

Redlands Eisteddfod Inc., Speech & Drama
Venue: Redlands Performing Arts Centre Hall, Middle Street, Cleveland.

REDLANDS Eisteddfod Inc.,

SPEECH & DRAMA SCHEDULE

2017



Closing Dates for Entries	
Dance	Last week in April 2017 Contact Julie Petersen
Music	Friday 31 st March 2017
Speech & Drama	7 th August 2017
SEQA&CC	Tba Contact Duchesne Barry

www.redlandseisteddfod.com.au TO DOWNLOAD SCHEDULES AND PROGRAMMES.

Encouraging Today's Youth!

Redlands Eisteddfod Inc.
P.O. BOX 5435. Alexandra Hills. Q. 4161

PATRON : Carolyn Santagiuliana

PRESIDENT: Duchesne Barry Phone Mobile 0407034978
VICE PRESIDENT: Julie Petersen Phone Mobile 0447761881
TREASURER: Jennifer Hoskins Phone (07) 3821 0656 Fax (07) 3821 0660
SECRETARY: Andrew Collis Phone (07) 3207 6810

DISCIPLINE CONVENORS

DANCE: Convenor Julie Petersen 044-776-1881
 Assistant: Tenielle Jennings (07) 3824 6801

MUSIC: Convenor Duchesne Barry 040-703-4978
 Assistants: Peter Crane 041-964-1620

SPEECH & DRAMA Convenor Barbara Gordon (07) 3409 2373 /0412543668
 Assistant: Bruce Gordon (07) 3409 2373

S & D Email brubar1@bigpond.com

Program

we will

Approximate Dates	
Music	Solos Duos, Trios, 28 th May till 4 th June 2017 Small & Large groups 23 rd July till 2 nd August 2017
Dance	Solos – 26 th June to July 2017 Groups – 6 th till 9 th July 2017 Contact Julie Petersen Convenor. 044 776 1881
Speech & Drama	Monday 28 th August till Friday 1st September 2017 Contact Barbara Gordon 0412 543 668
South East Qld. Aria & Concerto Competition	Contact Duchesne Barry 040-703-4978

VENUE FOR ALL PERFORMANCES – RPAC HALL, MIDDLE ST. CLEVELAND. (OPP POLICE STATION.)

Audience Entry. \$6.00 adults. \$4.00 pensioners and children under 14 years of age.

ADJUDICATOR FOR GENERAL DRAMA COMPETITION.

BEVERLEY WOOD, LTCL. ATCL. Trinity College.

Beverley Wood is an extremely experienced Speech and Drama Teacher, Adjudicator and Actress.

She has been employed by the **ABC** as a radio actress in "Drama for Schools" and was a freelance actress in "voice over" for commercial radio.

She has taught speech and drama at a number of Brisbane private secondary schools, and continued teaching speech and drama at her private home studio in Kenmore for many years.

Over the past 30 years, Beverley has adjudicated at more than **50 Eisteddfodau** throughout Queensland and Northern NSW.

Beverley was President of the (then) Speech and Drama Teacher's Association of QLD In 1992-3 during that period was the Speech and Drama Representative on the AMEB (Qld.) Management Committee.

She has been active in live theatre all her adult life and wherever possible continues to perform in at least one play a year to this day.

ADJUDICATOR FOR BOTH PUBLIC SPEAKING AND IMPROMPTU SPEAKING.

MELISSA WEBSTER LTCL-ATCL Trinity College.

Melissa has been actively involved in all areas of the performing arts since **early** childhood and she prides herself as being the **most qualified and experienced** Speech and Drama teacher in Queensland. Her formal Speech and Drama (voice) training commenced in her early teens and Melissa now holds the following qualifications:

- **Bachelor of Education** (Secondary Drama) Griffith University
- **LTCL** Licentiate Trinity College London (Performance)
- **ASDA** Teaching Diploma – Australian Music Examination Board (Speech & Drama)
- **ASCA** Teaching Diploma - Australian Speech Communication Association
- **ATCL** Speech and Drama Teachers Diploma – Trinity College London
- **GSMD** Certificate in Solo Acting – Guildhall School of Music and Drama in London

Eager to continue to enhance her qualifications, in 2014 Melissa completed her ASCA Teaching Diploma and in 2016 completed her Licentiate in Performance with Trinity College, London. Melissa is an active member of CSPT the Communication, Speech and Performance Teachers Association of Queensland and has been a member for over two decades.

