



MELBOURNE
YOUTH
ORCHESTRAS

VOLUNTEER HANDBOOK

2024 Ensemble Program

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Yard Duty Supervision

Wherever Melbourne Youth Orchestras (MYO) organises rehearsals, Yard Duty Supervisors must also be in place to supervise members during rehearsal breaks. In the case of Ensemble Program, these rehearsals take place at the University of Melbourne Southbank Campus (previously known as the Victorian College of the Arts); 234 St Kilda Road, Southbank VIC 3006; however, the necessity for Yard Duty Supervision holds true regardless of venue.

Yard Duty Supervisors promote a safe environment for all MYO members. This is achieved in two ways:

- 1) by providing an initial point of contact for MYO members should they require assistance during rehearsal breaks, and
- 2) by acting as a deterrent for MYO members from activities which contravene MYO policies, such as smoking, leaving campus, etc.
 - a. In the event of MYO members engaging in potentially dangerous activity (running/playing in the path of others, climbing trees/sculptures, entering out of bounds areas), volunteers are required to tell members to refrain from the offending behaviour

At the University of Melbourne Southbank Campus

Yard Duty Supervisors are expected to arrive at the time and place agreed upon in consultation with the Programs & Administration Coordinator. This provides enough time for an induction of the areas on campus where supervision is required.

The initial meeting point for Yard Duty Supervisors is at the MYO Administration Desk, in the Level 2 Foyer, Music Building, 234 St Kilda Road. Upon arrival, Yard Duty Supervisors will be required to sign in and provided with an MYO Volunteer lanyard which is to be worn whilst on duty. These lanyards include the MYO mobile phone number, which is kept at the Administration Desk and is the central point of contact during MYO activities.

During the Ensemble Program, rehearsals are primarily held in two buildings: Music Building (862) and Red Shed (871). Yard Duty Supervisors will rove around between these two areas, as well as supervising specific areas when required.

The main areas for attention on the campus are as follows:

- a) Red Shed (871), including the picnic tables next to Grant St Theatre, the BBQ area at the back near The Stables, and the grassed area (Wilin Garden)
- b) Lionel's Café (next to Red Shed); both inside and surrounds, including the campus gate to Grant St (ensuring no participants are going towards the street)
- c) Pathway between Red Shed/Wilin Garden and the entrance of Music Building on St Kilda Road
- d) Southbank Blvd public bbq area located outside the ABC building on Southbank Blvd.

On the occasions that MYO uses buildings not contained within the St Kilda Road/Grant Street/Dodds Street/Southbank Boulevard perimeter, Yard Duty Supervisors in conjunction with Ensemble Coordinators will supervise MYO members crossing the street. During rehearsal breaks, all areas outside this perimeter are out of bounds for all MYO members, unless the member has signed out at the Administration Desk with prior parental permission granted.

Supervision dress code

Casual attire, no thongs. MYO Volunteer lanyards will be provided to you upon arrival at your venue.

What to do in the case of...

Emergency Evacuation

All Emergency situations will be conducted in accordance with MYO's Emergency Evacuation Management Strategy. Volunteers will be expected to help facilitate the smooth and safe evacuation of the venue under the direction of the Chief Fire Warden.

Medical Emergency

Should an MYO member require medical assistance, the Yard Duty Supervisor should contact the MYO Administration Desk (the mobile phone number on the back of your Volunteer Lanyard). **Volunteers are not expected to provide First Aid assistance.**

Members contravening MYO policies

MYO has strict policies regarding drugs, alcohol, smoking and interaction with minors. These are set out in MYO's Child Protection Policy and Procedure: <https://myo.org.au/about/policies-and-procedures/>
Notify an MYO staff member if any MYO participant is suspected of contravening these policies.

Smoking, Alcohol & Drug use

Regardless of age, smoking and use of alcohol and illegal drugs is expressly forbidden at any University of Melbourne Campus and by any MYO member, MYO staff or individuals associated with MYO. Should a Yard Duty Supervisor witness an MYO student or staff member using one of these substances, the MYO Administration Desk should be notified immediately.

Smoking is not permitted by any MYO member under the age of 18 and any smoking by an MYO member or a staff member aged 18 or over must be in accordance with state and national legislation, and with consideration for the health and comfort of other people in the vicinity. Please note all grounds owned by the University of Melbourne are strictly smoke-free.

NOTE: Yard Duty Supervisors are not required to reprimand MYO members.

Leaving campus

Students under 18 are not permitted to leave the campus without the written permission of their guardian, and only after signing out via the Administration Desk.

Members over 18 must notify their Ensemble Coordinator and sign out at the Administration Desk.

For all members wishing to leave, please direct them to the Administration Desk, on Level 2 of the Melbourne Conservatorium of Music (Southbank) building.

Do I need a Working With Children Check?

Volunteer parents do require a valid Working with Children Check or a Victorian Institute of Teaching Registration.

Volunteer Working with Children Checks can be obtained at no cost from <http://www.workingwithchildren.vic.gov.au/>

Child Protection Policy and Procedure

MYO is committed to promoting and protecting the safety and wellbeing of all children. We have zero tolerance for child abuse. Everyone working and volunteering at MYO is responsible for the care and protection of children and reporting information about child abuse.

All staff, volunteers and participants of MYO programs are required to abide by the Child Protection Policy and Procedure. We highly recommend you familiarise yourself with the policy, available here:

<https://myo.org.au/about/policies-and-procedures/>