



## MUSIC FOR YOUTH PROMS

27-28 November 2024

Royal Albert Hall, London

### HEALTH AND SAFETY INFORMATION

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It is very important to Music for Youth that all young people attending the Music for Youth (MFY) Proms are safe for the duration of their trip.

We therefore ask that you read the following in preparation for your trip.

#### **Responsibility of Group Leaders**

The children and young people who participate in the MFY Proms are the sole responsibility of those responsible adults designated as Group Leaders or adult helpers (aged 18 and over). 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 MFY Prom which you can download from the MFY Proms 2024 [participants page](#). The Royal Albert Hall also has Risk Assessments, if you would like a copy of this, please let us know.

If it is necessary for a child to arrive at the Royal Albert Hall separately from the group, they must be accompanied by an adult (eg. parent/guardian) until they are united with the main group. MFY cannot be responsible for children who are unaccompanied because no adult group leader is present.

#### **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 in the current 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 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 MFY approved guidance 2018
- 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://www.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 call MFY and ask to speak to Kate Gardner, Director of Programmes.

#### Safeguarding and Child Protection Policy

It is vital that you read and understand Music for Youth's Safeguarding and Child Protection Policy. You can download the policy from your Final Information document - please make sure that any parents/helpers/carers are informed of it.

#### Recorded Media Consent

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 MFY events. In particular, at the MFY Prom, small sections of rehearsals and the evening concert will be recorded for use on our social media.

The interests and the welfare of children taking part in Music for Youth activities are paramount and therefore MFY 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.

MFY will seek permission from parents/guardians of children via the designated responsible group leader 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 have previously given consent but now have a problem, please contact Music for Youth on 020 8106 5825.

## Security

There are security staff at the Royal Albert Hall to ensure the safety of our young people but we still advise you never to leave any valuables unattended, even in dressing rooms, and wherever possible not to bring valuables at all.

Entrance to the backstage area will only be granted to MFY and Royal Albert Hall staff and contractors upon having signed in at Stage Door and to participants, group leaders, and adult helpers on having signed in at Door 1 and been given a backstage MFY Prom badge and wristband. **Parents coming to watch in the evening that have not been helpers with your group during the day will not have access to backstage areas.**

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 keep instruments with you at all times and ensure they do not block gangways/stairs.

## First Aid

There are trained medics at the MFY Proms. They will be able to help with any medical or first aid problems on the day. Please ask a steward or member of MFY staff on the day if you require medical assistance.

## Allergies/Medication

If anyone in your group has any medical issues or suffers from severe allergic reactions, please inform MFY in advance so we can make the medical staff at the venue aware in advance of the day. Please make sure anyone taking regular medication brings it with them on the day.

## Adverse weather conditions

All of the MFY Prom is based inside, however on arrival at the venue you may need to wait outside whilst MFY staff are dealing with a proceeding group. There are covered walkways the whole way around the buildings, so in the case that it is raining, please wait under cover until the group before you have been registered.

## Fire/Evacuation

You are required to supply an accurate list of **all** members of your group including **all** adult helpers when you enter the Royal Albert Hall. These lists will be referred to if it is necessary to evacuate the building to ensure that everyone has been brought out. It is crucial that it is accurate. See link to Fire Evacuation procedure in the Final Information pdf.

At the MFY Proms the Royal Albert Hall will brief you on evacuation procedures at the venue. This will happen at the Production Meeting at 12.30 on the day. Please make sure that an adult representative from the group is present at this and that they then disseminate this information to the rest of the group's adult helpers.

If your performance involves the use of props, it is **very important** that these props are **flame resistant**. The RAH state that all materials must achieve Class 1 retardancy to surface spread of flame. Please contact Music for Youth for advice on how to fireproof your props. The RAH Fire Officer may check your props on the day by trying to set fire to them, be warned!

## Electrical & Heavy Equipment

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. For very large equipment there are special areas backstage to store things. Please check with a member of stage crew where you should put large equipment.

## Special Effects

Special effects such as pyrotechnics, use of water, naked flame, and gun replicas require a very detailed risk assessment. Therefore these special effects **should not** be used as part of your performance as MFY will not have been able to risk assess them prior to the event. If your performance relies heavily upon any special effects, please contact Kate Gardner at Music for Youth to discuss this.

## On Stage

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

For performers on the Rostrum Stage and catwalk please take care as there are no handrails.

Please ensure that children do NOT have bare feet on stage. The RAH stage is painted frequently for different shows and although it is swept regularly, shards of paint may be on the stage floor which is dangerous for bare feet.

#### **Vehicle Movement**

Please be aware that there are busy roads around the venue, so please be very careful on your approach to the venue. If you are asked to unload via the loading bay, this area is controlled by a member of RAH staff – please follow their instructions.

There is no parking available at the venue, coaches will need to organise their own parking in London coach parks.

We advise groups when leaving at the end of the evening to ask coaches to pick up from your designated coach drop off/pick zone (see final information document). Large numbers of coaches in the small roads immediately around the Royal Albert Hall can cause a hazard to the audience and participants leaving the building.

#### **Refreshments**

There is a café at door 12 in the venue. There are water coolers backstage and a small number of vending machines. Other than this the nearest cafes and shops are by South Kensington tube station, which is a 10-minute walk from the Hall.