Melissa has taught in studios and classrooms for 27 years. Melissa has directed many large scale productions with casts of up to 150 performers from ages five and up.

Melissa has often been called upon to adjudicate and judge performing arts festivals. In 2015, Melissa was the official Adjudicator for the Bundaberg Eisteddfod, one the largest Speech and Drama Eisteddfods in Queensland. In 2016 Melissa adjudicated The Ipswich Eisteddfod and in 2017 Melissa will be adjudicating The Maryborough Eisteddfod the largest Eisteddfod on the Fraser Coast.

Let's Talk Kids was set up by Melissa in 2004 and has a first class reputation in the Speech and Drama arena. Many LTK students continue into the arts after finishing school. Past students are currently enjoying careers on stage, television and in teaching.

Melissa teaches every week in primary schools, with the most current qualifications and over two decades of teaching and adjudicating experience – she is well skilled in her craft. Melissa has grown up and resides in the Redlands. She is honoured to adjudicate in her hometown.

General Rules and Conditions for the Redlands Eisteddfod Inc

1. All competitions are open only to amateurs (a person who is not teaching, conducting classes, training students, or performing full time on a professional basis.)
2. The committee reserves the right to make a determination regarding the eligibility of specific entrants whose circumstances constitute a "borderline situation." Determination by the committee will be final and no further discussion will be entered into.
3. Competitors may compete in their age group and / or older or open age group.
4. Age of competitor is **AS AT JANUARY 1**, in the year of participation in the Redlands Eisteddfod.
5. Late entries are accepted **ONLY UP UNTIL 1 WEEK** after the official closing date at **Double Fee**.
6. No competitor may appear more than once in a section. (exception being WHEN partner not available.)
7. All competitors are required to report to the session coordinator prior to the commencement of the session.
8. The committee reserves the right to alter or amend the programme in any way and at any time;
9. The committee reserves the right to – refuse entry, cancel any entries, refund entry fees (**for special reasons to be supplied by the person making the entry**), or cancel any event where entries are insufficient to continue with that particular section.
10. In "own choice" items a clear copy free of any annotations must be furnished on the day of the competition for use by the adjudicator. The copy is to be marked with **section number and competitor number** on the top right hand side of the page. Items may not be used more than once by the same person.
11. The committee reserves the right to appoint a substitute adjudicator (if for some reason, either personal or impersonal, the need may arise.)
12. In all duo sections, the names of both partners must be stated on the entry form, but one partner not already appearing in this age group may be substituted. Convenor must be notified for approval at an early stage.
13. **Protests must be made in writing** and lodged with the Convenor or other responsible committee member within one hour of the completion of the relevant section, accompanied by a fee of \$10. **Please do not approach the adjudicator.** This will be refunded if the protest is upheld. Any protest or objection of a technical nature shall be referred to a protest committee for settlement, and its decision will be final and accepted without further question. A protest will only be accepted from a competitor, the competitor's teacher or competitor's parent.
14. **Please note: all competitors take part in the Eisteddfod at their own risk. The Redlands Eisteddfod Inc accepts NO responsibility for any accidents/injury to any persons associated with the Eisteddfod, either as a Competitor, Volunteer, or member of the General Public, at any time.**
15. **NO LATE ENTRIES WILL BE ADDED TO THE OFFICIAL PROGRAMME AFTER THE CLOSING DATE FOR ENTRIES EXCEPT IN THE CASE OF COMMITTEE ERROR .IF PARTNER DOES NOT APPEAR FOR DUO POEM/LOGUE , THOUGH OTHER PERSON (MAY HAVE ALREADY PERFORMED - THEY CAN FILL IN FOR ONE ONLY OTHER PERFORMANCE**
16. Unless for reasons approved by the Convenor or committee, personal communication with, or representations to, the adjudicator during the Eisteddfod is strictly prohibited. This applies equally to competitors, teachers, parents, friends, spectators at the Eisteddfod, or other interested parties. The committee will consider disqualification of any competitor involved in a breach of this rule.
17. In the interest of fairness, **performers who have been a pupil of the adjudicator during a period of 6 months prior to the Eisteddfod are not eligible to compete.**
18. No person shall be permitted to enter or leave the hall whilst any performance is in progress, or whilst adjudication is taking place. As this may cause a disturbance for the competitors.
19. There is no minimum time limit. **Maximum time limits, where stated, will be enforced.**
20. Props must be kept to a minimum to avoid delays between items.
21. Private videotaping by persons associated with the performer is permitted with approval of the Convenor/s. Other competitors' performances are not permitted to be videotaped, and could result in disqualification of the competitor associated with the offender. Dance is excluded – see "**Special Conditions of Entry – Dance Section.**" No still photography during performance.
22. **MOBILE PHONES MUST BE SWITCHED OFF UPON ENTRY TO THE HALL.**
23. A high standard of decorum is expected from all participants and spectators. Unseemly / unsportsmanlike behaviour or inappropriate attire is contrary to the spirit of the Eisteddfod regimen and may result in the disqualification of the competitor.
24. The adjudicator reserves the right to terminate a competitor's performance at any time for whatever reason. The adjudicator may exercise discretion to withhold one or more prizes in any section of the Eisteddfod.
25. Competitors, teachers and parents must vacate backstage immediately after the performance.

