



**Dance Live! Poole 2022**  
**Competition Information Pack**

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# 1 Welcome to The Guildhall Trust

February 2020 saw the first year of our brand-new Schools Dance competition: **Dance Live!**

Across 5 days, we welcomed 39 schools and over 2000 young people, into the Portsmouth Guildhall. We were privileged to see the most innovative, high quality dance performances, from young people in Primary, Secondary schools & FE settings, from not just across the South, but from across the country with a TV version of the event taking place for 2021.

Since then, we have had high levels of registration for Dance Live! 2022 in Portsmouth and high levels of interest and support from schools for Dance Live! in other areas. We are again committed to providing an event for children and young people, many of whom have been the most affected by the Covid-19 pandemic.

Please read through this pack, which will detail the rules and information for competing with event options. **If you have competed in Dance Live! Portsmouth previously, please still read it thoroughly, as some things are different.**

There are instructions on how to register your school, which will be done via a Google Form. **Please note that by registering your school, you are not making a financial commitment; this will be done later in the school year.**

The dates for the **Dance Live! Poole 2022** Heats will be **Thursday 3<sup>rd</sup> March 2022 at The Lighthouse, Poole**, with the Finals taking place on **Tuesday 3<sup>rd</sup> – Wednesday 4<sup>th</sup> May 2022 at Portsmouth Guildhall**.

If you have any questions about the event, please get in touch with the Dance Live! Team via email: [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk).

Kind regards,

**Andy Grays**

CEO

The Guildhall Trust



## 1.2 Images from Dance Live! 2020





## 1.3 Introduction

We live in a digital age. Much of what we see, hear or do is defined by the latest technology. At the forefront of this are our young people, they embrace today's digital culture naturally and often with a greater certainty than older generations.

In today's professional world, dance and theatre embrace all aspects of digital technology. Whether that is using the latest sound and lighting equipment, to all aspects of the creative delivery of a show. Sets are no longer defined by heavy pieces of carpentry which are static, but moving imagery conveyed by projection, video and the clever use of lighting and sound. Smaller props are imaginatively assimilated into the digital world of today's production.

Dance Live! challenges schools to embrace today's digital culture by creating a performance piece which is largely dance based. We want schools to be highly creative, developing an original piece of work using video and sound on a large LED screen. The work should have a strong narrative or theme, which interacts with the digital content.

Today's dance and musical theatre practitioners challenge themselves to push boundaries, whether that's the re-staging of a classic musical like 'An American in Paris' in London's West End, new dance presented by Sadler's Wells or touring ballet by companies like Northern Ballet.

Dance Live! is therefore much more than just the performers, it relies heavily on how the choreography and direction works with the digital element. We hope a wide range of skills will be utilised to create the work and we want to see the teamwork involved in putting the performance together, demonstrated through a 2-minute introductory film.

Children and young people from primary and secondary schools right up to sixth form/college can enter, from ages 7-18. Primary schools will enter the Junior competition and senior schools and colleges the Senior competition.

**Please note that the competition is only open to schools and colleges and not dance schools, dance studios or youth dance companies. If you are a dance school, dance studio or youth dance company wishing to compete, please contact the Dance Live! Team regarding *Dance Live! Studio Edition*. The Guildhall Trust has public liability insurance and licenses with PRS and PPL.**





## 2 Covid-19 Provisions

Due to the unpredictable nature of the Covid-19 Pandemic, should the event not be able to take place the Dance Live! Team will make provisions for an alternative event to take place. Dance Live! will aim to make a decision on the event format as soon as possible but both Dance Live! and participating schools should aim to be flexible with changes to the event should there be an unexpected change in the nature of the pandemic. Should your school not be able to take part in the alternative provisions, your school will be fully refunded.

Participating schools will be provided with the relevant resources to support the development of Covid-safe rehearsals and performances. Dance Live! will be following up to date Government Guidelines at all times and will make schools and audiences aware of formats and procedures in due course.

