Royal Berkshire Festival of Dance Syllabus 2027

Sunday 14th February - Tuesday 16th February 2027

Venue: Harriet Walter Theatre, Reddam House School, Bearwood Road, Wokingham

Adjudicator: Sarah Williams

Priority Entry for Berkshire schools opens: 12th October 2026

Standard Entry for all schools opens: 19th October 2026

Closing date: 30th November 2026

Executive Committee:

Chair: Ms Nichola Darwin

Organisers: Mrs Charlie Connelly and Mrs Emma Connelly

Treasurer: Mrs Tracy Thomas

Non-Executive Committee: Teachers and their Assistants are automatically members of the (Non-Executive) Committee for the year in which they enter their pupils.

Contact for enquiries: Please e-mail: admin@rbfdance.co.uk

Website: rbfdance.co.uk

Letter from the Chair

Dear Friends and Colleagues,

I am very pleased to invite you to join us for the 2027 Royal Berkshire Festival. Our competition this year will give focus to novice dancers and schools in the local area. Priority entry will be given to Berkshire schools.

The RBF welcomes novices of all ages. This year we will have novice sections for all solos, and a new cup for the highest novice mark, so please enter using the novice section if this is their first, second or third open festival (excluding entry in a novice festival).

Please email the festival if any entrant has an urgent need to avoid a particular date due to an audition, examination or professional work commitments. We cannot guarantee that we'll be able to timetable for these requests, but all will be considered. Holiday dates, courses or other requests will not be considered. The timetable, once scheduled, will not be altered.

Our prestigious Royal Berkshire Senior & Junior Championships will be held during the evening of our final competition day, and we hope that all Berkshire teachers will support this event and encourage their more experienced pupils to enter. Please note the additional entry rules for this, which are shown in the syllabus.

All our stage and administrative staff have DBS checks, and we have registered chaperones and first aiders on site. Please note the Child Protection Policy 2027, which must be brought to the attention of all entrants. By entering, teachers agree on behalf of their pupils to the terms and provisions, and also to uphold the Code of Conduct of the RBF and the AED. The Committee reserves the right to put into place any health and safety procedures deemed necessary for the smooth running of the festival, to keep our competitors, staff and audience safe.

We request that all Teachers do their utmost to ensure that all competitors dance at the festival once entered, other than unavoidable injury or urgent circumstances.

On behalf of the committee, I would like to extend our best wishes to you all, and we look forward to seeing you and your pupils in February.

Nichola Darwin

Interim Chair

Royal Berkshire Festival of Dance – Rules of Entry

ENTRIES

- This competition is for amateurs and students who do not derive the main part of their income from the teaching or performance of dance. Provisional or Full Equity members are not eligible for entry, or students currently in full-time training, unless members of a pre-existing duet, trio, quartet or group.
- Private entries are not permitted, and all dancers must be entered by a dance teacher.
- Entry and payment must be submitted via AED Festival Connect. Entry fees are non-refundable except in exceptional circumstances and only at the committee's discretion, whose decision is final.
- The festival will not accept late or substitute entries made after the closing date. The committee reserves the right to close entries ahead of the closing date once the festival is full.
- Any withdrawals, at any time, must be reported to the festival.
- The festival organisers reserve the right to appoint replacement or additional adjudicators, and to alter, modify or cancel any of the arrangements detailed in the syllabus.
- The adjudicator's decision is final, and no correspondence or discussion regarding any decision can be entered. Any communication with the adjudicator concerning any matter relating to the competition carries the risk of disqualification. Any certificates, medals or trophies are awarded at the discretion of the adjudicator.
- Teachers are responsible for making sure that the rules of the festival and the Child Protection Policy are read by every entrant. Entry to the competition denotes acceptance of these rules.
- All trophies and awards remain the property of the Royal Berkshire Festival, and all awards are made by the adjudicator.
- By accepting a trophy, competitors agree to return the cup clean, undamaged and engraved where appropriate, by the first day of the next festival unless prior arrangements have been made. The cost of the engraving is to be borne by the recipient and is not obligatory.
- If a cup is not returned by this date, alternate arrangements have not been made, or if a cup or trophy is lost or damaged, the committee reserves the right to charge for repair or replacement and to withhold the presentation of further trophies to competitors who have not returned cups or shields.
- The festival will send reminders to schools of their previous trophy winners in good time for the return of trophies to be organised. It is the responsibility of teachers to ensure that all trophies are returned before or on Day 1 of the festival.