AWARDS.

Most Outstanding Performer of the entire Eisteddfod, this covers the three (3) disciplines Overall

- **Most Outstanding Performer (Overall Speech & Drama only) The Redland Eisteddfod Trophy plus \$200 Cash for both Junior and Senior Winners - Junior is up to and including 12 years of age. Senior will be from age 13 years of age and over. Both Overall Public Speaker and Impromptu Speaker. \$100 Cash - Redlands Eisteddfod Inc. Most Outstanding Character Performance \$50. Redlands Eisteddfod Inc.,**

- Public Speaking 1st place \$25 + trophy.for, Snr, \$15 + trophy Inter & \$15 + trophy Jnr Medals for 2nd and 3rd place.
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- Impromptu Speaking 1st place \$25 + trophy.for, Snr,\$15 + trophy Inter & \$15 + trophy Jnr Medals for 2nd and 3rd place..
- Overall Public Speaker \$100 + trophy –Donated by The Redlands Eisteddfod Inc
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- Overall Impromptu Speaker \$100 + trophy Donated by The Redlands Eisteddfod Inc.
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- Most Outstanding Character Perf. \$50 plus trophy Donated by The Redlands Eisteddfod Inc.,
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- Encouragement Award 12 yrs Book- Communication,Speech & Performance Teachers Inc.
- Forum Communicators: \$25. Public Speaking. \$25 Impromptu Speaking.

WE WOULD APPRECIATE DONATIONS (BOOKS, MONEY OR PRIZES) A RECEIPT WILL BE ISSUED DONATIONS OF \$2 AND OVER ARE TAX DEDUCTABLE.

HONOUR CERTIFICATES WILL BE AVAILABLE IN THE VESTIBULE FOR 50C. ON ATTAINING 80 POINTS OR MORE

MINIMUM CANTEEN FACILITIES WILL BE AVAILABLE. IE. TEA COFFEE, BISCUITS,

Programmes will not be posted out this year and will be free of charge on our website.which is www.redlandseisteddfod.com.au or we will email upon request.

**ENTRY FEES FOR ALL SECTIONS - . SOLO \$ 6:00,
DUO POETRY \$3.50 EACH COMPETITOR.,
DUOLOGUE \$3.50 EACH COMPETITOR.
GROUPS \$15.00**

(SPEECH AND DRAMA SECTION RULES AND CONDITIONS)

- A copy of all chosen pieces must be handed to the collator on the day of the performance upon arrival. (These will be placed in a folder **without** the name, but must include section number and place in section written at the top of the piece).
- **Time limits will be strictly adhered to in Public Speaking.** All public speaking performances must cease at the sound of the second bell. A penalty may occur if ignored.
- **Time limit must be adhered to with Impromptu Speaking (1 minute only)** –A bell at 45 seconds
- Please be mindful of choice of pieces in all speech and drama sections. **Words or subject matter that may prove offensive, will not be tolerated and competitors may face disqualification.**
- In duo sections, names of both performers must be stated on the entry form. The Speech and Drama Committee must approve any other changes at a later stage.
- Props must be kept to a bare minimum to avoid unnecessary delays between items.
- **Fees will not be refunded after closing date for entries.**
- **No entry will be accepted on the day. (Except under exceptional circumstances.)**
- Copy of **'Memorise Own Poem'** must be in to Speech & Drama, Discipline. The Redlands Eisteddfod Inc., One week prior to performance.
- Competitors cannot perform outside their age group if there is a section for their age. If there is no section for their age they can perform in the next highest age group only. (Or the open)
- Junior will be up to and including 12 years of age. .Senior will be 13 years and up.
- Whilst the speech and Drama Convenor will make every effort to work with competitor, schools and teachers in placing sections to suit, we must point out that we cannot always accommodate everybody. The Convenors' decision will be final.

