Up to 5 mins	£5.00
019 Strings Two contrasting pieces OR two movements from the same piece	Year 13 and under	Up to 10 mins	£5.00
020 Strings Two contrasting pieces OR two movements from the same piece	19 and over	Up to 10 mins	£10.00

Woodwind

Flute, oboe, clarinet, bassoon, saxophone and recorder

Class	Age	Time	Fee
009 Woodwind Any style or genre, one piece	Year 6 and under	Up to 3 mins	£5.00
010 Woodwind Any style or genre, one piece	Year 9 and under	Up to 5 mins	£5.00
011 Woodwind Two contrasting pieces OR two movements from the same piece	Year 13 and under	Up to 10 mins	£5.00
012 Woodwind Two contrasting pieces OR two movements from the same piece	19 and over	Up to 10 mins	£10.00

Instrumental Duet

Two instrumental performers. This may be accompanied however the accompanist will not be adjudicated.

Class	Age	Time	Fee
021 Instrumental Duet Any style or genre	Year 9 and under	Up to 5 mins	£10.00
022 Instrumental Duet Any style or genre, one or more pieces	Year 13 and under	Up to 8 mins	£10.00
023 Instrumental Duet Any style or genre, one or more pieces	19 and over	Up to 8 mins	£10.00

Chamber Music Group

With or without a conductor

Class	Age	Time	Fee
027 Chamber Music Any style or genre, one or more pieces Group of 3 to 10 people	Year 13 and under	Up to 8 mins	£20.00
028 Chamber Music Any style or genre, one or more pieces Group of 3 to 10 people	19 and over	Up to 8 mins	£20.00

Instrumental Ensemble

For any combination of instruments with or without a conductor

Class	Age	Time	Fee
024 Instrumental Ensemble Any style or genre, one or more pieces Group of 6 to 20 people	Year 6 and under	Up to 8 mins	£20.00
025 Instrumental Ensemble Any style or genre, one or more pieces Group of 6 to 20 people	Year 13 and under	Up to 8 mins	£20.00
026 Instrumental Ensemble Any style or genre, one or more pieces Group of 6 to 20 people	19 and over	Up to 8 mins	£20.00

World Music

Class	Age	Time	Fee
029 World Music Open age category more than 4 performers not to exceed ten minutes, may involve appropriate movement but will be constrained by the available space in the venue. Group of a minimum of 5 people	Any	Up to 10 mins	£20.00

Vocal Syllabus

Adjudicators

Dr Rebecca Moseley-Morgan PhD, MA, BA(Hons), ARCM

Rebecca Moseley-Morgan, an award-winning alumna of the Royal College of Music (RCM), has enjoyed an extensive professional singing career. She has performed with renowned companies such as Glyndebourne, Welsh National Opera (WNO), and Opera 80, among others. As a soloist, Rebecca has graced stages across the United Kingdom and Europe, earning recognition for her artistry and versatility.

Recently, Rebecca was awarded her PhD in voice science and vocal pedagogy by University College London. Her doctoral thesis, entitled 'A Longitudinal Study of Vocal Functionality and Longevity in the Mature Female Singer,' represents a significant advancement in a field that has historically seen little research. Her work addresses important questions, such as why the singing voice changes with age, what strategies can mitigate age-related vocal changes, and whether vocal functionality can be improved in mature singers.

Adrian Goss BMus, ARAM, GRSM, FTCL, LRAM, LGSM, ARCO(CHM), FISM, FRSA

Tenor soloist and vocal coach, pianist, clarinettist, organist and choral director, Adrian studied piano and clarinet at the Royal Academy of Music, and later, vocal studies at the Guildhall School of Music & Drama, and holds a degree in composition of the University of Durham.

Before establishing himself as a Tenor, in concert and recital, he worked extensively as a freelance clarinettist in orchestral and chamber music, and taught clarinet to diploma level for seventeen years. He has enjoyed a career as an accompanist and vocal soloist for over thirty years. A former Lay-clerk at Ely Cathedral, deputy at St Paul's Cathedral, Westminster Abbey and HM Chapel Royal, a professional member of the City Glee Club, Director of the Chamber Choir Quorum, and work as a Director of Music at a major church has led on to a parallel career in education. His work has included recordings and broadcasts and in 1999 he was awarded the ARAM, an honour granted to past students of the Academy who have achieved distinction in their profession.

