



Shine a Light Awards 2018

Terms and conditions

1. These rules shall be binding upon submitting a nomination for The Shine a Light Awards 2018 (the "Awards").
2. The Awards are promoted by Pearson Education Limited, with registered office at 80 Strand, London, WCR2 0RL, United Kingdom and registered number 872828 ("Pearson"). Enquiries relating to the Awards (including enquiries about the name of the eventual winners or the personal data collected about the name of the eventual winners or the personal data collected about you (a "nominator") as a result of your submission should be addressed to "Shine a Light Awards 2018" and sent to Pearson at the following address; C/O Geri Grimes, One90 High Holborn, London, WC1V 7BH. Personal details of nominators and nominees provided will be used only for informing shortlisted nominees and winners of results and will thereafter be destroyed, unless wider use has been permitted by the nominator or nominee. Pearson reserves the right to disclose the names of the winners on request from a third party. Pearson will not pass on details of a nominator to anyone making a general enquiry.
3. The Awards are open to nominators who are eligible to make a nomination in accordance with the criteria set out at - www.shinealightawards.co.uk
4. Nominations may be submitted for Children/Young People with SLCN, individuals, organisations and or settings who work with people with SLCN and SEND, within Justice Settings and agencies, Primary schools, Secondary Schools and FE Colleges and residing in England who satisfy the criteria set out at www.shinealightawards.co.uk
5. If a nominee is under 18 years old permission must be obtained from their parent or legal guardian before their name and address and that of their school, college or training provider is forwarded to Pearson to be considered for an award. If a nominee is under 18 years old and is invited to attend the Awards ceremony, the nominee must be accompanied by a parent or legal guardian.
6. Employees, agents, contractors or consultants of Pearson or their families or anyone connected to the Awards are not eligible to nominate or be nominated for an award.
7. Only one nomination per nominee is permitted. Automated entries will be invalidated, including multiple entries from the same IP address.

8. To be entered into the Awards, nominations must be made by completing and submitting this form to shinealight@pearsonclinical.co.uk. All nominations must be made with the full knowledge, consent and co-operation of the nominee. Each nominator agrees to indemnify Pearson from and against any claims or liability under the Data Protection Act 1998 arising from the supply to Pearson by that nominator of any third party personal data made without such knowledge, consent and co-operation.
9. Proof of sending e-mail/SMS, making a phone call or completing an online entry, is not proof of our receipt of your nomination. Pearson is not responsible for nominations that are lost, delayed or damaged or for problems with nominations outside its control. Any nominations emailed, faxed or sent by SMS text will not be accepted.
10. Each nomination must be the nominator's own original work and must not include anyone else's material. Each nominator agrees to indemnify Pearson from and against any and all liability arising from their nomination infringing any third party intellectual property rights (including without limitation copyright) being defamatory, libelous, or otherwise unlawful. All material submitted as part of any nomination and the copyright in such material shall become the property of Pearson. No nomination or supporting material will be returned.
11. The nominator and the nominee shall give all necessary consents for Pearson to produce publicity material based on the nomination and judges' decision, which may be edited by Pearson if required, and agree to participate without financial reward in interviews and publicity which may be used by Pearson in any media worldwide (including but not limited to incorporating it in any of Pearson's websites and in email communications and publishing the nominee's name and details of their nomination and the nominee's photograph).
12. The panel of judges will comprise of a member(s) of the Pearson senior leadership team, Journalists and external employers. Pearson reserves the right to request further information and evidence supporting a nomination. There will be a two-stage judging process one will take place on 23 January 2018 and a further one on 1 February 2018. All nominator's will be informed as to whether they/their nominee have been shortlisted for an award between 2 - 8 February 2018.
13. The winning nominations will be those which the judges determine in their absolute discretion, show the most evidence of deserving to be declared the winner of the following Awards on the basis of the criteria set out at www.shinealightawards.co.uk for:

The Shine a Light Awards 2018: Main awards:

- Early Years Setting of the Year Award
- Primary School of the Year Award
- Secondary School/College of the Year Award
- SEN School/Group of the Year Award
- SLCN Innovation of the Year Award
- Communication Champion of the Year Award
- Augmentative and Alternative Communication of the Year Award
- Youth Justice of the Year Award
- Child/Young Person of the Year Award
- The Katie Rough Memorial Award
- Outstanding Achievement of the Year Award

14. The Outstanding Achievement of the Year Award will be selected by the final judging panel on 1st February 2018. All nominations will be eligible for the award.

15. Pearson shall not be liable for any damage, loss or disappointment suffered by any person taking part or not being able to take part in the Awards.
16. The Shine a Light Awards 2018 winners will receive prizes as set out below:
 - a. All award winners will receive a certificate and a trophy
 - b. Any highly commended/commended winners will receive a certificate
17. Reasonable travel arrangements for all people invited to the award ceremony will be made and paid for by Pearson. Where hotel accommodation is required Pearson will make arrangements for the winners' party to stay at a hotel selected by Pearson for one night either the night prior to or the night of (agenda permitting) the Awards ceremony itself. All invitees will be covered for travel within the UK only.
18. No alternative prizes may be requested although Pearson reserves the right to alter prizes should this be unavoidable. There is no cash alternative and the prizes are non-transferable.
19. All nominations must be received by midnight (UK time) 12 January 2018 (the 'Closing Date'). All eligible nominations received by the Closing Date have an equal chance of winning. Nominations not submitted in accordance with these terms and conditions, the criteria at www.shinealightawards.co.uk or incomplete or illegible entries will be disqualified.
20. The judges' decision is final and no correspondence will be entered into.
21. It is a condition of entry that any winner consents to their name and country of residence being published on Pearson websites relating to the Awards. Award winners may be required to take part in publicity at the awards ceremony including consenting to taking part in photographs and video interviews which may be used by Pearson in any media worldwide. Award winners may be required to take part in or co-operate with pre-and post-event publicity and consent to providing their contact details for such purpose.
22. Award winners must agree to keep confidential any information about Pearson and its business and personnel received by them as a result of the Awards.
23. Use of false name, or address, e.g. name by which a nominee is not usually known, will disqualify them from receiving any prize. Pearson reserves the right to oblige any potential winner to provide documentary proof of their identity and address as directed by Pearson before such person may claim their prize.
24. We will keep the personal details of all shortlisted nominees for a reasonable time so that we can send them any prize that they have won, to verify that these rules have been complied with and for accounting purposes. We may pass such details to our service providers and agents for the purposes of sending Award winners the prize on our behalf.
25. By submitting a nomination, you confirm that you have read and agree to our Legal Policy and Privacy Policy.
26. These rules are governed by the laws of England and Wales.
27. In the event of unforeseen circumstances Pearson reserves the right to alter, amend or foreclose the

Awards (including changing any award category) without prior notice.

28. Pearson reserves the right to amend these rules at any time. By submitting a nomination all nominators will be deemed to have accepted and be bound by the rules and by any other requirements set out in the Awards material.