## 3 Participation, Fees & Payment

### 3.2 Entering the Competition

Schools must register by completing the Google Form on The Guildhall Trust's website: [www.portsmouthguildhall.org.uk](http://www.portsmouthguildhall.org.uk) before **5pm, Friday 8<sup>th</sup> October 2021**. Once the deadline has passed, we will send out an agreement. The signed agreement will confirm your entry into the competition. Should a school wish to withdraw after they have signed their agreement, they must contact the Dance Live! Team via email at [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk).

### 3.3 Agreement

The agreement will ask each school to abide by safeguarding rules concerning all young people with regards to offsite school's activity and the local authorities licensing requirements. The school must be prepared for each pupil to be offsite for one full day.

By returning the agreement, you are confirming that you will be submitting all required paperwork, to comply with Child Licencing requirements, by the stipulated deadlines. More information about this can be found in section 7.

The agreement will ask each school to commit to our rules and confirm that they will make payment in full, according to the participant numbers. It is expected that all children and young people will be well behaved within the venue and under the supervision of teachers and/or helpers.

Please note that only one team from each school can enter into Juniors and Seniors. A school with a Junior and Senior section can therefore enter 2 teams, one into the junior competition and one into the senior competition.





### 3.4 The Participation Fee

For each person who enters, there is a participation fee of £12. This fee supports the production and delivery of the event. Each school will be invoiced for their total fees, which must be paid by the deadline stated on the invoice. The fees apply to all 'student' team members engaged with the delivery of the event on the day, therefore the dancers, crew, technicians and creative participants. Teachers and adult volunteers, who are supporting the development and delivery of the event, do not need to pay a participation fee.

The participation fee to be paid to us (The Guildhall Trust) will be shown as £10+VAT (£12) per participant. We will be issuing invoices once you have returned your official registration form in the Autumn term.

BACS transfer will be the preferred method of payment; however, we will accept card and cheque payments.

The deadline for final confirmation of participant numbers is **5pm, Friday 3<sup>rd</sup> December 2021** after which an invoice will be sent to your lead contact. If we have not received any participant number updates, we will be invoicing for the numbers stated on your official registration form. **Due to Covid-19 Capacity Restrictions and arranging appropriate dressing room spaces, you will be unable to change your participant numbers or amend invoices after this date.** The deadline for payment is **5pm, Friday 28<sup>th</sup> January 2022** after which point we are unable to give refunds to schools for individual participants unless there are exceptional circumstances.



## 4 Creating a Performance Piece

We want to encourage as many young people to get involved as possible – even those that will not attend the venue on the day of the event. Our aim is to make participants more aware of how professional theatre and dance is created, so that they can relate to the process as well as the final performance. Creating a new piece of work in the digital age requires a variety of cross over skills including direction, choreography, costume making, filming, graphic design, drawing, lighting design and music. **Teamwork is key!**

**Dance Live!** would like each school to ensure the pieces are student led, enabling as many students to be involved in the creative process as possible. You may want to consider teams, but however you chose to do it, you will be asked to reflect the teamwork process in the 2-minute introductory film, which will be discussed in section 5.2.

### 4.2 The Performance Piece

The performance must be between 5-7 minutes in length, anything less or more will affect the judging of your piece in the 'Performance' category. Your piece must be original and 'PG' rated and therefore suitable for all audiences.

**Please see the important guidance in section 5.2 about what is and is not allowed, in relation to the theme.**





We will liaise with you throughout the creative process and will want to hear your ideas. We want to see work that is original, innovative and exciting, however most importantly we want you to have fun. All dance forms are permitted, including but not limited to: Classical, Contemporary, Jazz, Hip-Hop, South Asian, Irish and Tap.

Your work might tell a story, relate to a theme, or it might be interpretive. Whilst it should be a dance piece, it can include complimentary elements of performance including spoken word or narration. Dance Live! will make available microphones. We won't allow full musical support on stage, but some percussion is permitted. If you're unsure about anything, please contact the Dance Live! Team.