Schools and Studios - Please Note (A.B.N. 12 959 468)

Programmes will not be posted out this year and will be free of charge on our website which is www.redlandseisteddfod.com.au or we will email upon request.

IMPORTANT INFORMATION
FOR SPEECH AND DRAMA ENTRIES
PAYMENT FOR ENTRIES 2017

This year you will be able to pay for your entries by electronic funds transfer (E.F.T.) or direct deposit. Cheques and money orders (payable to The Redlands Eisteddfod Inc) are still acceptable.

PLEASE NOTE – A COPY OF THE FUNDS TRANSFER/DEPOSIT MUST BE ATTACHED TO YOUR ENTRY FORM WITH PERFORMANCE PIECE/S. (POEM, CHARACTER, ETC.,) TO BE EMAILED TO OUR SPEECH AND DRAMA CONVENOR:-
brubar1@bigpond.com

PAYMENT DETAILS:-

BANK - BANK OF QLD
B.S.B. - 124-077
A/C NO - 10515944
REFERENCE - SPEECH – (Competitors name)
(Please note – Speech and competitors name must be the reference)

AGE AS AT 1ST JANUARY 2017

(e.g. even if the child turns 12yrs at the end of January they must still be entered as eleven (11) years.)

SECTIONS.

SECTION	SECTION NAME	5 YEARS & UNDER	TIME
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These sections 1st, 2nd and 3rd will receive medals.

1	Nursery Rhyme Poem (in costume if wished.)		1 min
2	Australian Verse (own choice,) (costume If wished))		1 min
3	Duologue or Duo poem (costume allowed + props) (own choice)		1 min
4.	Character Recital (own choice) in costume (Minimal Props allowed.)		3 min

SECTION	SECTION NAME	6 & 7 YEARS	MAX	TIME
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These sections 1st, 2nd and 3rd will receive medals.

6	Australian Verse (Humorous) (in costume if wished.)			2 mins
7	Duo Poetry Speaking (own choice) (costume allowed, if desired)			2 mins
8	Verse (Humorous)			2 mins
9	Verse (Non-Humorous) (Own choice)			2 mins
10	Duologue in costume (Own Choice) (Minimal Props allowed)			2 mins
11	Prepared Prose Reading (own choice)			2 mins
12	Character Recital (own choice) in costume (Minimal Props allowed.)			2 mins
13	Play Acting group.(Any Number in group) (,Poetry,Music,Mime,Improvisation ,Sound effects) (Name of group)		up to	4 min

SECTION	SECTION NAME	8 & 9 YEARS	MAX	TIME
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These sections 1st, 2nd and 3rd will receive medals.

14	Australian Verse (own choice, must have Australian theme, not necessarily written by an Australian)			2 mins
15	Duo poetry speaking (own choice)) (costume allowed, if desired			2 mins
16	Duologue (own choice, in costume.)			3 mins
17	Verse (Humorous) (own choice)			2 mins
18	Verse (Non-Humorous) (own choice)			2 mins
19	Character recital (own choice) in costume			3 mins
20	Prepared Prose (own choice)			2 mins
21	Impromptu reading (text chosen by adjudicator)			1.5 min
22	Make Em' Laugh (<i>Riddles, Jokes or Gags</i>)(own choice)			2 mins
23	Storytelling (no costume) (props allowed)			2 mins
24	Present own Memorised poem (Copy to Convenor 1 week prior to performance.)			2 mins
25	Dramatic Interpretation (Group)(any number in group)(,Poetry,Music,Mime,Improvisation ,) Sound effects (name of group)		Maximum time	6 mins

HONOUR CERTIFICATES FOR 50C EA WILL BE SOLD FOR THOSE ATTAINING 80 POINTS OR MORE AT THE COLLECTION POINT FOR PIECES PERFORMED ALONG WITH RESULTS IN THE LOBBY.

