

# Outside Performance and or Event Policy and Procedure

## Implementation Date

1 September 2018

## Scope

All GCYO Groups

## Purpose

Outside performances and/or events enhance musicians' learning by providing the opportunities for musicians to participate in music-related activities outside the normal GCYO routine.

## Overview

This Procedure applies to GCYO Outside Performances and/or Events where some or all musicians are required to be absent from GCYO to attend same. The Policy must be implemented within the parameters of the GCYO's Code of Conduct and Duty of Care Policy listed at [www.gcyo.com.au](http://www.gcyo.com.au)

An **Outside Performance or Event Plan** must be completed for all proposed outside performances and/or events by the Conductor requesting same. When other organisations, such as schools, bands or orchestras, are involved, the Operations Director and/or Music Director of all participating organisations must approve their involvement via email to GCYO.

To ensure the health and safety of musicians, the Conductor requesting the outside activity must manage GCYO's Code of Conduct and Duty of Care. Activities conducted away from GCYO may increase risks and therefore the standard of care required must reflect the increase in identified risks.

GCYO must be able to see in the **Outside Performance or Event Plan** that activities have been thoroughly planned to ensure that musicians will be safe whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency.

## Responsibilities

### Music Director

To assess the suitability of all outside performances and/or events proposed by Conductors by ensuring appropriate management and music-relevance by taking into consideration, including but not limited to:

- ◆ the resources required including GCYO music assets
- ◆ the needs of musicians
- ◆ the costs involved
- ◆ the total impact on GCYO
- ◆ ensure the Outside Performance or Event Plan is complete
- ◆ ensure the Conductor responsible for the outside performance and/or event is competent in managing GCYO's Code of Conduct and Duty of Care whilst offsite
- ◆ submit a Motion to the Management Committee for approval to implement

### Conductor requesting/organizing outside activity

- ◆ complete the **Outside Performance or Event Plan**, which is located in the Conductor's Portal on the GCYO website
- ◆ liaise with the Music Director and secure their recommendation before proceeding



# Outside Performance and or Event Policy and Procedure

## Process

### Music Director and Conductors

After the Management Committee provides written approval to the Music Director, the organizing Conductor is to:

- ◆ consult with parents on the outside performance and/or event
- ◆ Ensure that when musicians are being transported in private vehicles these safeguards are implemented
- ◆ ensure risk assessments are conducted and risk management plans developed and documented for high and extreme risk activities that will take place as part of the excursion

### Operations Director

Is to maintain a register of approved outside performances and/or events submitted by the Music Director covering information such as:

- ⇒ times, date/s, venue and itinerary
- ⇒ number and groups of participating musicians
- ⇒ names of supervising conductors and other assistants
- ⇒ transport, accommodation, meal and first aid/emergency arrangements
- ⇒ ensure that charter buses used for outside performances and/or events have safety features including: be roll-over compliant, have lap-sash seat belts, and an auxiliary braking system. Standees are also not permitted on these roads.
- ⇒ arrangements for group musicians not participating
- ⇒ ensure Blue Card requirements for organising conductor are valid



# Outside Performance and or Event Policy and Procedure

## Conductors organizing outside performances and/or events

Conductors proposing an outside performance and/or event must ensure:

- ◆ prior permission is obtained from property owners where private property is traversed
- ◆ all planned activities have obtained appropriate approvals
- ◆ give timely advice to parents and musicians of details of location, timetable, supervision provided, activities undertaken, potential hazards, precautions taken, costs and anticipated music-outcomes during the outside performance and/or event
- ◆ obtain written consent and where relevant and any updates to medical details (from parents for all participating musicians under 18 years of age. Written consent is to be filed as proof of parental permission).
- ◆ assess the suitability of locations and venues for the outside performance and/or event and apply risk management processes.
- ◆ choose parents to accompany musicians according to the expertise they have relevant to the activities undertaken and instruct them prior to departure regarding their roles, hazards that might be encountered and precautions to be taken
- ◆ determine appropriate supervision arrangements including adult/musician ratios. Be aware that the actual risk level will vary according to the specific circumstances of the activity and these must be considered when assessing the inherent risk level and planning the activity.
- ◆ take into consideration the age, capabilities and number of musicians; individual musician's medical and physical requirements.
- ◆ develop a contingency plan under the direction of the Music Director before embarking on the outside performance and/or event, to ensure that contact can be made expeditiously with planned venue, parents, medical authorities or other personnel
- ◆ supervise all GCYO musicians during the outside performance and/or event
- ◆ advise GCYO immediately via 0423148992 and then later via email of any accident or untoward event occurring during an outside performance and/or event
- ◆ report suspected musician harm, immediately to GCYO via 0423148992 and then later with details via email



