



RUISLIP – NORTHWOOD FESTIVAL ASSOCIATION

SIXTY EIGHTH ANNUAL FESTIVAL

SATURDAY 5th APRIL – THURSDAY 10th APRIL 2025

FESTIVAL GUIDE – DANCE SECTION

Welcome

Welcome all to Ruislip-Northwood Dance Festival. With a few weeks to go we just wanted to give you some information on the festival. If you have any further questions, then please ask your dance school contact to get in touch with us.

Location

Venue: Hewens College, Hewens Road, Hayes, UB4 8JP.

Parking: 2 car parks - next to the dance studio or at the main entrance. Additional parking on the roads around the school.

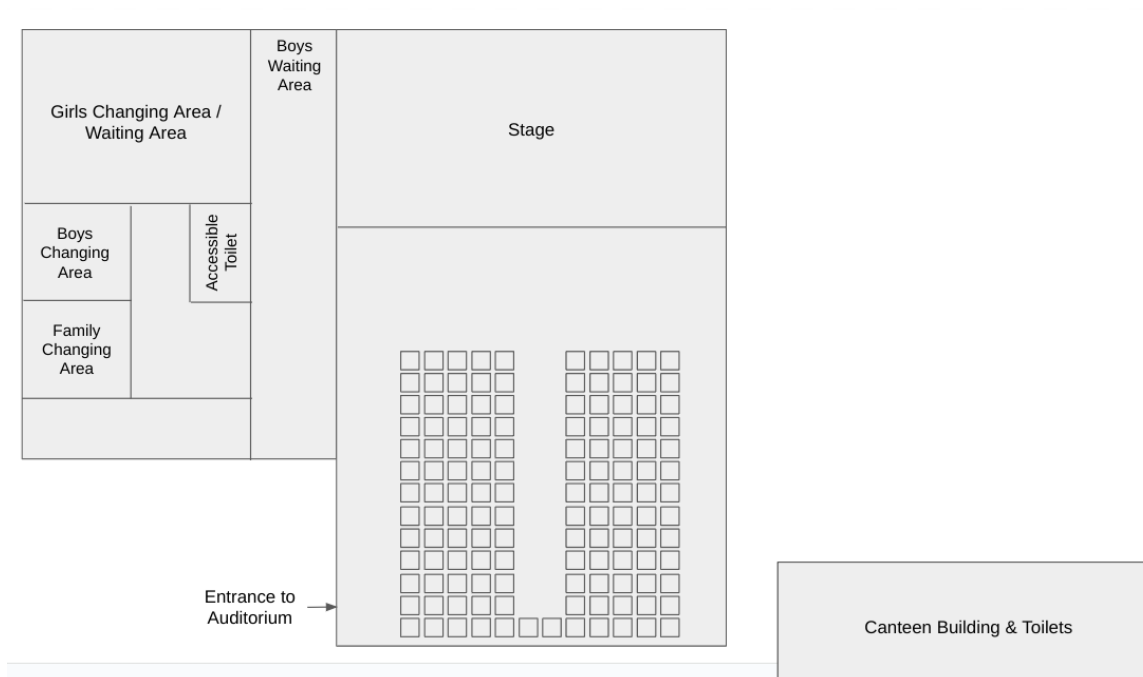
Please note we are in a London Ultra Low Emission Zone. Please consider this when travelling to the festival. Further details can be found at <https://tfl.gov.uk/modes/driving/ultra-low-emission-zone>



Dance Studio: Access to auditorium, stage and changing areas.

Canteen Building: Ticket desk, registration, canteen, certificates and DE Photos

All other areas are out of bounds.



Child Protection & Safeguarding Policy

In line with our performance licence conditions, we are to provide all guardians and teachers with a copy of our policy. It is a requirement that all dancers follow the policy. This policy is attached at the end of this Festival Guide.

Festival Day

Access to the site every day is from 8:30am and the first dance will start at 9am

Upon arrival all dancers **must sign in** at the main desk located in the canteen. This is also where tickets are purchased. This is crucial for a smooth running of the festival so please ensure this is done.

Upon registration performers will be asked if they are fit and well to dance – if a child is taken unwell during the festival they will not be permitted to perform.