AGE AS AT 1ST JANUARY 2017

(e.g. even if the child turns 12yrs at the end of January they must still be entered as eleven (11) years.)

SECTION	SECTION NAME	10 - 12 years	TIME
These sections 1st, 2nd and 3rd will receive medals.			
26	Australian Verse (own choice, must have Australian theme, not necessarily written by an Australian)	2 mins	
27	Duo poetry speaking (own choice)) (costume allowed, if desired		2 mins
28	Verse (Humorous) (Own Choice)		2 mins
29	Verse (Non-Humorous) (Own choice)		2 mins
30	Duologue (own choice) in costume		3 mins
31	Prep Mime (solo, own choice, costume optional)		2 mins
32	Storytelling (props allowed)		3 mins
33	Character recital (own choice) in costume (props allowed)		3 mins
34	Improvisation (solo, subject chosen by adjudicator)		1. 5 mins
35	Improvisation (any number in group) subject chosen by adjudicator		1. 5mins
36	Impromptu reading (text chosen by adjudicator)		1. 5 mins
37	Prepared Prose (own choice)		2 mins
38	Make Em' Laugh (<i>Riddles, Jokes or Gags</i>)(own choice)		2 mins
39	Write and present own Memorised poem (Copy to Convenor 1 week prior to performance.)		2 mins
40	Dramatic Interpretation (Group)(any number in group),Poetry,Music,Mime,Improvisation ,(Sound effects) (name of group)		8 mins

SECTION	SECTION NAME	13 & 14 YEARS	TIME
These sections 1st, 2nd and 3rd will receive medals.			
41	Australian Verse (own choice, must have Aust. theme, not necessarily written by an Australian)	2 mins	
42	Duo poetry speaking (own choice) (costume allowed, if desired (no props)		2 mins
43	Verse (Humorous) (own choice)		2 mins
44	Verse (Non Humorous) (own choice)		2 mins
45	Duologue (own choice) in costume (props permitted)		4 mins
46	Prepared Mime (solo) (own choice) costume optional		2 mins
47	Storytelling (no costume) (props allowed)		3 mins
48	Character recital (own choice) in costume (small number only of props permitted)		3 mins
49	Improvisation solo (subject chosen by adjudicator)		1. 5 mins
50	Improvisation (group) any number in group (subject chosen by adjudicator)		1. 5 mins
51	Prepared Prose (own choice)		2 mins
52	Impromptu reading (text chosen by adjudicator)		1. 5 mins
53	Dramatic Interpretation (Group)(any number in group),Poetry,Music,Mime,Improvisation ,Sound effects) (name of group)		8 mins
54	Write and present own Memorised poem (Copy to Convenor 1 week prior to performance.)	2 mins	
55	Make Em' Laugh (<i>Riddles, Jokes or Gags</i>)(own choice)		2 mins

AGE AS AT 1ST JANUARY 2017

(e.g. even if the child turns 12yrs at the end of January they must still be entered as eleven (11) years.)

SECTION	SECTION NAME	15 YEARS & OVER (OPEN)	TIME
These sections 1st, 2nd and 3rd will receive medals.			
56	Australian Verse (own choice, must have Australian theme, not necessarily written by an Australian)	3 mins	
57	Duo poetry speaking (own choice)		2 mins
58	Duologue (own choice) in costume. (props permitted)		4 mins
59	Prepared Mime (solo) (own choice) costume optional		2 mins
60	Storytelling (no costume) (props allowed)		3 mins
61	Character recital (own choice) in costume (props permitted)		3 mins
62	Verse (Humorous) (own choice)		3 mins
63	Verse (Non-Humorous) (own choice)		3 mins
64	Improvisation solo (subject chosen by adjudicator)		2 mins
65	Improvisation (group) any number in group (subject chosen by adjudicator)		2 mins
66	Prepared Prose (own choice)		2 mins
67	Impromptu reading (text chosen by adjudicator)		2 mins
68	Dramatic interpretation any number. in group (poetry, music, sound effects costume, mime, improvisation) (name group)		8 mins
69	Write and present own Memorised poem (Copy to Convenor 1 week prior to performance.)	2 mins	
70	Make Em' Laugh (<i>Riddles, Jokes or Gags</i>)(own choice) either solo or group		2 mins

OSCAR WILDE PREPARED READINGS from either PLAYS, STORIES OR POETRY **TIME**
A trophy for 1st place. Medals for 2nd and 3rd place.