# Outside Performance and or Event Plan

The following template is to be completed by the GCYO Conductor wishing to engage GCYO musicians and/or assets in an Outside Performance and/or Event; that is, offsite from GCYO. Once completed, forward via email to the Music Director and secure his support. If the Music Director's support is received, he will then submit the Proposed Outside Performance and/or Event to the Management Committee for approval.



The Music Director is responsible for informing you of the decision outcome. Once an outside performance and/or event has been approved by the Management Committee, the Conductor involved must report directly to the Music Director.

Details of the GCYO Outside Performance and Event Policy and Procedure must be adhered to and is attached to this Plan.

Outside Performance or Event Details	
	Details
Name of Organisation managing and coordinating the Outside Performance and/or Event	
Main Contact: name, email and mobile	
Proposed GCYO Group involved	
Other organisations involved besides main organiser	
Date and time	
Location	
Proposed repertoire for GCYO group	
GCYO equipment required	
Other: provide other relevant information	

Transport for Musicians and Conductors				
Mode	Provider/details	Certification requirements	Yes	No
Bus		Appropriate charter permit held. Bus with seatbelts.		
Private car		Has the GCYO Duty of Care requirements been met?		
Train		(If Qld Rail, no checks required)		
Other				

Costs		
Items	Cost incl GST	Details
Conductor Fees	\$	
Transport of musicians and conductors	\$	
Transport of GCYO assets (e.g.: instruments, other)	\$	
Venue costs		
Other (provide details)	\$	
<b>TOTAL</b>	\$	

# Outside Performance and or Event Plan

The following checklist is to assist you to identify the appropriate equipment, hazards/risks and control measures to be considered prior to and during an outside performance and/or event. They are not exhaustive lists and you may choose to add additional considerations.

<b>Minimum equipment/facilities</b> <i>For any items not ticked, provide further information.</i>	√
First aid kit suitable for activity	
Emergency and first aid requirements and personnel in place for duration of excursion.	
Communication system: e.g. mobile phone, phone-line at location, walkie talkies/UHF radio	
Clothing suited to weather conditions (e.g. sun protection)	
Drinking water (musicians should not share drinking containers)	
Permission has been obtained from property owners where property will be traversed	

<b>Risk assessment</b>	
When planning the outside performance and/or event adhere to the GCYO Code of Conduct and Duty of Care Policy and consider the following list which is not meant to be exhaustive but illustrative:	
<b>Which musicians will be involved?</b>	<b>What conductor is leading the activity?</b>
<b>Where will the musicians be located?</b>	
<b>What will the musicians be doing and using?</b>	

<b>Hazards and/or risks</b>	<b>Example control measures</b>	√
Consent	Obtain parental consent, including relevant medical information	
Musician safety	Blue Card requirements must be met, including those at the outside performance and/or event venue	
	Consider whether musicians will come into contact with people other than GCYO conductors or parents (e.g. shared use of venues, use of public toilets) and how this will be managed.	
Musician considerations	Ensure that venues and facilities are accessible to all musicians including those with disability.	
	When musicians with medical conditions are involved, ensure that relevant medical and emergency plans and medications are readily available.	
Briefings	Ensure that all volunteers and/or parents are aware of the emergency contingency plans.	
	Brief volunteers and/or parents prior to departure regarding any potential hazards and safety controls.	
	Brief musicians prior to departure on any potential hazards and safety controls.	