ENTRY REQUIREMENTS AND LIMITATIONS

- Detailed genre descriptors for each style of dance have been developed by the AED. Teachers should read these carefully and ensure the work entered fits the published guidelines, which are freely accessible on the AED website.
- The committee reserves the right to combine or divide sections, depending on the number of entries received.
- Competitors may enter once only in solo sections, or twice for each discipline in a duet, trio or group section.
- Teachers may not enter more than two groups per discipline (per size).
- Time limits must not be exceeded and will be checked.
- Pointe work is not allowed for any competitors below the age of 13 yrs (D section), including those younger students dancing in a Senior duet, trio, group, etc.
- Acrobatic dance is prohibited other than in group dances, but gymnastic work will be permitted if combined with a suitable modern dance technique.

- In the musical theatre section, pre-recorded voice, and in the tap sections, pre-recorded tap sounds, may not be included on the recording.
- Fixed tap (single sound) only may be used for tapping. The intentional loosening of taps is not permitted.
- Competitors should be ready to dance 30 mins before the start of their section.
- Competitors will not be permitted to dance out of section, or for a mark, except in exceptional circumstances and at the committee's discretion.
- Competitors must dance in programme order except where a complete change of make-up and hairstyle is involved, and only at the organiser's discretion. Permission must be sought in advance to ensure the smooth running of the timetable.
- Latecomers will be allowed to dance only if time permits, at the discretion of the organiser and will be marked but not placed.
- The timetable may run up to 20 minutes early. Failure to be ready may risk disqualification.

PERFORMANCE REGULATIONS

- The competition does not accept liability for the infringement of copyright, recording or performing rights arising from any performance. Teachers and choreographers must seek permission from the recording companies involved if they wish to use commercial recordings.
- The stage and wings are out of bounds to all, except for festival stewards and competitors about to perform. Exceptions – a teacher or authorised parent may accompany any novice, Pre-junior or A section competitor; hand a competitor a prop during a dance; or accompany competitors with medical conditions (Festival must be informed in advance of this requirement).
- Use of rosin, talc, oil, glitter or any similar substance that may render damage to costumes, or cause the dance floor to become unsafe for performers is prohibited.
- Scenery, sets and staging are not allowed. Props, other than those requiring assembly side stage, are permitted. The weight limit for any prop is 10kg.
- All props are the responsibility of the teacher and are used at their own risk. The RBF will not accept any responsibility for accidents caused by props either on or off stage.
- The festival is unable to provide storage for props, which must be collected promptly after the end of the section. Exceptions – props used in multiple entries by schools and arranged in advance with the organisers.
- Titles, or any synopsis of no more than 30 words, for performances must be submitted on the Festival Connect portal, and when requested in advance, will be spoken by the announcer.
- Music must be uploaded before the start of the festival via Festival Connect, and it is the responsibility of the dance teacher to upload the correct music. All uploaded music can be checked within Festival Connect. The music should be recorded with good reproduction and a reasonable sound level. It is advisable to bring a digital backup in the event of any issues. CDs or tapes are not suitable.
- Re-dances are allowed in Pre-Junior and A classes, for novices, or if there is a technical issue. Re-dances in any other classes are at the discretion of the Adjudicator. Please note that, in these circumstances, written feedback and a mark will be given, only at the discretion of the Adjudicator.