#### 4.3 The Role of the LED Screen

The LED screen is to be used as the set and backdrop. All schools must use it to support their performance. The screen is essentially a large computer screen, you should create a video with soundtrack that runs the entire length of the performance. Schools should be able to gain access to several free, easy-to-use, software programmes which will create the content, for example i-Movie and Final Cut Pro. The Dance Live! Team will offer support and advice including a workshop hosted by an industry professional. **The audio must be imbedded into the video.**

The Screen will be large, 9.6m x 5.4m (16:9 ratio), which we'll hang at the rear of the stage, 6 inches above the floor. There are several good examples of how screens tie into performances, they are often used on shows such as X-Factor and Britain's Got Talent. After registering, participating schools will be given access to examples of how the screen was used in previous events along with advice documents to support their creation of screen content. We also have several promotional films on our website, with footage of the screen, that can be seen as examples and image examples can be found on our Instagram page (@danceliveportsmouth).

#### 4.4 Demonstrating Teamwork

The creation of the piece should be a student led process, and we will be asking to see this reflected in a 2-minute introductory film, your '**Journey to Dance Live!**' video, which will play ahead of the start of your performance.

At The Guildhall Trust, we have promoted the benefits of offstage skills so that young people can understand the wider opportunities within the sector. We hope that as well as the young people enjoying the competition, it might spark some interest to explore careers in lighting, sound, production, design, marketing and much more.

You may want to consider something along the lines of the following, **although this is not compulsory:**

**The Dance and Performance Team:** could comprise of all the performers who are on stage. This will obviously include the dancers, as well as any musicians or voice over performers.

**The Choreographic Team:** could devise and create the work. This team might include a lead choreographer/ creative director and assistant choreographers, all of whom train and develop the dancers and link up with the other teams. We



expect teachers and parental support with this team but ask that students play a role as well.

**The Props and Production Team:** could build the props, design the costumes, create the video content and provide technicians, wardrobe, hair, make-up and assistant stage managers for the day of the performance. It is up to this team to ensure that everything runs smoothly on the day for their school's performance. In advance of the event, we imagine some children will be involved in prop making, whilst others will need to create the video content to go on the LED screen. This team would create the lighting design for the piece working with The Guildhall technicians on the day, plotting the work. From within this team, we would advise you nominate a Producer and Assistant Producer to work across all 4 teams, pulling together the ideas, and ensuring everything is properly co-ordinated.

**The Film Team:** you would produce the 2-minute film, demonstrating your school's journey to the heats, which demonstrates the teamwork that went into making up the piece. This might include auditions, production meetings, rehearsals, prop making and content creation. It would be good to hear of individual stories and what you've enjoyed about the process leading to the heats. This would be an opportunity for young film makers to make use of anything from their phones to video equipment.

The role of volunteers and parents are welcome in a supportive capacity. We do realise that for the Junior competition teachers and volunteers will need to be more hands on. However, for the senior competition we expect teachers, parents and volunteers to be supportive and allow the young people to take the lead where it's feasible.

#### **A note for SEN/D settings**

We completely understand that for SEN/D settings, the young people will require additional support. We hope that by having additional elements to the production, that more young people can be involved, in whichever capacity they are interested in. If it is feasible for your school, the Dance Live! Team will work with you, to organise a time for your students to come into the venue ahead of the day, so that they can familiarise themselves with the space, including the stage, backstage areas and dressing rooms.

#### **4.5 Workshops**

Dance Live! will be offering a FREE 2-hour workshop to all schools participating in the event. The team will work with you, to provide the workshop that you feel would benefit you the most. Workshops can be for either teachers or students (or both), and could be around one of the following elements:

- The creation of the LED screen content/ 2 minute 'Journey to Dance Live!' film
- Lighting Design
- Choreography/ Performance Skills
- Costume Design

For all the above, we will work with you to identify workshops that you feel will be most useful. We will be organising these to take place in the Autumn/Winter term, with choreography ones taking place after Christmas.