The female changing area is located in the main gym and there are also separate male and family changing areas. Changing tents will be provided in the gym and these **MUST** be used whenever a child is getting into and out of costume. Please ensure the tents are used sensibly. There is no separate practice area but the gym can be used. Tap shoes to be covered in the gym so that they do not mark the floor. **Males are not permitted to enter the female changing area at any time.**

There is a seated waiting area within the gym for the next section and one of the festival volunteers will register the dancers. Once registered the dancer must remain in the area. There is a separate male waiting area just outside the gym. Our performers licence states that we will chaperone dancers from the waiting area until after their section is completed. **Parents/guardians are responsible for chaperoning their children at all other times and children will not be permitted in the auditorium, canteen or changing rooms without a guardian.**



Tickets can be purchased from the desk in the canteen as either one session, two sessions or all day. The ticket desk takes cash or card. Programmes, group medals and lanyards can also be purchased. Adults can wait in the canteen area.

The canteen is available throughout the day. Main meals are available as well as sandwiches and snacks. **The canteen only takes cash.** Please note that allergen information is available for all food sold.

Dancers will be taken backstage via the side of the stage at an appropriate time before their section. **We can run up to 45 minutes early** so please ensure that your dancer is ready. We will run in the order stated in the programme. Please note that we cannot take additional dancers on the day, even if there are no shows due to the system we are using.

The stage and backstage area are out of bounds to all except authorised persons and entrants about to perform. Authorised persons include one assistant from each school who may accompany children under 7 years of age and older performers for the sole purpose of wardrobe or props.

Any props should be brought backstage by the dancer and removed after the section as there is no place to store the props. The AED rules for size and weight of props will be followed.

Access to the auditorium for parents is via outside so please ensure that you have coats etc in case of bad weather. To ensure the smooth running of the festival, access to the auditorium is only after adjudication. This means that you will need to remain in the auditorium for the whole section. No food or drink (except water) is allowed within the auditorium. The auditorium is small so please ensure that you use all seats available.

Music has already been submitted digitally by your dance school. There will be no means of playing CDs at the festival. Please ensure that you have a digital version on your phone in case of any issues with the music that has been supplied. If when you check in, an issue is identified with the music then please send the digital music to rndance@yahoo.com stating the date and time of the section, section id, dancer number and name.

The stage has no wings. A curtain can be used for groups – please see group section.



DE Photos will be on site taking photos of all the dancers (unless you requested otherwise during the registration process). If you do not wish for photos to be taken of your dancer, then please notify the main desk in the canteen in plenty of time. Photos will be available to purchase after the section. **Filming/photography by unauthorised personnel is strictly prohibited for safeguarding reasons and no photos/videos are to be taken in the auditorium other than by the DE photographer.**

Report sheets will be provided and can be found in the folders in the canteen area. Please note that for larger sections it can take some time for the report sheets to come out so please be patient. Certificates will be available the following day through Festival Connect.

There is strictly NO SMOKING/VAPING on site.

First Aid

We have 2 trained first aiders on site at all times throughout the festival. In an event where a first aider is needed please ask any of the volunteers and we will get a First Aider to you.

Volunteers

At Ruislip Northwood festival we have an amazing group of volunteers who take time out of off work to help us run the festival. We are extremely lucky to have their help so please ensure everyone is treated respectfully.

We pride ourselves on being an all inclusive, friendly festival so please be respectful to everyone around you.

Ballethoo

The Ballethoo will take place on the final day. Winners from the E or F sections (15 to 21 years) who achieve a qualifying mark will be invited to take part. The adjudicator will make the final decision as to who to invite. The dance festival reserves the right to invite those in second place or the winners of D sections (13 and 14 years) should spaces be available.

Groups

In line with a number of festivals we are requesting that every group should be accompanied backstage by a chaperone – 1 chaperone for small groups and 2 for large groups. The chaperone must be over 18 and either have an enhanced DBS or a full chaperone licence. Details do not need to be provided ahead of the festival but please ensure they bring an electronic or paper copy of the DBS or licence with them on the day.

Marking Scheme

We will be following the BIFF performance grades introduced in 2024 and as this is an AED qualifying festival we will following the AED qualifying marks/bands. Please note that at this festival we will not be providing marks, only bands. If the dance has qualified then this will be shown on the report sheet. Please see below for a reminder of the bands.

