



MUSIC FOR YOUTH PROMS

ROYAL ALBERT HALL, LONDON
27 & 28 NOVEMBER 2024

CREATIVE PROJECT KEY INFORMATION

Congratulations and welcome to the Music for Youth Proms! On 27th and 28th November, 3000 young musicians from across the UK will come together to perform in one of the most prestigious youth music concerts at the world's most famous concert halls. The Music for Youth Proms is an incredible showcase of young people's music and a once in a lifetime experience.

The information below is designed to help you plan your visit to the Music for Youth Proms and provides an overview of how each day will run. Detailed information and timings for the day will be sent with your final information.

1. INFORMATION ABOUT YOUR GROUP

We will have received everything we need from you with regards to your group as part of your application but if this has changed or you are no longer able to take up this opportunity, please email programmes@mfy.org.uk as soon as possible to ensure we can accommodate your request/offer your place to another group.

2. OVERVIEW DAY SCHEDULE

Below is an overview schedule of how each day of the Music for Youth Proms is put together. A more detailed and personalised schedule will be sent to you with your final information, but the below will give you a sense of what to expect in the meantime.

- c.12:00** Creative Project participants start to arrive
- 13:20** Full rehearsal for Creative Project
- 16:00** Creative Project participant tea break (all groups must leave the RAH)
- 17:45** Creative Project participants return to their seats
- 18:15** RAH Doors open to public
- 19:00** Concert begins
- 21:30** Concert ends

3. THE DAY EXPLAINED

We will send further information to you with your precise schedule in October. This will tell you when to arrive, where your performance position will be and so on. In the meantime, below are certain elements of the day explained.

3a. DRESSING ROOM

Due to the amount of young people at the venue we do not have space for dressing rooms for Creative Project participants. All participants should come dressed ready for the performance. We will ensure there is space for instrument case storage where required.

3b. REHEARSAL

The Creative Project rehearsal will include lighting, stage and sound engineers working with us to help prepare for the evening performance.

The way we have programmed the concert means some parts of the performance will run straight from one group into another with no presenter link. There will be time to rehearse these links and cues on the day to make sure that performers are confident with these.

4. TICKETS

Tickets are now on sale at royalalberthall.co.uk or by calling the Royal Albert Hall box office on **020 7589 8212**.

Music for Youth will make arrangements for all performers, conductors and designated adult helpers to watch the concert from your performance location so there is no need to buy tickets for them. **If your group has any access requirements, please get in touch asap so that we can ensure all your needs are met.**

5. OFFICIAL PROMS PROGRAMME & PHOTOS

Official Proms souvenir programmes will be on-sale at the Royal Albert Hall on both nights of the Proms and information about your group will feature in the programme. The programme will also be available to pre-order and buy online as a digital PDF. We will share more details soon.

Splaat Photo will be taking professional photographs of all performances across both evenings, and these will be available to buy online after the event.

6. NOVEMBER EXAMS

We are aware that the Music for Youth Proms falls in a period where schools may be having exams. Please find out whether this will affect any members of your group and contact us by phone if you think it will cause you any problems.

7. TRAVEL, ACCOMMODATION & WELFARE

TRAVEL

Directions to the Royal Albert Hall can be found at [Getting Here | Royal Albert Hall — Royal Albert Hall](#)

Please instruct coaches to drop off at your designated coach stop (to be confirmed in your Final Information). These will all be situated near the Royal Albert Hall.

Please note that Music for Youth does not have any parking reserved at the Royal Albert Hall. Once your coach has dropped you off the driver will need to arrange parking away from the venue.

Similarly, at the end of the concert, please instruct coaches to pick your group up from your designated coach stop (to be confirmed in your Final Information) to ensure traffic flow and young people's safety.