#### 4.6 Dance Live! Resources – Teaching Aids & Information

After registering, all participating schools will be given access to the Dance Live! Resources SharePoint site. This will include an array of teaching aids and information to help you with your Dance Live! creations, for example: some information videos relating to the LED screen, including examples from last year; simple guides to creating a 2-minute film; dance tutorials; guidance for lighting plans and general information about the event.

## 5 Performance Guidelines and Judging

Please read the below guidance carefully, as it details the rules, and what is and is not acceptable for a performance. You should refer back to these throughout the creation of your piece.

### 5.2 Performance Guidelines and Rules

#### PERFORMANCE

- Performance length must be between 5-7 minutes, penalty points will be deducted if you fall out of this time.
- All performances must make full use of the LED screen with the soundtrack embedded into the video for the whole length of the performance. **Please see judging section for how this will be weighted.**
- Music can be original or published, Judges will take into account originality in the creative scoring section. The venue is covered by PRS and PPL and will declare all music to the accountable bodies. All audio must be embedded into your video.
- Drums and percussion are allowed but no electric instruments. You must be able to walk on and off the stage with all instrument used.
- You will have a 20-minute rehearsal during the day where you can practice your piece, mark out the stage and work with technicians plotting the lighting.
- **Live vocals and spoken word are permitted but should not be centre stage.**
- The venue will provide a full lighting rig and sound, schools must use the venues lighting and are not permitted to introduce any additional elements without gaining permission from the Dance Live! Team.
- You must be backstage at least 5 minutes before you perform. If you are not ready for your cue you will be disqualified or heavily penalised by the judges.
- You are permitted to have a maximum of 100 students from the named school involved. You can have no more than 20 crew in or around the stage whilst you perform.



## PERFORMANCE CONTENT

- The performance must be appropriate to a family audience and therefore 'PG' rated.
- Themes/stories/videos must be grounded in facts, if approaching a sensitive topic, and we will be requesting a short synopsis about what the performance focuses on early on (**deadline to be 5pm, Friday 3<sup>rd</sup> December 2021**), to ensure that topics are not breaking guidelines.
- If you are creating a piece that could be considered sensitive, please ensure that you keep a list of references/source material, as we are likely to request to see this. Evidence of the education of source material to participants should be shown in your 'Journey to Dance Live!' video where possible.
- Participating schools will be signposted to a resource checklist to help determine if a theme is appropriate upon registration to the event.
- Cultural appropriation is not acceptable - you will not be permitted to change the skin colour of any performer and should give serious consideration as to whether any costume or make up breaches these guidelines. The Dance Live! Team reserve the right to request changes to hair/makeup/costume on the day, if we feel they are inappropriate.
- **For a copy of Dance Live! and The Guildhall Trust's Equality, Diversion and Inclusion Policy, please contact the Dance Live! Team at [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk).**
- Please consider, when deciding your theme, whether it is likely to be a popular topic, and therefore something that could be similar to other schools' performances.
- **Performances that are centred around the Coronavirus outbreak will not be a permitted theme this year.**

## 2 MINUTE 'JOURNEY TO DANCE LIVE!' FILM

- Must be a reflection of your schools' journey to Dance Live! this year.
- Must not be longer than 2 minutes.
- Must NOT contain footage or reference to any other dance competition, except previous Dance Live! events.
- Must be submitted by the time frame stipulated (refer to point 6 of this pack).

### 5.3 Copyright

LED Screen content should NOT contain more than 30 seconds from any film/popular culture feature. If you choose to use up to 30 seconds worth there should be no actors faces, or recognisable images/locations included (e.g. Hogwarts castle/grounds). The Dance Live! Team reserves the right to black out the screen if we consider it to be breaking copyright regulations.

Please be considerate about the soundtrack, should we deem any pieces unsuitable, we reserve the right to mute sections, (e.g. featuring explicit language).