73	Prepared reading (own choice)	12 yrs & under	2 mins
74	Prepared reading (own choice)	13, & 14 yrs	3 mins
75	Prepared reading.(own choice)	15 yrs & over	3 mins..

PUBLIC SPEAKING – Prepared Speech.

(UNOBTRUSIVE PALM CARDS ARE PERMITTED) ENTRY FEE \$6. (See entry form)

- **1st place \$25 + trophy.for, Snr, Inter & Jnr . 2nd & 3rd. place Medals**

76	(own choice, warning bell at 2 mins)	12 yrs & under	3 mins
77	(own choice, warning bell at 4 mins)	13, & 14 yrs	5 mins
78	(own choice, warning bell at 7 mins)	15 yrs & over	8 mins

IMPROMPTU SPEAKING – Adjudicator choice

1 Minute, ENTRY FEE \$6 (See entry form)

- **1st place \$25 + trophy.for, Snr, Inter & Jnr . 2nd & 3rd. place Medals**

79	(warning bell at 45 seconds)	12 yrs & under	1 min
80	(warning bell at 45 seconds)	13, & 14 yrs	1 min
81	(warning bell at 45 seconds)	15 yrs & over	1 min

GENERAL ENTRY FORM

CLOSING DATE 7th July-2017

ENTRY FEES - SOLOS \$6.00 DUOLOGUES \$7.00 \$3.50ea GROUPS \$15 PER GROUP You may copy this form or place entries on an attached piece of paper if insufficient space on this entry form. **Time limits for all sections must be strictly adhered to. Penalties may apply for going overtime.**

SECTION No.	DESCRIPTION OF PIECE	AGE as at 1/1/17	ENTRY FEE
	Duologue Partner		
	Duo Poem Partner		
	Group Improvisation (Title)		
	Group Dramatic Interpretation (Title)		
	TOTAL		

Teacher/Contact.....Phone/Mobile.....Email.....

Competitor Name.....

Address.....Postcode.....

Competitors Contact No.....Date of Birth.....

Entry fee/s \$.....

Payment by Money Order or Cheque (marked Not negotiable)

Please pay to: The Redlands Eisteddfod Inc.,

TOTAL \$.....

Speech & Drama Convenor Redlands Eisteddfod Inc.,
P.O.Box 5435, Alexandra Hills Q. 4161

(for Group Entries, please indicate whether you would prefer to be Invoiced.) Our A.B.N. 12 959 468 693
A receipt will be issued with competitor section number.

This year you will be able to pay for your entries by electronic funds transfer (E.F.T.) or direct deposit. Cheques and money orders (payable to The Redlands Eisteddfod Inc) are still acceptable.

PAYMENT DETAILS:-

BANK - BANK OF QLD
B.S.B. - 124-077
A/C NO - 10515944
REFERENCE - SPEECH - (Competitors name)

(Please note - Speech and competitors name must be the reference)

Programmes will be free of charge on our website which is www.redlandseisteddfod.com.au

Or email brubar1@bigpond.com on request.



RISK MANAGEMENT STRATEGY REDLANDS EISTEDDFOD INC.

Effective as of January 2007

As providers of cultural activities for children through to adults we believe we are part of the community of care. Whilst providing performance platforms for young people in the fields of Music, Dance and Speech & Drama in a positive environment, we are at all times committed to their safety and well being. They will be treated with respect and understanding at all times. In order to ensure they are kept safe from harm our organization will take the following steps and implement the following procedures:

