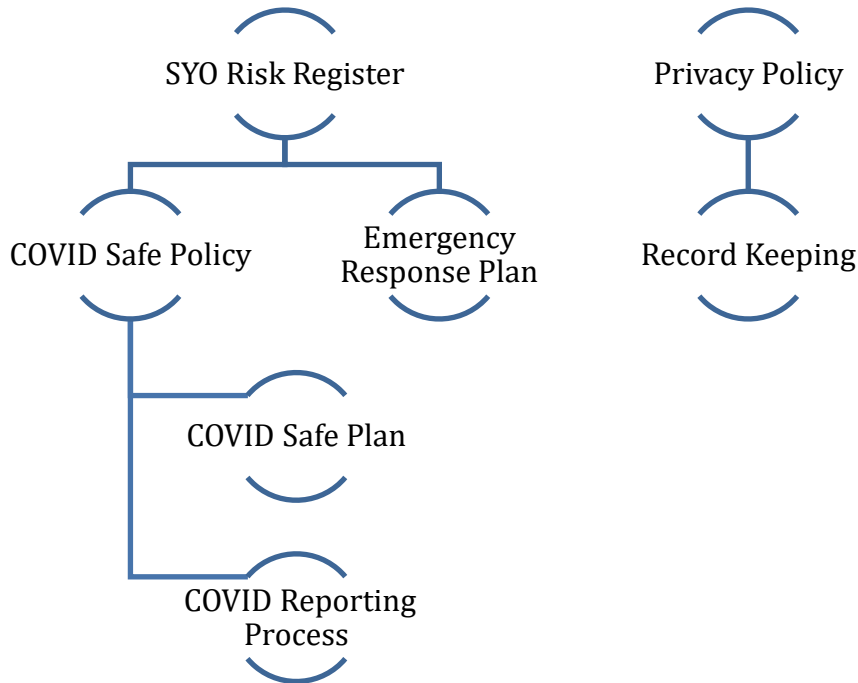


## Sydney Youth Orchestras COVID Safe Policy



### 1. Policy Statement

- 1.1 Sydney Youth Orchestras (SYO) is committed to creating a safe environment for all participants, staff and volunteers.
- 1.2 SYO will follow the advice and health orders as determined by the NSW Health Department in relations to risk mitigation strategies such as density limits, social distancing, masks, QR codes, contract tracing and vaccination.

### 2. Purpose

2.1 The SYO COVID Safe Policy is to ensure SYO effectively manages the risks associated with COVID 19.

2.2 Create a safe place for all participants and staff to reduce and minimise the transmission of COVID 19 by:

- Provide clarity for all those working at SYO (on staff, on contract or as volunteers) about their responsibilities to promote and ensure a healthy working environment
- Provide a clear and consistent pathway for dealing with issues associated with COVID 19
- Provide staff with clear instructions to follow health advice and safety processes associated with COVID 19

2.3 Ensure SYO is compliant with NSW Health Orders.

### 3. Scope

- 3.1 The Policy and its related documents are binding on all staff, sub-contractors and volunteers working with SYO who have direct interaction with our participants. They are also binding on participants in our programs who are over the age of 18.
- 3.2 All participants, parents and/or guardians are required to comply with SYO COVID Safe Plan.

3.3 The Policy and related documents form the framework for all procedures and guidelines relating to SYO programs and activities including;

- Weekly orchestral rehearsals (and breaks)
- Overnight camps (senior orchestras)
- Day camps (junior orchestras)
- Open Programs (holiday programs)
- Corporate and private performances
- Tours (regional, interstate and international)
- Special events (e.g. SYO annual gala)
- Concerts
- Tutoring (small groups workshops)

#### 4. Duty of Care

- 4.1 SYO is responsible for the health and wellbeing of children and young people (under 18) whilst under its care. The health and wellbeing of children and young people in our programs is SYO's primary concern.
- 4.2 SYO has a duty to take reasonable care for the safety and welfare of all children and young people whilst they are engaged in our programs and activities.
- 4.3 This duty extends to SYO staff and directors, volunteers and contractors.
- 4.4 "Reasonable care" includes taking such measures as are reasonable to protect against risk of harm from COVID 19 that reasonably ought to be foreseen.
- 4.5 SYO develops a COVID risk assessment for each project the organisation undertakes in planning stage of the project, and strategies and plans are developed to mitigate risks as appropriate.
- 4.6 SYO supports staff, volunteers and contractors to maintain and support a COVID safe environment, through required vaccination checks and screening, appropriate induction and regular training.
- 4.7 The key role of SYO staff and directors, volunteers and contractors is to create a COVID safe environment to ensure children are not at unreasonable risk.

#### 5. Role of parents and participants

- 5.1 SYO regularly communicates with participants and parents/guardians about our expectations and their role and responsibilities under the COVID Safe Policy and related guidelines and procedures.
- 5.2 Participants and their parents/guardians are encouraged to raise issues related to COVID 19 with SYO staff, who have clear pathways for resolution of issues. We will work to resolve issues in a timely manner, in line with this policy's objectives.

#### 6. Vaccination

SYO is responsible for ensuring all staff recruited to SYO are fully vaccinated against COVID 19. Proof of Vaccination is required upon engagement of Staff, Volunteers and Contractors.

6.1 All Participants who are eligible for vaccination are required to be vaccinated to participate in SYO Programs.

6.2 Any participant, staff, contractors or volunteers who have a medical exemption are required to present a Medical Exemption from - <https://www.health.nsw.gov.au/Infectious/covid-19/vaccine/Documents/covid-19-vaccine-contraindication.pdf> .



6.3 SYO will work with employees and participants to who have a Medical Exemption to ensure additional safety measures are put in place to reduce the risk of contracting COVID 19 at SYO activities.

6.4 Any participant who is ineligible to be vaccinated will be required to be vaccinated once they become eligible. Any participant who becomes eligible will be notified by SYO and proof of vaccination will be required to continue to participate in SYO program and activities.

## 7. Record Keeping

7.1 SYO will keep a secure record of:

- All participants attending activities including room, time, date and contacts
- All participants, staff and volunteers' vaccination status

7.2 SYO ensures that an appropriate audit trail is kept of all vaccination status

7.3 We will keep appropriate records of all COVID 19 incidents reported by staff, volunteers or participants.

7.4 SYO will keep this information private (in accordance with the Privacy Act) except for purposes of reporting to NSW Health.

## Supporting documents

### A. COVID Safe Plan

The SYO develops and maintains a COVID safe plan that are accessible to all participants, parents, employees, and volunteers:

- The COVID Safe Plan aims to support the ongoing management of COVID 19 risks including infection control measures and access control measures.

### B. COVID 19 Risk Management Plan

SYO maintains the following Risk Management Procedures to cover all its activities and programs in which participants are involved:

- Application and enrolment
- Orchestra rehearsals and workshops
- Open Programs (holiday programs)
- Camps (day and overnight)
- Performances (including special events, corporate and private functions)
- Touring (regional, interstate and international).

COVID Risk Management Procedures will be reviewed annually by SYO staff to ensure they meet the aims of this Policy and support the health of all participants.

### C. Induction and Training

SYO will provide appropriate induction and training for all staff.

## SIGN OFF AND REVIEW

Version	Authorised By	Approved Date	Review Cycle	Review due
1	CEO	07/12/2021	1 Year	December 2022

## HISTORY

Version	Description	Author	Amended Date
1	Policy	CEO	