He was a Director of Music at two independent senior schools for 13 years, Director of the Kent Music Academy for the gifted and talented young musician, Head of Kent's County Groups for nine years during which, as Staff Conductor, he frequently conducted the Kent County Wind Orchestra and Kent Schools Orchestra. Adrian was also an examiner for grades and diplomas in piano, singing and woodwind for fifteen years. He currently teaches at Brighton College, Cranleigh and also privately, as a highly experienced vocal teacher to diploma level. In addition to his successful solo singing career, Adrian directs workshops and master classes for singers and speakers at summer schools. He is a member of both the Association of Teachers of Singing (AOTOS) the Incorporated Society of Musicians (ISM) and the Royal Society of Musicians.

He has 35 years' experience as an Adjudicator for International, National and Local festivals, including the National Festival of Music for Youth. An Adjudicator member of The British and International Federation of Festivals, Adrian has been an elected member of the Adjudicators Council and former Chair. In 2023 he was awarded the BIFF Fellowship for services to the Festival movement.

Youth Vocal Solo

Adjudicated by Adrian Goss

Class	Age	Time	Fee
<p>100 Vocal Solo</p> <p>Two contrasting songs.</p> <p>Repertoire options include:</p> <ul style="list-style-type: none"> - Disney music - Musical theatre 2 songs One legit / one contemporary - Stage, show or film songs, Computer game songs - Classical English song or a piece in another language - Unaccompanied folk song 	Year 6 and under	Up to 6 mins	£5.00
<p>101 Vocal Solo Secondary</p> <p>Two contrasting songs.</p> <p>Repertoire options include:</p> <ul style="list-style-type: none"> - Disney music - Musical theatre 2 songs One legit / one contemporary - Stage, show or film songs, Computer game songs - Classical English song or a piece in another language - Unaccompanied folk song 	Year 7 to Year 9	Up to 8 mins	£5.00
<p>102 Vocal Solo Secondary</p> <p>Two contrasting songs.</p> <p>Repertoire options include:</p> <ul style="list-style-type: none"> - Disney music - Musical theatre 2 songs One legit / one contemporary - Stage, show or film songs, Computer game songs - Classical English song or a piece in another language - Unaccompanied folk song 	Year 10 to Year 13	Up to 10 mins	£5.00
<p>103 Recital Class</p> <p>Any style or genre, may include an unaccompanied song,</p>	Year 10 to Year 13	Up to 12 mins	£5.00
<p>120 Contemporary Vocals</p> <p>One piece with backing track</p> <p>Repertoire options include:</p> <ul style="list-style-type: none"> - Pop - R&B - Soul - Jazz - Swing 	Year 6 and under	Up to 4 mins	£5.00

Class	Age	Time	Fee
121 Contemporary Vocals One piece with backing track Repertoire options include: - Pop - R&B - Soul - Jazz - Swing	Year 7 to Year 9	Up to 4 mins	£5.00
122 Contemporary Vocals Two contrasting pieces with backing track Repertoire options include: - Pop - R&B - Soul - Jazz - Swing	Year 10 to Year 13	Up to 8 mins	£5.00

Youth Vocal Duet

Adjudicated by Adrian Goss

Class	Age	Time	Fee
104 Vocal Duet Any style or genre	Year 6 and under	Up to 3 mins	£10.00
105 Vocal Duet Any style or genre	Year 7 to Year 9	Up to 4 mins	£10.00
106 Vocal Duet Any style or genre	Year 10 to Year 13	Up to 5 mins	£10.00

Adult Vocal Solo

Adjudicated by Dr Rebecca Moseley-Morgan

Adult vocal classes aged 19 and above will perform during the evening at Crosscrake Church on Tuesday 3rd March.