PERFORMANCE GRADES

Mark Equivalent	Performance Category	Description of performance
95+	Exceptional	A superlative performance, displaying exceptional artistic individuality
90-94	Outstanding	An impressive performance technically and artistically, displaying spontaneity & clear individuality.
85-89	Honours	An excellent performance, demonstrating fluent technical and artistic skills with emerging individuality
80-84	Commended	A convincing performance technically & artistically, with increasing stylistic & communication skills.
75-79	Merit	A competent performance, showing some artistic awareness and/or technical ability
70-74	Progressing	A performance showing development of technique and/or communication and commitment

AED QUALIFYING MARKS/BANDS

	Class	Age on 31 st August 2024	Qualifying Mark	Qualifying Band
Solo Sections	Pre-Junior	6 & under	84	Commended
	Class A	7 & 8 years	84	Commended
	Class B	9 & 10 years	85	Honours
	Class C	11 & 12 years	86	Honours
	Class D	13 & 14 years	86	Honours
	Class E	15 to 16 years	87	Honours
	Class F	17 to 21 years	87	Honours
Duets, Trios, Quartets	Pre-Junior	7 years & under	84	Commended
	Junior	10 years & under	85	Honours
	Intermediate	14 years & under	86	Honours
	Senior	21 years & under	87	Honours
Groups	Junior	10 years & under	84	Commended
	Intermediate	14 years & under	86	Honours
	Senior	21 years & under	87	Honours

Trophies

Trophies must be returned on the **first day of the festival**, cleaned and in a good condition. Winners of last years trophies are shown below. As per our syllabus, if a trophy is not returned then the cost of replacement will need to be paid by the dance school.

CUP NAME	AGE GROUP	WINNER
Sarah Palmer Cup	6 yrs & Under Classical Solo	Sienna McGuire – IGN
Mr and Mrs High Cup	6 yrs & Under Stage Solo	Lily Golebiowska - MAN
Rafique Memorial Trophy	Junior Ballet Solo	Lucia Thomas – GSD
Montanaro Cup	Senior Ballet Solo	Isabella McGarrity – GSD
Joan Westray Cup	Junior Narrative Solo	Lucia Thomas - GSD
Amanda Fryer Award*	Senior Narrative Solo	Elin Eischenberger – ELV
Mrs A. Howe	Junior Global Dance Solo	Holly Ridley – ALL
Ruislip-Northwood Gazette Cup	Senior Global Dance Solo	Alexia Richardson – ATS
Cynthia Carr Greek Cup	Junior Classical Greek Solo	Mia Newton - ELV
Mrs U. Green Cup	Senior Classical Greek Solo	Isabel Boddington - ELV
Brenda Westray Cup	Junior Musical Theatre Solo	Annie Bourke - TDS
Joy and Norman Fryer Cup	Senior Musical Theatre Solo	Holly Ashpole – ELV
Olga Webb Cup	Junior Jazz/Modern Solo	Isla Gie – IGN
Susan and Wendy Shave Cup	Senior Jazz/Modern Solo	Kristen-Leigh Petit - IGN
Gill Hodgson Memorial Cup	Lyrical Jazz/Modern Solo	Kristen-Leigh Petit - IGN
Brenda Westray Cup	Junior Tap Solo	Mia Raggio - IGN
Sharon and Brenda Reed Cup	Senior Tap Solo	Amelie Appleby - IGN
Karen Blackburn Cup	Contemporary Solo	Kristen-Leigh Petit - IGN
Dance Partners Trophy x 2	Junior Classical Duet	Willow Crabtree & Caliese Gardner – LCH
Catherine Becque & Ann Sholem Cup	Senior Classical Duet	Kimara-Mai Petit & Kristen-Leigh Petit - IGN
Joanne Lafford & Vanessa Gray Cup x 2	Junior Stage Duet	Kimara-Mai Petit & Eva Burt - IGN
Marsden-Blackwell Cup	Senior Stage Duet	Grace Chiotis & Kristen-Leigh Petit IGN
Lyn Mabey Memorial Shield x 2	Junior Tap Duet	Ricky Martin-Jones & Jessica Rihanna Mocanu - MAN
Maureen Law Cup	Senior Tap Duet	Amelie Appleby & Darcy Burt - IGN
Lorna Clark Cup	Classical Trios/Quartets	Lola Cimino, Grace Dowling & Victoria Strelnikova – MAN
Lucie Sellwood Plate	Junior Stage Trios/Quartets	Eva Burt, Mia Raggio, Kimara-Mai Petit & Ana Papodopoulos – IGN
Sellwood Trio Cups	Senior Stage Trios/Quartets	Amelie Appleby, Darcy Burt, Coral Ellis & Mia-Rose Boyne – IGN
Valerie Lee Trophy	Junior Classical Group	Graham School of Dance & Theatre Arts
Miss Eve St. Maur-Hill Trophy	Senior Classical Group	Maria Anderson School of Dance & Drama
Joan Westray Cup	Junior Stage Group	Maria Anderson School of Dance & Drama
Sharon High Cup	Senior Stage Group	Maria Anderson School of Dance & Drama
Alison Campbell & Sandra High Award	Choreography	Lila Evans-Titre MAN
Joan Westray Award	Most promising Tap Performance	Willow Crabtree - LCH
Clare Brockwell Trophy	Most Entertaining Performance	Hero Meyer & Rocco Cavaliere - ATS
Karine Anderson Trophy	Most Promising Junior Dancer	Eva Zakirov - MAN
Leslie Hicks Memorial Trophy	Most Promising Senior Dancer	George Rich - TDS
Peggy Burnside Cup	Best All-Round Dancer	Amelie Appleby - IGN
Tanya Allen Endeavour Award		Lila Evans-Titre - MAN
Barr-e-to's Trophy	School Trophy	Ignite Dance Company - IGN
Ballethoo Winner	Ballethoo Finalists	Amelia Appleby - IGN