THEATRE REGULATIONS

- Access to dressing rooms is restricted to teachers and one parent per competitor to assist with dressing. Any other persons found in the dressing area will be asked to leave. Please note, men are not allowed in the female changing area under any circumstances. For any male parents or parents accompanying male or non-binary competitors, a family room can be provided. Please contact us in advance to request this.
- Dressing rooms must be kept tidy throughout the day, and the venue's property must be respected at all times. Any possessions left in the dressing rooms are entirely at the owner's risk.
- No person will be allowed into the auditorium while a performance or adjudication is in progress.

- Food and drink (other than water) are not permitted in the auditorium, dressing rooms or backstage.
- Smoking and vaping are prohibited throughout the festival.
- All forms of visual or audio recording of performers are prohibited except by the official photographer appointed by the festival organisers. Anyone contravening this regulation will be expected to demonstrate that the recorded material has been deleted and may be asked to leave. By entering the festival, competitors agree to perform before the authorised photographer.
- Mobile phones must be turned off or in silent mode whilst in the auditorium.
- Children in costume are not allowed in the auditorium, nor front of house in the foyer. All costumes must be fully covered in public areas.
- Audiences should show their appreciation of a performance by clapping. Cheering is not encouraged.
- Running in the theatre is strictly forbidden.

GENERAL REGULATIONS

- Two teachers per school (named in advance), will be permitted into the Theatre free of charge for the duration of the festival. Transfers are not permitted.
- Certificates/comments sheets may only be collected by teachers or their assistants.
- All entrants, their supporters and teachers are expected to conduct themselves suitably, as per the Code of Conduct.
- The festival cannot be held responsible for any injury to competitors or damage to or loss of any personal property or equipment, including costumes.
- The committee has the right to make any regulations or interpret or qualify these rules, or to refuse any entry, as the occasion arises and at its discretion.
- Any dispute which may arise in respect of the rules, or any other matters connected with the festival, will be decided by the organiser, whose decision is final.
- Abusive behaviour, verbal or physical, towards the festival staff will not be tolerated. Anyone behaving in such a manner will be asked to leave. No refund will be given.
- Anyone breaking any of the festival rules may be asked to leave immediately.

Royal Berkshire Festival of Dance – Syllabus 2027

AWARDS: Certificates and medals to be awarded at the adjudicator's discretion:
A gold, silver or bronze medal will be awarded for 1st, 2nd and 3rd place.
A minimum of 80 marks/Commended must be achieved - below 80/ commended, no medal will be awarded.

CERTIFICATES: Certificates will be awarded as follows:

(65 – 69) Developing
(70 – 74) Progressing
(75 – 79) Merit
(80 – 84) Commended
(85 – 89) Honours
(90 – 94) Outstanding
(95+) Exceptional

FEES:	Solos:	£10.50	per dance
2026	Duets:	£8.00	per competitor
	Trios/Quartets:	£8.00	per competitor
	Groups:	£6.00	per competitor
	RBF Championships	£20.00	per competitor

Payments will be made directly through the Festival Connect system.

NOVICES: Novice solo sections should be entered if the entrant is new to festivals in their first, second or third open competition (novice festival entries are not included). The RBF encourages new entrants of all ages to the festival.

SONG: All songs should be musical theatre in origin (not pop songs, nor classical singing), and suitable dance movements may be incorporated into the song, as in a musical theatre performance. The age groups for this section are Junior (10 years and under), Intermediate (14 years and under), and Senior (21 years and under). Solo, duet, trio and quartet song entries will all be accepted.

ROYAL BERKSHIRE CHAMPIONSHIPS: These are intended for the most able pupils, and each carries a cash prize of £150.00 to help further the competitor's dance education. There are additional awards for runners-up (£75.00) and the most memorable second solo in the Junior Championship, showing artistry, musicality and the joy of dance (£100.00).

PEARL NICHOLL AWARD: For students entering full-time training. Teachers may nominate any student who has received an offer of a place in full-time training for the current or following academic year. Nominations must be received in writing before the beginning of the festival.