Class	Age	Time	Fee
107 Adult Vocal English, French, German, or Italian Song Minimum of two songs	19 and over	Up to 8 mins	£10.00
108 Adult Vocal Sacred Or Oratorio Work One piece	19 and over	Up to 5 mins	£10.00
109 Opera Or Operetta One piece	19 and over	Up to 6 mins	£10.00
110 Adult Vocal Cabaret Or Comic Song One piece	19 and over	Up to 5 mins	£10.00

Class	Age	Time	Fee
111 Adult Vocal Musical Theatre One legitimate style piece and one contemporary piece, which may include one recorded track and one live piano accompaniment	19 and over	Up to 10 mins	£10.00
112 Adult Vocal Beginner A class for those who have never performed before One piece	19 and over	Up to 5 mins	£10.00
113 Adult Vocal Recital Any style or genre presented as a concert One or more pieces	Between 19 and 25	Up to 15 mins	£10.00
114 Adult Vocal Recital Any style or genre presented as a concert One or more pieces	Between 26 and 59	Up to 15 mins	£10.00
115 Adult Vocal Recital Any style or genre presented as a concert One or more pieces	60 and over	Up to 15 mins	£10.00
116 Over 60s Vocal Solo Two contrasting songs All entrants must be 60 or over	60 and over	Up to 8 mins	£10.00

Adult Vocal Ensemble

Adjudicated by Dr Rebecca Moseley-Morgan

Please present a copy of your score(s) to the adjudicator prior to your class commencing

Class	Age	Time	Fee
117 Adult Vocal Classical Ensemble Duet, trio or quartet Group of 2 to 4 people	19 and over	Up to 8 mins	£10.00
118 Adult Vocal Show Song Ensemble Duet, trio or quartet Group of 2 to 4 people	19 and over	Up to 8 mins	£10.00
119 Adult Vocal Ensemble Two contrasting songs Group of 6 to 20 people	Any	Up to 10 mins	£20.00

Choral Evening Syllabus

The Choral Evening will take place at Kendal Parish Church on the evening of Monday 2nd March

Junior Youth Choir

Adjudicated by Dr Rebecca Moseley-Morgan

Please ensure that copies of your scores are presented to the adjudicator prior to the class commencing.

Class	Age	Time	Fee
406 Junior Choir School Based Two contrasting pieces Group of any size	Year 6 and under		£20.00
407 Junior Choir Not School Based Two contrasting pieces Group of any size	Year 6 and under		£20.00
408 Junior Unison Choir Two contrasting pieces Group of any size	Year 6 and under		£20.00

Senior Youth Choir

Adjudicated by Dr Rebecca Moseley-Morgan

Please ensure that copies of your scores are presented to the adjudicator prior to the class commencing.

Class	Age	Time	Fee
405 Youth Choir Christmas Music Two contrasting pieces from your Christmas concert. Open to all youth choirs whether school based or not Group of any size	Reception to Year 13		£20.00
409 Senior Choir School Based Two contrasting pieces Group of any size	Year 7 to Year 13		£20.00
410 Senior Youth Choir Not School Based Two contrasting pieces Group of any size	Year 7 to Year 13		£20.00
411 Senior Unison Choir Two contrasting pieces Group of any size	Year 7 to Year 13		£20.00

Adult Choir

Adjudicated by Dr Rebecca Moseley-Morgan

Please ensure that copies of your scores are presented to the adjudicator prior to the class commencing.

Class	Age	Time	Fee
400 Adult Ladies Choirs Two contrasting Pieces Group of any size	Any		£20.00
401 Male Voice Choir Two contrasting pieces Group of any size	Any		£20.00
402 Community/ Singing Group Two contrasting songs Group of any size	Any		£20.00
403 Choral Society Two contrasting pieces Group of any size	Any		£20.00
404 Adult Choir Christmas Music Two contrasting pieces from your Christmas Concert. This is an open class for any adult choir of any size Group of any size	Any		£20.00

Contemporary Commercial Music Syllabus

Focus: Live performance and artistry development through Contemporary Commercial Music styles.
Purpose: These sessions are designed as performance opportunities: a chance for singers and musicians to step into the spotlight, perform, and grow through experience and feedback.