**You do not need to obtain copyright permission for music tracks, as Dance Live! will have obtained a licence for the event.** However, Dance Live! does not have a licence for images, and therefore any copyrighted images that your school/



college uses for your Journey to Dance Live! video or LED Screen content, must be paid and/or have permission to use. **Dance Live! will provide participating schools with a copyright resource to refer to.**

By agreeing to take part in Dance Live! your school consents to being recorded by audio, visual, and/or other means for marketing in all media now known or hereafter devised worldwide in perpetuity. (Please refer to point 10 of this pack)

Schools or members of the public are not permitted to record or photograph any, or part of, the performance.

A copy of your schools' performance will be made available digitally for you to share with students and parents. Professional photographs of the performance will be available to purchase.

#### **5.4 Audio and Visual Guidance and Rules**

- The LED screen is to be used as the set and backdrop. All schools must use the screen to support their performance (refer to point 6 for how this will be weighted).
- The screen will be 9.6 metres wide x 5.4 metres deep.
- All audio must be embedded into your video and videos must be submitted in MP4 format.
- Minimum length of video thus performance is 5 minutes. Maximum length of video thus performance is 7 minutes.
- Sound effect and voice overs are permitted.
- There can be no live music produced by electrical instruments, however drums and percussion are permitted.

#### **5.5 Props Guidance and Rules**

##### **USE OF PROPS**

- **Solid Flats are not permitted.**
- All props should move at least once during the performance and should not be static.
- All props must be used to help enhance the performance. These are door frame, tables and chairs, steps, boxes, etc.
- It should be possible for all stage props to be brought safely onto the stage ideally by one person. More than one person will be permitted where aid is required and to ensure health and safety is adhered to. There can be no risk of injury when taking on and off the stage any prop.
- Maximum size of any one prop is 2m high, 1.2m long, 1m wide. A prop must be able to pass through an imaginary door frame.
- Off stage prop storage. All stage props must be stored in an area of 1.5m x 2m when not on stage. Schools performing in the second half of the show will be asked to store their stage props either outside the venue or in your transport. Props will then be stored off stage during the interval.
- Any prop over 1m on which a performer will stand upon must be fitted with 2 handrails either side.
- No scaffolding is permitted.





- You will have 2 minutes to position your stage props pre performance (while your Journey to Dance Live! video plays on the LED Screen behind you) and then 1 minute to remove stage props post performance.
- Once your props are in the loading area you will be required to transfer the props to your transport.
- Please have your props at the venue a minimum 30 minutes before your rehearsal time.
- Schools will be able to drop off props at the venue, and will then have to relocate their vehicle. There is a car park immediately opposite the venue.

### **HAND PROPS**

- Props that are held or worn by the performers.
- Worn props must not exceed 3m in height.
- The use of authentic weaponry is not permitted.
- No performer may wear roller skates, blades or ride skateboards, bikes or any other form of transport.
- All hand props must be removed from the stage area once the performance is complete and then from the venue once the show has ended. Failure to do so will affect your score.
- All props must comply with relevant health and safety regulation. All stage props must be fireproofed. This can be done by using fireproof paint, materials or sprayed with a fire proofing substance. Dance Live! Management have the right to test any stage prop for fire safety and any pieces considered non-fireproofed will be removed from the venue.
- Any props that require power must be battery operated.
- The following are not permitted: confetti, glass (including mirrors), oils, bubble machines, helium balloons, talcum powder, dry ice, naked flames or pyrotechnics.

### **5.6 Lighting**

- Dance Live! will supply all lighting.
- No additional lighting will be allowed other than battery powered lights.
- Two follow spots are available, schools must provide their own student operators.
- Strobe lighting must conform to health and safety regulation. A maximum of 10 seconds at any one time and a total of 60 seconds during a performance.
- No lasers are permitted.
- Before the day you must nominate a student to be your Lighting Assistant (LA). The LA will be required to design a maximum of 10 lighting cues to enhance your performance.
- The Dance Live! Lighting Technician will assist you with what you require and may give ideas which complement your performance.
- The LA does not need to be an expert in lighting, just someone who knows the performance, knows the scene changes, and knows the kind of effects your team wants.
- You will receive a lighting plot of what lights will be available, along with a basic cue sheet to be completed and brought along on the day.