SECTIONS AND TIME LIMITS 2027 **MAXIMUM TIME**

Ages to be taken on **31st August 2026:**

Solos:	Classical Ballet	pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Modern Ballet	C, D, E & F	2 mins
	Contemporary	C, D, E & F	2 mins
	Character/Narrative	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Global Dance	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Classical Greek	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Lyrical	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Modern/Jazz	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Tap	Pre-Junior, A & B	1 ½ mins
		C, D, E & F	2 mins
	Musical Theatre	Pre-Junior, A & B	2 mins
		C, D, E & F	2 ½ mins
Song:	Junior	(10 years and under)	2 mins
	Inter	(14 years and under)	2 ½ mins
	Senior	(21 years and under)	2 ½mins

SOLO AGE GROUPS:

Ages to be taken on **31st August 2026**:

Pre-Junior:	6 years and under
A:	7 & 8 years
B:	9 & 10 years
C:	11 & 12 years
D:	13 & 14 years
E:	15 &16 years
F:	17 & 18 years

The sections will be divided into separate age groups where there are sufficient entries.

DUETS & TRIOS or QUARTETS: The age of the eldest competitor in a duet, trio, quartet or group will determine the age group.

Ages to be taken on **31st Aug 2026**:

Classical duets, trios and quartets: (to include classical ballet, modern ballet, global dance, character/narrative, classical Greek or contemporary)

Pre-Junior	(7 years and under)	2 ½ minutes
Junior	(10 years and under)	2 ½ minutes
Intermediate	(14 years and under)	2 ½ minutes
Senior	(21 years and under)	2 ½ minutes

Stage duets, trios and quartets: (to include modern/jazz, tap or lyrical)

Pre-Junior	(7 years and under)	2 ½ minutes
Junior	(10 years and under)	2 ½ minutes
Intermediate	(14 years and under)	2 ½ minutes
Senior	(21 years and under)	2 ½ minutes

Musical theatre duets, trios, quartets

Pre-Junior	(7 years and under)	2**½** minutes
Junior	(10 years and under)	2 ½ minutes
Intermediate	(14 years and under)	3 minutes
Senior	(21 years and under)	3 minutes

Song duets, trios, quartets

Intermediate	(14 years and under)	2 ½ minutes
Senior	(21 years and under)	2 ½ minutes

GROUPS

A minimum of **five** dancers are required per group. Groups at this festival **will be split**:

Small groups: 5 to 10 dancers

Large groups: 11 to 30 dancers

Teachers may not enter more than two groups per discipline and size.

Classical: (to include classical ballet, modern ballet, global dance, character/narrative, classical Greek or contemporary)

Junior	(10 years and under)	small groups: 3 minutes	large groups: 4 minutes
Intermediate	(14 years and under)	small groups: 3 minutes	large groups: 4 minutes
Senior	(21 years and under)	small groups: 3 minutes	large groups: 4 minutes

Stage: (to include modern/jazz, tap or lyrical)

Junior	(10 years and under)	small groups: 3 minutes	large groups: 4 minutes
Intermediate	(14 years and under)	small groups: 3 minutes	large groups: 4 minutes
Senior	(21 years and under)	small groups: 3 minutes	large groups: 4 minutes

Musical Theatre:

Junior	(10 years and under)	small groups: 3 ½ minutes	large groups: 4 ½ minutes
Intermediate	(14 years and under)	small groups: 3 ½ minutes	large groups: 4 ½ minutes
Senior	(21 years and under)	small groups: 3 ½ minutes	large groups: 4 ½ minutes

ROYAL BERKSHIRE CHAMPIONSHIPS

The Royal Berkshire Championships, held in the afternoon of the last day of the festival, are open to all candidates taught by a teacher whose main branch is in Berkshire. It is intended for the most able pupils, and each carries a cash prize of £150.00 to help further the competitor's dance education. There are additional awards for runners-up (£75.00) and the most memorable second solo in the Junior Championship, showing artistry, musicality and the joy of dance (£100.00).