Venues and Timings: All Contemporary Commercial Music Classes will take at The Barrel House, Kendal on the evening of Friday 6th March

Adjudicator

Brendan Cleary BIMM

Brendan is a 30 year old singer/songwriter whose career has seen him write and gig across the UK and Europe and has recently signed a publishing deal with BMG.

Moving to London at the age of 18, Brendan has spent time honing his craft in both Ireland and the Lake District, where his home was always filled with the likes of The Beatles, The Eagles, Simon & Garfunkel and James Taylor, all of whom he cites as big inspirations for his musical style. Since moving to the capital, Brendan worked tirelessly to improve his stature as a music artist and songwriter; enrolling on to BIMM London's Songwriting course, joining the infamous London gig circuit and enjoying regular airplay on BBC Introducing and local independent radio stations. Brendan's impressive 10+ million streams showcase his dedication to his craft across all genres of music. When Brendan isn't writing or gigging, he is inspiring the next generation of young songwriters and mentors for the wonderful company, 'Song Academy'.

Brendan has supported acts like David Gray, Paddy Casey and Brian Kennedy to name a few. His time in Ireland has been invaluable to him as a singer/songwriter. It is clear in his music how influenced he has been by the Irish music scene. He also opened for Madness at The Newark festival in 2013, playing to a crowd of thousands of people. Brendan, since then has always been able to put on a good show to the bigger crowds!

Brendan, as well as writing for other artists, has recently released 'The Afterline' EP which he is incredibly proud of as it dives deep into his battle his mental health struggles. Coming out the other side; he has put pen to paper and hopes that these new songs shine a light of hope for anyone that may also be struggling with similar issues.

Acoustic Session

A relaxed, stripped-back performance focusing on musicianship and storytelling.

Performers: Solo or duo.

Requirements:

- One original piece.
- One cover in a contrasting style.
- Singer-songwriter or sing-and-play approach, think open mic or small venue vibe.

Note: solo and duo entries are made in separate classes but these may be combined into a single class in the festival.

Class	Age	Time	Fee
200 Acoustic Session (Solo)	Any	Up to 6 mins	£10.00 (Under 19 £5.00)
201 Acoustic Session (Duo)	Any	Up to 6 mins	£10.00

Mini Gig

An introduction to live set performance.

Performers: Vocalists, guitarists, bassists, or drummers.

Requirements:

- Two contrasting pieces (performed with a backing track).
- Total time: up to 6 minutes.
- Focus on confidence, contrast, and stage presence.

Class	Age	Time	Fee
202 Mini Gig Two contrasting pieces (performed with a backing track). Focus on confidence, contrast, and stage presence.	Year 7 to Year 9	Up to 6 mins	£5.00

Short Set / Ensemble

A showcase for developing and mature performers.

Performers: Soloists, duos, or ensembles. (With GCSE / A Level in mind)

Requirements:

- A short set of contrasting or reimagined songs. E.g. the A Level requirement of singing a song in a different genre to the original.

Emphasis on creative interpretation, collaboration, and connection with audience.

Note: solo, duo and group entries are made in separate classes but we may combine them into a single class in the festival.

Class	Age	Time	Fee
203 Short Set / Ensemble Solo Performer	Year 10 to Year 13	Up to 8 mins	£5.00

Class	Age	Time	Fee
204 Short Set / Ensemble Two performers only	Year 10 to Year 13	Up to 8 mins	£10.00
205 Short Set / Ensemble Group of a minimum of 3 people	Year 10 to Year 13	Up to 8 mins	£10.00
206 Short Set / Ensemble Adult Open Class Solo Performer	19 and over	Up to 10 mins	£10.00
207 Short Set / Ensemble Adult Open Class Two performers only	19 and over	Up to 10 mins	£10.00
208 Short Set / Ensemble Adult Open Class Group of a minimum of 3 people	19 and over	Up to 10 mins	£10.00

Policies

Child Protection Policy

MARY WAKEFIELD MUSIC FESTIVAL - Volunteers and Safeguarding Policy

Safeguarding Officers

Director: Judith Gardner Jones

Production Coordinator: Tracie Penwarden

Chief Steward: Judith Peel

Child Protection Officer: Judith Gardner Jones

Treasurer: James Bloomer

Dates

The Mary Wakefield Festival is taking place February 28th - March 8th 2026

Venues

Stricklandgate Methodist Church

Ings Church

Crosscrake Church

The Barrel House

Purpose

The aim of the 2026 Mary Wakefield Festival is to encourage the love of music by organising a series of professionally adjudicated classes and concerts.