## 5.7 Performance Space

- Performance space is 12m wide by 7m deep.
- Performers must not hang legs, arms or props over the front of the stage.
- Performers must use the crossover behind the stage. There is no access behind the LED screen. **Please note that there are a small set of steps on each side of the crossover and performers should bear this in mind when considering quick crossovers, costumes involving material touching the floor and/or footwear such as heels or tap shoes. You should allow enough time for crossovers without running, as this will be monitored.**
- All performance is restricted to the onstage area. No performer may enter or exit from the auditorium.

## 5.8 Behaviour

The spirit of Dance Live! is mutual respect and professionalism. We ask that all participants show their support and appreciation for their fellow competitors.

We will not tolerate any negative behaviour, from either students or staff; this could lead to points being deducted and possible disqualification.

All participants and teachers must respect the venue and their staff and pay particular notice to venue signage and rules.

All schools must be considerate and mindful when in dressing rooms, as you may be sharing a dressing room with another school. Should we receive any complaints during the day about your school, marks will be deducted from your performance.

If any individual causes damage to fixtures and fittings Dance Live! will invoice the school for repair. We operate a one warning policy before action is taken.





## 6 Judging & Awards

### MAIN PERFORMANCE

There will be 3 judges all of whom have worked within the sector. Judging for the main piece will be split into 2 segments 'Creative' and 'Performance'. Each segment will contribute equally to the final score. It will be made up of the following:

**Performance:** 50%

**Creative:**

LED Screen Content: 20%

Lighting Design: 10%

Costume, Hair and Makeup: 10%

Concept: 10%

### HOW PERFORMANCES WILL BE JUDGED

Each school will receive a score out of 100 points.

**Performance:** after each school's performance judges will score out of 50. Judges will look at delivery, originality, interpretation, musicality, choreography and overall performance.

**Creative:** judges will look at each section listed above - LED Screen Content, Lighting Design, Costume, Hair and Makeup and Concept.

The LED screen content score is worth 20 marks. Judges will be looking at the content of the screen, how well it complimented the performance and how the performance interacted with the screen. Consideration will also be given to whether the screen distracted from the performance.

Each of the other areas will attract a maximum of 10 marks, therefore your creative score will be marked out of 50.

The overall score will be the average of the 3 judges scores

### QUALIFYING FOR FINALS

For the Heats, the top scorers will be revealed to the audience at end of the show, with the top schools from each night automatically going through to the Final. The amount of schools invited to the Final from each night will depend on the number of participating schools and this will be decided by the Dance Live! Team after the registration deadline.

**Please note the judges for the Finals may be different to the Heats and will most certainly score differently.**

### OTHER AWARDS

Alongside the main top 3 awards, other awards to be presented on the evening will be:





- **Video Journey Award** - this will be the award for the best 2-minute film, that reflects and demonstrates the teamwork that went into creating a production. This will be prejudged by a panel, ahead of the show day.
- **Technical Award** - this award will be presented to the school whose technical team (lighting crew, stage crew etc.) demonstrated professionalism and dedication on the day. This will be judged by the stage manager, stage crew and backstage production assistants.
- **Dance Live! Fellowship Award** - this will be judged throughout the day by staff, production assistants, and a vote from each school. It will be awarded to the school who supported others the most and showed an outstanding level of camaraderie and consideration throughout the daytime.
- **Creative Achievement Awards** - Each school will receive an award, presented to them on the evening, for the 'Creative' element that they scored highest in, as judged by the 3 judges. For example, if your school got their highest mark in the 'LED Screen', they will be presented with an award for that. We will be using averages to assess this, given the weighting of the scoring.

### FINAL PRIZES

Should your school make it through to the Finals - there will be one winner for the Junior competition and one winner for the Senior competition.