All set solos were choreographed by Miss Susan Robinson, a highly gifted, experienced examiner and choreographer, who was a good friend of the festival. These dances are now performed in her memory, after her sad death in 2020. She is greatly missed.

These Championships are intended to show the versatility of the competitor, and the Adjudicator will take the choice of contrasting dance into consideration.

- A set solo in classical ballet is danced, and a contrasting solo in any style is to be performed. This may or may not have been performed at the 2027 festival.
- Juniors (12 and under) and Seniors (18 and under).
- Priority will be given to older entrants.
- Previous Champions are prohibited from re-entering, although a Junior Champion may enter the Senior Championship.
- The standard of the Junior set solos is graded between G4/5/Intermediate Foundation levels and is not intended for dancers in lower grades.
- All entrants must have danced in four regular sections of the festival, of which at least two must be solos, and not more than one may be a group dance.
- All port de bras and some directions are at the discretion of the candidate only, to enable them to work on their preferred side. **THESE ARE THE CHOICE OF THE CANDIDATE AND MAY NOT BE COACHED BY THE TEACHER**. This will be taken into consideration when judging.
- Simple additions to normal practice dress may be worn for the classical solo, and the own choice should be costumed as usual.
- Students identifying as non-binary will be able to enter for either dance in their age group, but the style and the integrity of the pieces must be maintained.

NB: To preserve the integrity and the special nature of the Championships, and not to detract from the choreography, which was paid for by the Royal Berkshire Festival, the committee have made a specific ruling. It is not permitted to use the music or choreography for the (A) Championship pieces, nor the music or choreography for the (B) pieces for any dances during this festival. This ruling applies **only** to the sections of the Royal Berkshire Festival of Dance, and not to other dance festivals. The choreography is copyrighted to the RBFD.

If required, a copy of the original music for the set solos can be obtained from the organiser, which will be sent by email on receipt of entry.

Trophies

FESTIVAL CUP	HIGHEST PRE-JUNIOR MARK OVERALL (Solos, duets, trios and quartets).
JUNIOR BALLET CUP	JUNIOR BALLET SECTIONS ABC
PAMELA BRUCE BALLET CUP	SENIOR BALLET SECTIONS DEF
ALLENOVA AWARD	JUNIOR GLOBAL DANCE SECTIONS ABC
SAMANTHA PLUMMER AWARD	SENIOR GLOBAL DANCE SECTIONS DEF
SUSAN BLAND MEMORIAL TROPHY	JUNIOR CHARACTER/NARRATIVE SECTIONS ABC
GEORGE FORSTER CHARACTER CUP	SENIOR CHARACTER/NARRATIVE SECTIONS DEF
JUNIOR TAP AWARD	JUNIOR TAP SECTIONS ABC
SENIOR TAP AWARD	SENIOR TAP SECTIONS DEF
JUNIOR MODERN CUP	JUNIOR MODERN SECTIONS ABC
MARSDEN-BLACKWELL SHIELD	SENIOR MODERN SECTIONS DEF
JUNIOR MUSICAL THEATRE AWARD	JUNIOR MUSICAL THEATRE/SOLO SONG SECTIONS ABC
SENIOR MUSICAL THEATRE AWARD	SENIOR MUSICAL THEATRE/SOLO SONG SECTIONS DEF
GREEK TROPHY	ALL CLASSICAL GREEK SECTIONS
JOHN CASHIN MEMORIAL TROPHY	ALL LYRICAL SECTIONS
CONTEMPORARY AWARD	ALL CONTEMPORARY SECTIONS
NOVICE CUP	ALL NOVICE SECTIONS
JUNIOR AGGREGATE AWARD (4 SOLOS)	ANY JUNIOR SOLOS - 4 HIGHEST MARKS, MUST HAVE PLACED MINIMUM OF 2. (PRE-JUNIOR, A&B)
LUBREK TROPHY - INTERMEDIATE AGGREGATE AWARD (4 SOLOS)	ANY INTERMEDIATE SOLOS - 4 HIGHEST MARKS, MUST HAVE PLACED MINIMUM OF 2. (C&D)
LARAMAN TROPHY - SENIOR AGGREGATE AWARD (4 SOLOS)	ANY SENIOR SOLOS - 4 HIGHEST MARKS, MUST HAVE PLACED MINIMUM OF 2. (E&F)
HAZEL JACQUES TROPHY	ALL AGES CLASSICAL DUETS
STAGE DUETS AWARD	ALL AGES STAGE DUETS
ROSE CONWAY TROPHY	ALL AGES CLASSICAL TRIOS OR QUARTETS
KELLY-MARIE GIBBS AWARD	ALL AGES STAGE TRIO OR QUARTETS
CLASSICAL GROUP AWARD	ALL AGES CLASSICAL GROUPS
STAGE GROUP AWARD	ALL AGES STAGE GROUPS
JANICE FULLMAN AWARD	ADJUDICATOR'S CHOICE: MOST PROMISING DANCER ALL AGES
LOUISE SARA TROPHY	ADJUDICATOR'S CHOICE: MUSICALITY
PEARL NICHOLL AWARD	ADJUDICATOR'S CHOICE: TRAINING AWARD (£100.00)
FRANK FREEMAN AWARD	ADJUDICATOR'S CHOICE: TEACHER'S CHOREOGRAPHY
SUSAN ROBINSON MEMORIAL AWARD	ADJUDICATOR'S CHOICE: JUNIOR CHAMPIONSHIP SECOND SOLO for interpretation, musicality, artistry and an expressive performance (£100.00)
COMMITTEE CUP	JUNIOR RBF CHAMPIONSHIP (£150.00)
Runner-up Trophy	RUNNER UP: JUNIOR RBF CHAMPIONSHIP (£75.00)
CHAIRMAN'S CUP	SENIOR RBF CHAMPIONSHIP (£150.00)
Runner-up Trophy	RUNNER UP: SENIOR RBF CHAMPIONSHIP (£75.00)