Environment

The Festival aims to create a caring environment with the highest possible level of protection for children and others to whom this Policy applies. (All Parents will be informed and involved in implementing this policy to ensure, as far as it is reasonably practicable, the safety of children taking part).

Festival Personnel

Everyone involved in the Festival is a volunteer. The roles of helpers are considered during recruitment and full contact details are held for all helpers. Where there is any requirement for volunteers to take responsibility for children in sensitive areas, or make decisions involving children, such volunteers will be cleared through the Disclosure and Barring Service (following Gov.UK DBS Eligibility Guidance 2022) All volunteers are fully aware of and support this policy. Festival personnel will be vigilant in monitoring areas where children are and will challenge adults in sensitive areas who are not accompanying children. All Festival personnel are trained how to direct children and parents to the designated person in the event of a problem. Every problem will be taken seriously and will be documented and dated. Dependent on the nature of the problem, the documentation may be supplied to the appropriate authorities, including the Police. This decision will be taken by the designated person in consultation with the authorities before documentation is passed over.

Copies of all documentation will be retained in Festival records.

Identification of Festival Personnel

All Festival personnel will be identified by lanyards and badges. Anyone wearing a badge can be approached in case of a problem and will be able to direct you to someone who will be able to help

you privately and confidentially.

Volunteers

The Mary Wakefield Festival is committed to the fair treatment of its volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

In accordance with the Disclosure and Barring Service suggested code of practice, for registered persons and other recipients of disclosure information, the Mary Wakefield Westmorland Festival will ensure the following practice.

Storage and Handling of Your Information

The Mary Wakefield Westmorland Festival will seek disclosures only when necessary and relevant to a particular post and will ensure that your consent is given before seeking a disclosure. The information provided on a disclosure certificate will only be used for recruitment purposes.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Two disclosure certificates will be issued; one to the umbrella body who processes the disclosure (BIFF) and one to you. Where additional disclosure information is provided to the umbrella body - information which does not appear on your copy of the disclosure certificate - the umbrella body will disclose this information to the appointing committee of our Festival.

Disclosure information will be stored by the umbrella body in a locked non-portable container for maximum of 6 months, which is a reasonable period to allow the consideration and resolution of any complaints. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information will be made, however the following details will be retained:

- o Date of issue of disclosure
- o Name of subject
- o Disclosure type
- o Position for which disclosure was requested
- o Unique reference number of disclosure
- o Recruitment decision taken

The Festival will ensure that all appointing committees with access to disclosure information are aware of this policy and have received relevant training and support required to ensure it is carried out.

The Festival undertakes to make a copy of this policy available to any applicant for a post with the Festival that requires a disclosure.

Disclosure & Barring Service

The Mary Wakefield Festival undertakes to ensure that this policy is provided to all applications for positions which involve contact with children and where an enhanced disclosure from the Disclosure and Barring Service is required. We will only request an enhanced disclosure where it is necessary and relevant to the position. Much of our work is with children and, when we draw up our job descriptions, we carry out a thorough risk assessment to ascertain whether a position requires an enhanced disclosure.

Application to Volunteer

As you apply to join our Festival team of voluntary helpers, we ask you for details about yourself for our file. Some positions require a further form (form 2) as those positions involve working closely with children.

Rehabilitation of Offenders

As you complete this form, we ask you to include details of any convictions, spent or unspent. To ensure confidentiality we ask you to return information about any criminal record you may have, spent or unspent, in a sealed envelope, marked Private and Confidential For The Attention of the Chief Steward (c/o Chair). We will ensure that all our voluntary staff involved in the recruitment process are aware of this policy and have received relevant training and support on all those procedures documented by the Disclosure and Barring Service.

Under the Rehabilitation of Offenders Act 1974, ex-offenders have the right not to reveal spent convictions. However, the same Act makes it clear that, where the nature of the work involves contact with children or vulnerable adults, people may be asked to declare all criminal convictions, including those which are spent.