A 1st prize of £1,000 will be awarded to the winners and £500 to the runners up of both competitions. We would ask the schools to commit this money to their arts budget (this includes music and dance). Dance Live! will also arrange Junior and Senior winners to have the opportunity of spending a day at Sadler's Wells Theatre, taking part in workshops. We will arrange the coach transport and liaise with the winning schools on their workshop options.





## 7 Child Licensing Requirements

By signing up to participate in the event, you are confirming that you will supply the Dance Live! Team with the information required in order for us to obtain appropriate licences for the event to go ahead.

**You will receive the relevant documents, along with the deadline for returning these, after your entry has been confirmed in the Autumn.**

These include the following:

### **Child Performance Licensing Agreement**

This document sets out what we require from you as part of your entry. Amongst other things, it includes:

- Agreeing to provide us with every participating students name and date of birth at the time of performing (at least 15 days before the performance)
- Agreeing to provide us with a list of names of all staff and chaperones (least 15 days before the performance)
- Agreeing to complete the Details of Performance document (and return at least 15 days before the performance)
- Confirming that, on the day, you have details of any medical conditions and emergency contact details for each young person (we do not need to see these, but may ask you for them on the day).

### **Details of Performance Document**

This form should be completed and returned at the same time as the lists of student's names and date of births, and staff lists.

This document asks for you to break down the number of girls/boys/ nonbinary students participating, along with number of male/female/non-binary members of staff/chaperones.

All accompanying staff/ volunteers and chaperones will be required to have DBS checks and we will require the names and DBC numbers of those adults.

**These documents will be stored securely as password protected files or in a locked cabinet and will only be show to Child Licensing staff, should they request it. We must make this information available for up to 6 months after the event, after which point it will be safely destroyed or removed from our system.**

**Both of these forms are a condition of us obtaining our Child Body of Persons Licence from the local authority. These are compulsory documents, that must be completed in order for your school to be able to compete in the event.**





## 8 Communication & Submission of Documents and Film Footage

By signing up to Dance Live! you are agreeing that all required documents and footage will be submitted by the stipulated dates at the latest. These dates will be sent to you in the Autumn term but will be no later than 15 days before your performance day.

Communication will be via email, and documents will be stored and accessible via the Dance Live! SharePoint system. When submitting, our preference is that films are shared by schools via WeTransfer or Google Drive, however we will also accept films via email if the size of the files allows. When submitting documents, our preference is that these are shared by schools via email and these should be password protected if they contain personal information.

## 9 Welfare, Health & Safety



### Media, Consent and Wristbands

Wristbands will be sent to schools before their event. All students and teachers/ chaperones must be wearing a wristband when they arrive on the premises and wristbands must be kept on until they leave the premises.

The number of wristbands sent will correlate to the information you have supplied on the Child Licensing documents.

Any students who do not have photo consent, will be given a different coloured wristband on the day, upon registration at the venue.

Photographs and videos will be taken during the performance and schools will be sent an individual link post-event to their school's performance video. **Please be aware that Dance Live! will be using the photos and videos taken on the day for Dance Live! promotional material, and will be used for the Dance Live! Website and Social Media platforms such as Facebook and Instagram.**

### Changing Facilities

We want all young people participating in the event to feel welcome and comfortable. With this in mind, The Guildhall Trust has ensured that there are gender neutral toilets and changing facilities available. There is a stand-alone accessible toilet, located on the first floor, opposite function room 2.

Each school will also be provided with 2 pop up tents, to be used as changing facilities.





## Risk Assessment

As with all school activities when taking students off-site you will have to create your own risk assessment for the visit to the venue. The venue risk assessment for visitors, will be sent to you closer to the time, this should form part of your assessment. The assessment must be completed by a trained, competent person and must include details pertaining to your visit to the venue and for the activities undertaken during the performance. The risk assessment must include all risks and relevant control measures which you will have in place. The relevant risks must be reduced so far as is reasonably practicable.