We hope you have a wonderful festival. If you have any questions during the festival, then please just ask a volunteer (we will be easy to spot in our green t-shirts). If you have any issues or concerns, please ask any volunteer to contact Kandi and I will come and find you as soon as I can.

Thanks and good luck to everyone taking part
Kandi

**Please join our Facebook page for updates throughout the festival:
Ruislip - Northwood Festival**



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CHILD PROTECTION & SAFEGUARDING POLICY

IMPLEMENTED: February 2025

ANNUAL REVIEW DUE: February 2026

SAFEGUARDING OFFICER: Brenda Reed, 0208 422 1145

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, responded to swiftly and appropriately and all of the Festival's organisers/volunteers have a responsibility to report concerns. We recognise our responsibility to safeguard the welfare of all children, young people, and members of vulnerable groups by a commitment to recommend best practice which protects them.

THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS CHILD PROTECTION POLICY **(ADOPTED BY RUISLIP-NORTHWOOD DANCE FESTIVAL)**

This policy applies to our Board of Trustees, Adjudicator members, volunteers, students, or anyone working on behalf of the Federation and our member Festivals.

We recognise that:

The welfare of the child/young person is paramount

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who participate in our festivals, including the children of festival members
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

We will seek to safeguard children and young people by:

- Valuing them, listening to, and respecting them
- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers



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- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and safe working practice with children, parents, staff, and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support, and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

RUISLIP-NORTHWOOD DANCE FESTIVAL **SAFEGUARDING POLICY**

Guardians are reminded that the safety of young people and vulnerable adults, together with their belongings, remains their responsibility during the festival.

When attending the festival, guardians must ensure that children and vulnerable adults are adequately supervised by themselves or by another responsible adult acting on their behalf e.g. a teacher. Festival volunteers are not able to undertake this task. Changing areas, toilets and the canteen area are not supervised, and children should not be allowed to stray into areas designated as out of bounds.

1. PURPOSE AND FUNCTION OF ORGANISATION

The object and purpose of Ruislip-Northwood Dance Festival is to assist in the education of children and young people in the art of dance and all of its branches. To this end Ruislip-Northwood Dance Festival holds an annual competitive festival. A professional adjudicator, recommended by The British & International Federation of Festivals, adjudicates Ruislip-Northwood Dance Festival

2. THE FESTIVAL ENVIRONMENT

The festival is a Charity run by organisers and volunteers and informs and involves parents, carers, guardians, and teachers in partnership to ensure a safe environment at the venue. We do this by ensuring that all participants receive a copy of this policy. The Safeguarding policy is available in the syllabus, in the programme and on the website. The festival hires the facilities and the venue is not running the event.



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3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to all children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the festival organisers by guardians and / or teachers prior to their arrival at the festival. This should be done by contacting the Safeguarding Officer. Contact details can be found at the top of the policy. Our festival actively seeks to meet all needs but must know specific needs beforehand in order to identify what support we are able to offer.