We must make it clear that, while it is necessary to ask for information on convictions, we will not necessarily exclude people from volunteering should they have convictions which are not relevant to the work carried out. Should the Festival receive disclosure information which shows a conviction, we will take into consideration:

- o Whether the convictions is relevant to the post being offered
- o The seriousness of the offence revealed
- o The length of time since the offence took place
- o Whether the applicant has a pattern of offending behaviour
- o Whether the applicant's circumstances have changed since offending took place

Safeguarding, an introduction

The Mary Wakefield Festival organising Committee accept that they have a moral and legal obligation to ensure that all staff, school teachers, parents/legal guardians and volunteers accept their responsibilities to safeguard children from harm and abuse. This means ensuring that everyone follows procedures to protect children and report any concerns about their welfare to appropriate authorities.

There are three elements to our policy:

1. Prevention through awareness of each individual child's needs.
2. Definitions of Child Abuse and Neglect [See below]
3. Procedures for identifying and reporting cases or suspected cases, of abuse.

We expect that all volunteers, teachers, parent / legal guardians and anyone else who comes into contact with children will behave in an appropriate manner at all times, and remember that "The Welfare of every Child is Paramount" (Children Act 1989)

CHILD PROTECTION POLICY

The safety of children and vulnerable adults is paramount and all, without exception, have the right to protection from abuse. Any suspicions and / or allegations of abuse will be taken seriously and responded to swiftly and appropriately. All the Festival's trustees, officers and volunteers have a responsibility to report concerns.

The Mary Wakefield Music Festival organizing Committee will:

- o Act within the Children's Act 2004 and Working Together to Safeguard Children 2023
- o Act within The Children (Performances and Activities) (England) Regulations 2014
- o Establish and maintain an ethos where children feel welcome and familiar with their environment and are informed of personal (toilets, dressing rooms etc.) and emergency arrangements (fire exits. meeting points etc.) and any Health and Safety Procedures (Dangerous equipment, First aid etc.)
- o Ensure that all children are treated with respect and dignity and are treated as individuals and

offered equality of opportunities

- o Ensure that children are supervised appropriately by their carers, parents, teachers
- o Ensure all Festival volunteers coming into close contact with a child are appropriately DBS checked, following Gov.UK DBS Eligibility Guidance 2022
- o Ensure that all volunteers assisting in the festival are aware of their conduct around children.

Photography

The Festival may appoint a photographer, designated by a badge, or allow a Press photographer to attend. Photographs during the Festival will only be used for publicity purposes connected with the Festival.

Parents / carers who object to children being photographed while taking part should remind the festival on the day

Audio and Visual Recording

Other than the official photographer, and in order to comply with safeguarding regulations, the use of all audio or visual recording equipment at any time during the Festival is strictly forbidden.

If stewards see anyone, other than the official photographer using phones or other equipment for visual or audio recording, they must ask them to stop immediately. If assistance is needed, stewards should inform the Chief Steward. Persons in possession of audio or visual recording equipment may be refused admission.

Suspicion of Abuse

If any volunteer sees or suspects abuse of a child, this must be immediately made known to the Chief Steward or Child Protection Officer.

Disclosure of Abuse

It is important that all volunteers are aware of protocols regarding a disclosure of abuse. This is highlighted and shared with the stewards through this document prior to the festival. If a child tells a volunteer that he/she or another child / young person is being abused, it is important that stewards: -

1. Always stop and listen straight away, show that we take their allegations seriously.
2. Make the Chief Steward or Child Protection Officer aware immediately.
3. Never speak to the child in isolation, but remove to a more private area with the Chief Steward or Child Protection Officer.
4. Let the Chief Steward lead the proceedings, but support as necessary. [If possible, take notes]
5. Encourage the child to talk, but do not ask leading questions, interrupt or ask the child to repeat themselves.
6. It cannot be promised that what is said will be kept confidential or secret — explain that if something of concern is said that you will only tell the people who need to know and can help.
7. Record what you have been told accurately and as soon as possible. Use the child's own words.
8. Make a note of the time, location, who was present and of the child's demeanour.