## Student to Staff Ratios

Student to staff ratios should match your individual school's ratio. **Please note that Dance Live!, The Guildhall Trust and The Lighthouse, Poole, are not able to provide any child supervision during your event.**

## Parents and Audience Members

Schools are asked to reiterate to parents that they are not allowed in the dressing rooms. Any parents attempting to gain access to the dressing room will be turned away, and any possessions that need to be passed to students will be transferred by Dance Live! Staff. Please remind parents, and other audience members, that filming and photography on personal devices is not allowed due to consent and safeguarding rules.

Each school must coordinate their own parent/guardian collection arrangements. Parents will not be allowed to go to dressing rooms for collection, regardless of where in the auditorium they are seated. Dance Live! is not responsible for connecting students and parents post-event.

## First Aid

The venue hosting Dance Live! will ensure that suitably trained First Aiders are on hand for the duration of your visit and performance. Any person requiring First Aid must be attended to by the provided First Aider, so as all relevant paperwork can be completed. All minors must always be accompanied when moving around the venue to reduce accidents. **Schools must have 1 designated First Aider within their party. The venue's designated First Aider will be on hand at all times.**

## Personal Property

Items of personal property (e.g. Phones, cameras, bags, clothing etc) are brought onto The Lighthouse, Poole, property at your own risk. Dance Live!, The Guildhall Trust and The Lighthouse, Poole, are not responsible for the loss and/or damage of personal property.

## Stage Crew

All stage crew must wear footwear which cover the complete foot (e.g. trainers or boots).

## Stage Props

All stage props must be fire retardant, lightweight and safe in construction.





### **Electrical Items**

Any electrical items entering the venue must have a PAT certification. **Dance Live! Management have the right to remove from the venue anything which it deems unsafe.**

### **Covid-19**

Participating schools must comply with all Covid-19 rules and guidance in place at the time of the event. This could include the use of lateral flow tests and/or temperature checks. The Dance Live! Team will liaise with schools on what procedures will be in place as and when Government Guidance is announced and/or changed.

If, due to Covid-19, your participants are required to isolate during your Dance Live! Heats event, the Dance Live! Team will arrange to offer a new event date (if possible) or will ask you to film your performance within your school for the Judges to view. The Dance Live! Team will liaise with your school to arrange alternative options with you for other aspects of the event.

## **10 Dance Live! Media Policy**

This policy sets out Dance Live! and The Guildhall Trust's commitment to using photographs and recordings in a safe, appropriate way.

Photographs and recordings taken during Dance Live! events or workshops will be used on the Dance Live! and Portsmouth Guildhall Social Media pages, on the Portsmouth Guildhall website ([www.portsmouthguildhall.org.uk](http://www.portsmouthguildhall.org.uk)), in Dance Live! Brochures, Information Packs and Promotional Videos. Please note that this list is not exclusive, and images and recordings may be used to promote the Dance Live! Brand in other documents, platforms or websites.

Dance Live! and The Guildhall Trust will not use images unless parent/guardian permission has been obtained. Any young person without photo consent should be highlighted by participating schools to the Dance Live! Team. Please note that school names will be listed in photo/video captions, and school social media profiles will be tagged if handles have been provided. Social media handles can be provided at the point of registration.

When posting on social media platforms (e.g. Instagram and Facebook), Dance Live! and The Guildhall Trust will not use filters on images and recordings of our participants. All images used will be truly representative of our participants, and Dance Live! promotes positive body image for all our participants across our events and opportunities.



# 11 Final Note

Should you have any questions about Dance Live! Poole, get in touch with the Dance Live! Team via email: [dancelive@portsmouthguildhall.org.uk](mailto:dancelive@portsmouthguildhall.org.uk) where someone will get back to you as soon as possible.

Should you wish to register for Dance Live! Poole 2022, please complete the Google Form at: <https://forms.gle/PxxuvD79KYk1NvEUA> before the closing date of **5pm, Friday 8<sup>th</sup> October 2021**.

To stay updated with all Dance Live! news and upcoming events, follow us on social media:

**Facebook:** @danceliveportsmouth

**Instagram:** @danceliveportsmouth

