

2025 SUMMER SCHOOL

VOLUNTEER HANDBOOK



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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 and Summer School, 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.

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 MYO Volunteer Coordinator. This provides enough time for a tour of the areas on campus where supervision is required.

The initial meeting point for Yard Duty Supervisors and the MYO Volunteer Coordinator is at the MYO Administration Desk, in the Level 2 (ground floor) 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.

Yard Duty Supervisors will be allocated sections of the campus to supervise and are expected to maintain an active presence in these sections. Supervision is only required outside, as the University of Melbourne forbids MYO members from remaining inside the buildings during rehearsal breaks. At the Southbank Campus there are three main areas of the campus requiring supervision:

- 1) **Friends Courtyard**
This is the area between Buildings 862 & 864
- 2) **Main Yard**
This is the area between Buildings 863, 861, 871 & 873
- 3) **Dodds St**
This is the street between Building 879 and Gate 3 (between buildings 868 & 873)
- 4) **Linear Park**
The is located between Ian Potter Southbank Centre (Building 880) and Betwixt Café, 45 Sturt Street.

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 Managers 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 & high-vis will be provided to you upon arrival at your venue. **Please ensure you wear closed toe shoes and it is recommended that you bring a hat and UV protective clothing as the role is outside.**

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

During Summer School, a qualified First Aid Officer is on site, and will be stationed at the Administration Desk. 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). The First Aid Officer will then be dispatched to the emergency. **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/>

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 12** (pink paper lanyards) **are not permitted to leave campus under any circumstances.**

Students **aged 12-17** (white paper lanyards) **are not permitted** to leave the campus without the written permission of their guardian. **If they have been provided permission, their lanyard will include a relevant LUNCH or END OF DAY sticker.**

Members **over 18** (Green paper lanyards) are welcome to leave campus after signing out with their ensemble coordinator.

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

All MYO staff and summer school participants will be supplied an **MYO identification lanyard**. All staff and students are required to wear these at all times. If you noticed anyone on-site that is not a University of Melbourne student/staff member and is not wearing an MYO lanyard, please contact your volunteer coordinator.

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/>, and Australia Post is now offering free photos in person to accompany the application at the time of lodgement.

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/>