Child Protection Policy implemented from **January 2027**

Teachers should indicate that they have read and understood the Child Protection Policy 2027, and that they will bring this to the attention of all parents/guardians and students attending the festival.

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 festival staff and volunteers have a responsibility to report concerns. Throughout this policy, where "children" are referred to, this also includes members of other vulnerable groups. The RBF has adopted this Child Protection Policy in consultation with the British and International Federation of Festivals, to whom we are affiliated, and to whom we look for our adjudicators. The Policy is designed to create a partnership between parents, teachers and festival staff to provide a safe environment during the festival.

1. PURPOSE AND FUNCTION OF THE ORGANISATION

The Royal Berkshire Festival of Dance offers a friendly, competitive platform for amateur dance performances, together with a professional, artistic assessment by a specialist adjudicator.

2. THE FESTIVAL ENVIRONMENT: PERFORMANCE AND CHANGING AREAS

2.1 The RBF expects parents/guardians/carers to be responsible for ensuring that all performers under 18, and other vulnerable adults, always have adequate supervision in dressing rooms, corridors and front of house areas, including the public toilets. All supporters under the age of 18 must also be under the care of a responsible adult, and arrangements must be made by their parents/guardians/carers to ensure their safety.

2.2 No child is permitted to use any areas outside the theatre for ball games or other play purposes. The area outside the theatre is designated for emergency vehicles only. All Fire Exits must always be kept clear. Smoking is prohibited in all areas. This, and other relevant information, will be announced at each session and appear in the programme.

2.3 Separate male and female areas are provided for changing, to allow privacy. The Organiser must be informed if a father/male carer wishes to dress a female competitor, and separate facilities can be provided.

2.4 Once in the wings of the stage, all performers will be supervised by the staff of the RBF. No unauthorised adults will be permitted into the wings during performances. Rosin, talcum powder, glitter and other substances are not permitted on the dance floor for safety reasons.