4. RUISLIP-NORTHWOOD DANCE FESTIVAL PERSONNEL

Where Festival Personnel will be supervising children or in one-to-one contact with children at our Festival, they are required to undertake disclosure through the Disclosure Barring Service (DBS) or obtain a volunteer chaperone license (which includes the DBS) prior to the start of the festival.

Those disclosures will be processed either through the umbrella body which supports our Festival (The British & International Federation of Festivals) or through the appropriate local council. We ensure that all volunteers working at the festival submit contact details, which we hold on file and keep to hand during the festival.

At the Festival there will always be an organiser available on the premises to answer any queries or deal with any issues. This information is provided beforehand in our Festival Guide which is sent to all participating dance schools, displayed on our website and posted on our Facebook page.

All Festival Personnel will be identified by wearing the Ruislip-Northwood Festival t-shirt or a badge which shows their name. In case of a problem, anyone wearing a t-shirt or badge may be approached at any time and if not able to deal with the problem themselves, will direct adults or children to the organiser. All problems will be dealt with discretely, documented and dated. All festival personnel will be signed in and signed out of the venue on a daily basis and we will keep a copy of this register to hand during the festival.

All those who assist in running the festival are volunteers; they are recruited upon recommendation by those who manage the festival, or the umbrella body which supports our festival (The British & International Federation of Festivals), as professional people and/or supporters of the festival with good character. All festival volunteers and helpers are familiar with this policy.

On arrival dancers sign in to the dancing they will be performing that day with a festival volunteer. Dancers are not allowed to be left alone anywhere on the premises without a guardian being present. Ruislip-Northwood Festival provide a licensed chaperone for when the dancer is backstage only, at all other times they are the responsibility of the guardian.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

This Policy is sent to all dance schools within the Festival Guide before the festival starts. The dance schools are to respond confirming that this has been distributed to all dancers attending the festival. Unless an email is received confirming this, then the festival will inform the school that they can no longer attend the festival.



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This ensures that guardians and teachers become partners with the festival in implementing this policy. A guardian or teacher must accompany and supervise all entrants under 18. This policy is also included in the syllabus and programme, along with a hard copy being available with the festival organiser at the venue.

6. PERFORMANCE, CHANGING AND COMMON AREAS

Designated changing areas will be provided, but these, along with public areas, will not be supervised by festival volunteers and must be supervised by the adults accompanying the participants. Guardians and teachers should be aware that the only areas of the venue solely supervised by festival volunteers are backstage, side of stage and performing areas during performances.

In all other areas of the venue (including, but not limited to, the dressing rooms, toilets, auditorium, corridors, canteen etc) guardians and teachers are reminded that the safety and belongings of young people are their responsibility during the festival. There will always be a Ruislip-Northwood Dance Festival volunteer at the side of the stage who will be a registered chaperone and therefore able to act as chaperone to competitors when in that area. A guardian will only be allowed backstage with dancers under the age of 7, should the dancer wish them to be. They will be introduced to the Festival volunteer and advised on where they can be located to ensure the safety of the dancers.

7. PHOTOGRAPHS, FILMING AND PRESS PHOTOGRAPHY

The taking of photographs or videos in the auditorium by members of the audience is strictly prohibited. An appropriate official photographer may be available throughout the festival to take photos of competitors.

Please note that any use of the photographer remains the responsibility of guardians, and where guardians do not wish for photos to be taken, it is the responsibility of the guardian to ensure the child or vulnerable person is not included in said photographs. It is not festival policy to take mobile phones from dancers or stop them using these to take photographs or videos, but guardians are asked to ensure that mobile phones are used responsibly and to ensure that their use does not cause disruption in the backstage area. The taking of photographs on any device is strictly prohibited in any dressing rooms and toilets.

8. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Rehabilitation of Offenders Act 1974
The Children Act 1989
The Police Act 1997
The Data Protection Act 2018
The Human Rights Act 1998
The Protection of Children Act 1999
The Criminal Justice and Court Services Act 2000
The Children Act 2004
The Safeguarding Vulnerable Groups Act 2006



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9. DATA PROTECTION

The festival is GDPR compliant and follows the latest regulations for the safe management, sharing and storage of all data collected from each entrant, customer, helper, or volunteer.

10. POLICY REVIEW

The organisers will review this policy annually, revising and enhancing it as necessary. In doing this, they will look to The British & International Federation of Festivals for support and that body, in turn will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

This policy was last reviewed on:

Name: *BRENDA MYRA REED*

Signed: *Bu Reed*

Date: *23.2.25.*