ACCOMMODATION

There are often large events taking place in London around the time of the Music for Youth Proms. If you plan to book accommodation, we suggest you organise this as early as possible. Music for Youth is unable to recommend a specific company, however you may find these useful:

Study Experiences

www.studyexperiences.co.uk | 020 8335 4455

Rayburn Tours

www.rayburntours.co.uk | 01332 347828

Youth Hostel Accommodation

www.yha.org.uk

8. HEALTH AND SAFETY

RECORDED MEDIA CONSENT

There will be an official photographer as well as press photographers at the event. **You can give or decline consent for recorded images of your group to be taken at the Music for Youth Proms.** If this information has changed since you made your application, please contact Music for Youth to discuss it.

RISK ASSESSMENT

We will provide you with a risk assessment for the event and other health and safety documents nearer the time, such as a Key Contact Sheet and a Fire Evacuation policy.

Music for Youth has a safeguarding and child protection policy created in partnership with the NSPCC. Please ensure you read it and pass it on to other adult helpers and any parents who wish to see it. It can be downloaded from [here](#).

CHILD PERFORMANCE LICENSING

Performances by children of statutory school age (16 and under) are governed by The Children and Young Persons Acts 1933 and 1963. As of February 2015, the government passed updated regulations around child performances – the Children (Performances and Activities) (England) Regulations 2014.

MFY holds a Body of Persons Approval from the Secretary of State for Education for all events MFY events in our 2023 season. We also negotiate protocols with Child Safeguarding Teams (host Local Authorities) which must be adhered to by all group leaders or relevant personnel responsible for bringing young people of statutory school age to MFY performance events.

1. All group leaders must compile the REQUIRED INFORMATION listed below, for each child in their group (per group). We have put together a proforma to assist you in compiling this data. This will double up as your Fire Register, required by MFY for all groups (see FINAL INFORMATION document from MFY) on arrival at your venue. The

REQUIRED INFORMATION must be brought to the MFY event you are taking part in and should be available for inspection if requested.

2. All group leaders should bring with them the SUPPORTING DOCUMENTATION from schools, as listed below.

The legislation affects all children and young people (CYP) who are of compulsory school age who are performing during school hours. A young person is considered not of compulsory school age after the last Friday in June that they reach their 16th birthday.

REQUIRED INFORMATION

(for each child 16 yrs and under who are still of compulsory school age):

- NAME
- AGE
- SCHOOL NAME - plus SCHOOL TYPE (maintained/academy/free/independent)
- Whether, depending on their school type, they have either:
 - 1) AUTHORISED ABSENCE (because they attend an Academy, an Independent School or a Free School), or
 - 2) PERMISSION to take part as the activity is CODED AS CODE B (because school considers it an approved off-site educational School Activity, or
 - 3) a PERFORMANCE LICENCE – (because they do not fit into 1 or 2)

In support of the above, group leaders must bring the following with them:

Either

- Letters from head teacher(s)/school(s) to authorise absence for listed CYP (for non-maintained schools), *or*
- Letters from headteacher(s)/school(s) to confirm that the CYP listed are coded as code B (i.e. that their performance is an approved off-site educational activity, and therefore they are not classified as 'absent' from school), *or*
- Relevant performance licence(s).

IMPORTANT

1. We anticipate that local authorities will not require the information to be sent to them in advance, on the condition that it is available for spot inspections at the event.

2. It is the responsibility of group leaders to compile this information. Local authorities reserve the right to prevent a group from performing if, upon inspection, they are not able to produce the Required Information.

Chaperoning

Written parental consent will be required for any CYP to be out of sight of chaperones, copies of which should also be available for inspection at the event if required.

Group leaders should reference the legislation [The Children (Performance and Activities) (England) Regulations 2014] regarding quotas for chaperoning/supervision (12:1).

Please note: if you are in Northern Ireland or Scotland the previous Children (Performances) Regulations 1968 still apply.

HELPFUL INFORMATION

Music for Youth is working hard to lessen the administrative burden implied by the revised regulations. To assist you, please go to [Education Groups - Performance Licensing | Music for Youth \(mfy.org.uk\)](https://mfy.org.uk) for all relevant documents, relevant government legislation, all DfE guidance and the REQUIRED INFORMATION proforma.

If you would like some advice on this, please get in touch.