3.1 This policy applies to all competitors under the age of 18, and to any vulnerable adult who has been identified to the Organiser. Where parents/guardians/carers are not personally attending their children, whether dancing or watching, the RBF requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.

3.2 Where problems or concerns are expressed by children or adults, these will be dealt with sympathetically. The Organiser will make notes as soon as possible after any incident and retain these, confidentially and securely, for future reference. The Chairman will decide what is the appropriate action to be taken, and will seek advice from appropriate agencies, including the British and International Federation of Festivals. Guidelines in confidentiality will be observed, and all decisions will be documented and dated.

3.3 The Committee reserves the right to put into place any health and safety procedures deemed necessary for the smooth running of the festival. Further information will be sent to entering teachers before the festival if circumstances dictate the need for this, and will be updated, if required by the regulations current

at the time.

3. TO WHOM DOES THIS POLICY APPLY?

3.1 This policy applies to all competitors under the age of 18, and to any vulnerable adult who has been identified to the Organiser. Where parents/guardians/carers are not personally attending their children, whether dancing or watching, the RBF requires them to be satisfied that their children will be accompanied to the festival and adequately supervised by responsible adults acting on their behalf.

3.2 Where problems or concerns are expressed by children or adults, these will be dealt with sympathetically. The Organiser will make notes as soon as possible after any incident and retain these, confidentially and securely, for future reference. The Chairman will decide what the appropriate action to be taken is, and will seek advice from appropriate agencies, including the British and International Federation of Festivals. Guidelines on confidentiality will be observed, and all decisions will be documented and dated.

4. FESTIVAL PERSONNEL

All festival personnel are volunteers, known to the Organiser, considered to be suitable for their role, and are aware of the Child Protection Policy procedures. They can be identified by their badges and can be approached to offer appropriate assistance and support in any situation. At least three members of staff at any session have current CRB checks and Chaperone's licences.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

All teachers will be provided with a copy of the Child Protection Policy of the RBF with their entry confirmation. They are responsible for ensuring that all parents are given this policy and made aware of the regulations of the festival, as stated in the syllabus. Entries will be returned from any teacher who fails to bring this Policy to the attention of the parents/carers of entrants.

6. PHOTOGRAPHY AND RECORDING

Any public photography, filming, mobile phone, tape, video or other electronic **recording is strictly prohibited during any performance** to protect the teacher's copyright and to safeguard the dancers' welfare. The Organiser reserves the right to confiscate any recording equipment if this rule has been breached until the session has ended. Any teacher wishing to record their own choreography may only do this under supervision, from the control box, with the permission of the Organiser.

7. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Children's 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 Courts Services Act 2000; The Children Act 2004.

8. POLICY REVIEW

The RBF committee will regularly review this policy, together with its Risk Assessment document. These will be improved and enhanced as necessary, in line with legislation and good working practice, under the advisement and support of the British & International Federation of Festivals (as appropriate); this body will, in turn, look to other agencies for instruction on good practice, most notably the NSPCC and the Arts Council of England policy guidelines.

CHILD PROTECTION OFFICER: Charlie Connelly, 36 Tone Valley Lane, Didcot, OX11 6LF

Royal Berkshire Festival of Dance Code of Conduct

The Royal Berkshire Festival is organised entirely by dedicated volunteers who generously contribute their time to make the event possible. Our aim is to provide a well-run, high-quality competition that is enjoyable and rewarding for all participants.

We are committed to fostering a spirit of healthy competition and, as such, we expect all performers, educators, parents, and audience members to demonstrate respect, kindness, and courteous behaviour towards others always.

We respectfully ask that your school support these values and take proactive steps to ensure that everyone associated with your group is fully informed of and adheres to this Code of Conduct.

The Royal Berkshire Festival enforces a strict zero-tolerance policy regarding any form of abuse. Any behaviour or language deemed offensive, distressing, or harassing will not be accepted under any circumstances. Should a person or school fail to comply with this standard, the festival reserves the right to remove them from the event without notice.