



# MUSIC FOR YOUTH NATIONAL FESTIVAL, BIRMINGHAM

## PARTICIPANTS' HEALTH & SAFETY INFORMATION 2023

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It is very important that all young people attending the National Festival are safe for the duration of their trip. We therefore ask that you read the following in preparation for your trip.

### RESPONSIBILITIES OF GROUP LEADERS

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The children and young people who participate in the Music for Youth National Festival are the sole responsibility of those responsible adults designated as Group Leaders or adult helpers (aged 18 and over). Group Leaders are required to confirm this responsibility online. If you are unsure of what these responsibilities are and what procedures should be undertaken for this event, please contact your Local Education Authority.

Music for Youth has a risk assessment for the National Festival. This will be provided four weeks before the event with your Final Information. If you would like a copy sooner, please let us know.

If it is necessary for a child to arrive separately from the group at an event, they must be accompanied by an adult (e.g. parent/guardian) until they are united with the main group. Music for Youth cannot be responsible for children who arrive at an event unaccompanied or are dropped off by parents and are subsequently unaccompanied in the venue because no adult group leader is present.

### CHILDREN AGED 16 AND UNDER – CHILD LICENSING

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As a group leader of young people, you will likely be aware that in 2014 the legislation changed regarding Performance Licensing. It is of course important therefore, that as a national youth music organisation, Music for Youth complies with this legislation.

We have put together specific guidance regarding your responsibilities as group leaders.

It is essential that you read this and ensure you comply with all the requirements before attending an event. Remember to bring all documentation concerning your young people and accompanying adults, as well as letters of authorisation from head teachers.

We have devised a special form for this purpose, which doubles as your Fire Register, which is required from us when you perform. You should use this form for all data about your group, whether or not the licensing applies to them, and read over the guidance on sheet 2 for instructions about young people under 16, whom this affects. Please also note that when inputting the date of birth or age of students, the form will automatically calculate whether the licensing legislation applies to them.

We would recommend printing your form on A3 paper so it's easily referenced when at the event.

Remember: All group leaders must carry all required documentation with them at all times during the event.

This includes:

[Participant List and Fire Register](#)

[BOPA Chaperone List](#)

[Head Teacher Letter of Authorisation - Template](#)

Without these, the local authority reserves the right to prevent groups from performing.

For more information, please visit our website [here](#).

### CHILD PROTECTION POLICY

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It is vital that you read, understand and sign up to adhere by Music for Youth's Safeguarding and Child Protection Policy. Click [here](#) to view the policy and please make sure that any parents/helpers/carers are informed of it.

### RECORDED MEDIA CONSENT

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Music for Youth will promote its activity through recorded media taken from its events. This material will contain images of children that have participated in Music for Youth events.

The interests and the welfare of children taking part in Music for Youth activities are paramount and therefore Music for Youth has put in place various safeguarding procedures. These safeguards will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources, media publications, on the internet and elsewhere.

Music for Youth will seek permission from parents/guardians of children via the designated responsible adult Group Leaders to televise, record or photograph the performance(s) of all children performing with a group by the use of any medium during the Music for Youth Programme of Events.

If you haven't already consented, our Recorded Media Consent Policy is available online [here](#). Please ensure you read it and also pass it on to the parents/carers. When completing your information online you will be asked to accept or decline in advance of you performing at the National Festival.

If the circumstances of your group's Recorded Media Consent status have changed since the Regional Festival performance, please inform Music for Youth.

## FIRST AID

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The venues will have first aid provision at the National Festival. Please contact a member of Music for Youth or venue staff on the day if you require first aid assistance.

## FOUND CHILD

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The Participants' Reception desk in each venue is the Music for Youth Found Child point.

- If an adult or child comes to this point needing help to be re-united, Music for Youth staff will write down the name of the child.
- If the child is with the Music for Youth member of staff and they know where their group is then they will organise for a supervising adult from that group to come to the meeting point, write down the name of the adult and make sure they can tell Music for Youth the name of the child.
- Where it is not known where the group is, announcements will be made in the hall/auditorium asking a supervising adult from the group to come to the meeting point, but the

announcement will not say you there is a found child, or the child's name.

If a supervising adult from a group comes to the meeting point needing help being re-united with a child from the group, the name of the child will be written down along with the group and the adult. Contact numbers for both parties, where possible, will be obtained and the adult will be asked to stay at the meeting point. Other supervising adults from the group will be asked to search the venue for the child. All Music for Youth/venue staff will be made aware that the child is being looked for and told the group's name and the child's name if safe to do so. If it appears that the child is no longer in the venue and cannot be found the supervising adult with the group should phone the parents to establish whether they may have collected the child from the venue themselves. If the parents cannot be reached or have not collected the child then the supervising adult with the group should contact the police.

## SECURITY

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We advise you never to leave any valuables unattended as warm up rooms are not continually supervised. Wherever possible, do not bring valuables at all.

Please remember that many of our venues, including warm up areas, are open to the public or staff/students of the venue.

It is important that any equipment, including coats and bags, are not left obstructing any entrance/exit doors, especially fire exits as this could cause a fire hazard. Please ensure they do not block gangways/stairs.

## FIRE/EVACUATION

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Please familiarise yourself with the venue's fire evacuation procedure on arrival at the National Festival.

## SPECIAL EFFECTS

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Please do not bring special effects such as pyrotechnics and naked flames as it is not possible to risk assess for these in advance.

If your performance involves the use of props, please ensure that they have been fire proofed.

## ELECTRICAL & HEAVY EQUIPMENT

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Any electrical equipment you bring must have been subject to a current portable appliance testing (PAT) regime and be suitably marked as such.

Please bring enough staff to lift heavy instruments safely and ensure they are properly transported.

## ON STAGE

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Please be aware that there may be cables and equipment on stage and ensure that your performers move around this area with care and do not run. Your group is responsible for your equipment on the day.

## REFRESHMENTS

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There are cafes in the venues where you will be able to buy refreshments, and water is available backstage, please ensure you bring a reusable bottle with you.

## TRAFFIC

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The drop off for Symphony Hall is on Cambridge Street. There will be venue traffic officers co-ordinating vehicle movements.

Due to the significant construction work taking place in this area we recommend that you drop off at Symphony Hall and walk to Town Hall where possible.

For the most up-to-date parking information about Town Hall Symphony Hall please visit

[Your visit | B:Music \(bmusic.co.uk\)](https://www.bmusic.co.uk)

The drop off for the CBSO Centre is on Berkley Street.

Please take the utmost care when arriving and departing from the National Festival, especially around the construction site areas.

All vehicles for all venues must move on immediately once they have unloaded in order to avoid any obstruction and coach drivers/companies MUST arrange their own parking. Music for Youth cannot take responsibility for this.