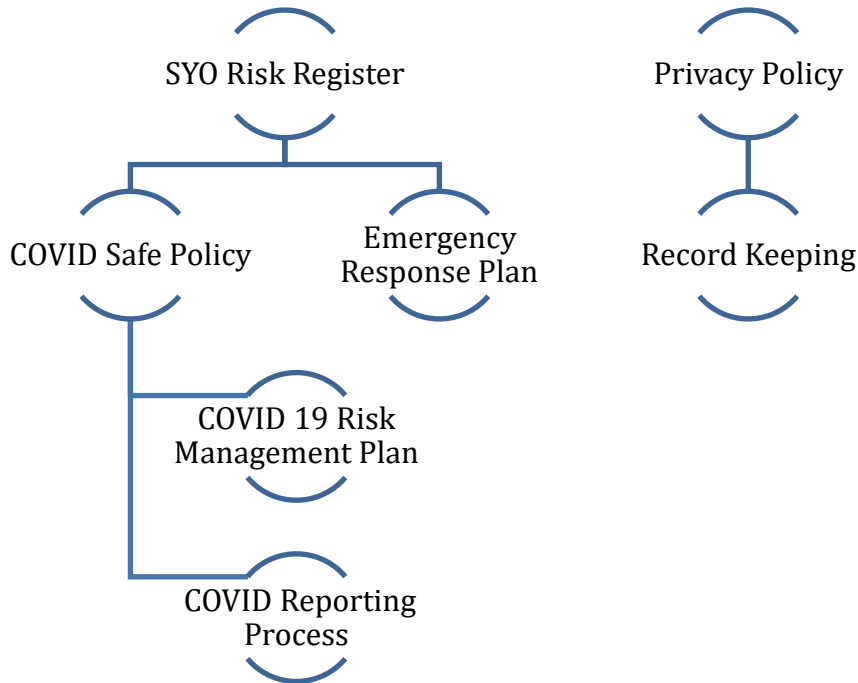


Sydney Youth Orchestras COVID Safe Policy



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 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

6.1 It is **highly recommended** that all Staff, Volunteers and Participants who are eligible for vaccination are vaccinated.

6.2 Should activities and venues be restricted to only vaccinated individuals, SYO will require Staff, Volunteers and Participants to be vaccinated unless a medical exemption is provided.

6.3 If Health Orders or Risk levels change, SYO may exclude unvaccinated Staff, Volunteers and Participants from attending rehearsals or performances in person.

7. Record Keeping

- 7.1 SYO will keep a secure record of:
- All participants attending activities including room, time, date and contacts
- 7.2 We will keep appropriate records of all COVID 19 incidents reported by staff, volunteers or participants.
- 7.3 SYO will keep this information private (in accordance with the Privacy Act) except for purposes of reporting to NSW Health.

Supporting documents

A. 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.

B. 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	SYO Board	07/12/2021	1 Year	December 2022
2	SYO Board	21/06/2022	6 months	December 2023
3	SYO Board	01/01/2023	1 Year	December 2024

HISTORY

Version	Description	Author	Amended Date
1	Policy	CEO	21/06/2022
2	Policy	CEO	01/01/2023