Handling Allegations

If a child makes an allegation against a volunteer, town hall member of staff or festival official, it must be reported as a matter of urgency to the chief steward/ individual for child protection, who will refer to Social Care department for Children's Services. If the allegation is against the designated person, then the information should be reported to the chairman.

The alleged perpetrator should not be made aware of the allegation at this point.

In all situations the details of allegation or reported incident must be recorded. Make accurate notes

of time, dates, incident or disclosure, people involved, what was said and done and by whom, action take to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported

The record must be stored securely and shared only with those who need to know.

The festival committee accepts that it has a responsibility to pass on all concerns following a disclosure. It is our duty to think abuse is not impossible, including accusations about a person who is known well and trusted.

Definitions of Child Abuse and Neglect

It must be recognized that, although the time spent at the festival may only be a very short one, all children and young people deserve the same care and vigilance as in any other walk of their life. Therefore, it is important that the areas of abuse and neglect are defined and fully understood in this policy document, with a clear process of actions to be taken. The identification of a physical or mental state of any young person, however, may be impossible for us to judge. Volunteers will be vigilant, and must report any concerns to the child protection officer immediately.

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm.

A child or young person up to the age of 18 years can suffer abuse or neglect and require protection.

Physical Abuse- may involve hitting, shaking, throwing or otherwise causing physical harm to a child.

Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse - persistent emotional ill-treatment of a child such as to cause severe and adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

During the short time spent in the festival, it is not expected that volunteers, committee members or the child protection officer will be able to make such judgements regarding any child or young person. However, should there be any cause for concern; the chief steward will liaise with the child Protection Officer to seek further advice from social care.

This Policy applies to children under the age of 18, and to those vulnerable persons of any age who are identified to the Chief Steward prior to taking part.

Implementation

The Festival will send out this policy to individual entrants and teachers.

In this way, the Festival ensures that everyone who attends is aware of their responsibilities under this policy. In order to provide the highest level of protection during the Festival, parents are responsible for ensuring that all children are accompanied and supervised at all times.

NOTE: The festival must be notified by email in advance if there are special needs which cannot be dealt with by a Parent.

The Mary Wakefield Festival 2025

Relevant Legislation Supporting this Policy: The Children Act 2004; The Police Act 1997; The Data Protection Act 2023; The Human Rights Act 1998; The Equality Act 2010; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000.

Policy Review

Festival organisers will review this Policy after each event.

Last review February 2025

Privacy Policy

The General Data Protection Regulations become law on 25th May 2018. They enforce stricter rules about the holding of information by the Mary Wakefield Festival and the uses to which that information is put.

The Information we hold

The information the Mary Wakefield Festival holds for entrants, parents and teachers is as follows:

Name of entrant

Name of responsible person or teacher

Name, postal address, email address, phone number of entrant or responsible person or teacher

Instrument played and whether the Official Accompanist is required

Fee applicable and date of payment

We hold this information for the purposes of administration of the Festival - acknowledgement of entries, timetabling, notification of venue and timing of classes.

Only the name of the entrant will be shown in the Festival Programme.

By making an entry using the Play and Perform entry system it is assumed that you agree with this policy.

Children aged 13 or over are able to provide their own consent as the lawful basis for processing personal data.

Children have the same rights as adults over their personal data. These include the rights to access their personal data; request rectification; object to processing and have their personal data erased.

A column will be added to the database on which this information is recorded, showing the date when consent was given.

Protection of Information

This information is held on a back-up drive by the Entries Secretary. Entry forms are held for the duration of the Festival and then destroyed.

Your information is held securely and can be accessed only by certain members of the Festival Committee: the Secretary, the Entries Secretary and members of the timetabling group. It will not be communicated to any third party without your permission.

Privacy Notice

The following privacy notice will be included on all emails:

Your information is stored securely, and will be used only for the purposes of the Mary Wakefield Festival.

If at any time you wish to stop receiving these emails, or if your contact details have changed, simply reply to the Secretary, who will make the change, usually within 24 hours.

Procedure for answering access requests

Requests for information held by the Mary Wakefield Festival will be answered within one month, and at no cost to the applicant.