- Ensure that all venues and facilities are safe for both performers and the audience and that all signage is clear and that the various areas are clearly marked and supervised.
- Ensure that adequate change rooms are made available for dancers, catering for both gender and age. **These change rooms will be constantly supervised by a qualified member of the organization.**
- Ensure that all volunteers of the organization coming into contact with the children in any way hold a current blue card, have undergone a blue card check and 3 reference checks.
- Ensure that all Adjudicators (the only paid people associated with the eisteddfod for their expert advice) have been screened thoroughly, hold a blue card and are well referenced.
- Ensure that each volunteer is competently trained at the task set and is fully aware of their code of conduct. A form will be signed to acknowledge this.
- Ensure each volunteer signs in and out at the beginning and end of each shift.
- Ensure that the rules surrounding Photography and Videoing of performers are upheld.
- Ensure that all children under the age of 18 are accompanied by a parent, carer or teacher at all times other than when performing or when backstage.
- Ensure that the rules and regulations including acceptable codes of conduct governing participation by both performers and parents/teachers are provided in the schedule and programme and that acknowledgement of this is recorded on the entry form.
- Notify the Department of Child Safety if any volunteer suspects a child is being harmed in the home. This includes any suspicions of a family member harming the child/young person whilst at the Eisteddfod.
- Notify the Department of Child Safety if any volunteer suspects a child is self-harming.
- Notify the Police if any volunteer suspects a child is being harmed outside the home. This includes any harm done to a child/young person whilst at the Eisteddfod.
- Contact relevant authorities on the suspicion of harm or inappropriate behaviour to any child/young person performing at the eisteddfod.

As a volunteer organization providing performance opportunities for young people, we will demonstrate :

- Understanding of children and young people, their ages, stages of development, special circumstances and special needs.
- No physical contact at any time unless requested by the child/young person in the case of a minor costume or prop malfunction.
- Use of language, which is age/stage appropriate, clear non-bullying and non-sexual.
- Willingness to listen to concerns of the child/young person regarding another child, parent, teacher or volunteer.
- Willingness to listen to concerns of the parent/carers regarding another child, parent, teacher or volunteer.
- Willingness to listen to concerns of teachers regarding another child, parent teacher or volunteer.
- Openness to parent, child and teacher's feedback, suggestions and complaints.

• **RISK MANAGEMENT STRATEGY REDLANDS EISTEDDFOD INC. cont.**

Performers-(ie. children and young people) will demonstrate :

- Willingness to listen and receive instructions from volunteers of the organization.
- Respect for other children/young people and adults who are taking part in the eisteddfod. This includes swearing, bullying, intimidation, interference with others property (this includes costumes, props, music, poetry books and instruments) and have no uninvited physical contact with others.
- *Adherence to the Rules and Regulations (i.e. conditions of entry) listed in the Schedule and Programme*
- Safe and appropriate behaviour while waiting to perform.
- Responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

Parents/Carers and Teachers will demonstrate :

- Willingness to listen and receive instructions from volunteers of the organization.
- Willingness to stay out of all areas for performers unless specified.
- Respect for children/young people and adults who are taking part in the Eisteddfod. This includes inappropriate language, bullying, intimidation, interference with property and uninvited physical contact with others.
- *Adherence to all rules and regulations (conditions of entry) of the Eisteddfod listed in the schedule and programme as well as total compliance with the Photography and Videoing Regulations.*
- Responsibility for the whereabouts of the child/young person/s they are accompanying unless performing or preparing backstage.
- Responsibility for reporting inappropriate behaviour and unsafe situations or harm.

In order to ensure that the eisteddfod is a positive, worthwhile experience for children/young people, as organizers of the Eisteddfod we have the right to :

- Disqualify any child/young person or group of children/young people from the competition for failing to comply with the code of conduct above.
- Disqualify any child/young person whose parent/carer or teacher has not complied with the code of conduct above.
- Raise concerns with child/young person, parent or teacher or volunteer if there are concerns.
- Expect that concerns of the children/young people, parents or teachers will be voiced as soon as they arise so that they can be dealt with immediately.
- Refuse entry to venues any child/young person, parent or teacher or volunteer who has previously behaved inappropriately according to the code of conduct.
- Remove any volunteer from duty who has behaved in any way contrary to the code of conduct above.

Procedures for handling suspicions or disclosures of harm :

- React calmly and quietly.
- Move to a quiet area so everyone feels comfortable.
- Listen and reassure them that they are safe and that you are going to get help.
- Never ask leading questions- let them tell the story.
- Make sure detailed notes are made regarding the disclosure (whether during or after) including date, time, location who was present, exactly what they said and anything you may have said.
- Report the disclosure of harm to either the Department of Child Safety or Police. (depending on the nature of the harm-criminal offences including sexual assault must be reported to the police)-Include all disclosure details above including the name, age, and address of the child or young person harmed, where the child or young person is at that point of time, any information regarding the alleged perpetrator of the crime and your details.