

HINTERLAND DANCING ACADEMY

GCAC Concert Policy

1. STATEMENT OF COMMITMENT

Hinterland Dancing Academy (“HDA”) is committed to the safety and wellbeing of children and young people who attend our classes and our concerts. We will take all reasonable steps to keep safe from harm children and young people in our care (“our students”).

HDA recognizes that it is a privilege to work with children and young people and that it is also a great responsibility. Parents / guardians trust HDA to look after their children, to care for them, give them leadership and keep them safe from harm.

Each year in December HDA stages a concert in the Gold Coast Arts Centre. We have identified this as a special event under our Risk Management Policy and have developed a specific policy to deal with the risks associated with holding the concert.

Although HDA cannot control all risks, our aim is to work together with the Gold Coast Arts Centre management and staff to minimize possible risks to our students.

2. REFERENCES AND RELATED DOCUMENTS

Commission for Children and Young People and Child Guardian Act 2000
Commission for Children and Young People and Child Guardian Regulations 2000
Risk Management Policy
Risk Assessment Plan
Working with Children Policy
Code of Conduct

3. DEFINITIONS

- a) “**student**” means a child under the age of 18 years or a young person enrolled with HDA;
- b) “**code of conduct**” means the behaviour we expect from our staff and volunteers as set out in our Code of Conduct.
- c) “**designated officer**” means Annette Ashenden or, in her absence, Robert Coddington
- d) “**harm**” to a student, is anything that causes a detrimental effect of a significant nature on the student’s physical, psychological or emotional well being. It is immaterial how the harm is caused.

Harm can be caused by:-

- i) physical, psychological or emotional abuse or neglect; or
- ii) sexual abuse or exploitation;

(Section 9 Child Protection Act 1999)

- e) **“Incident Report Form”** means the form attached as Annexure A to the Risk Management Policy;
- f) **“HDA Risk Management Strategy”** means this GCAC Concert Policy, the Risk Management Policy, the Risk Assessment Plan; the Working with Children Policy and the Code of Conduct
- g) **“GCAC Risk Form”** means the form attached as Annexure GCAC1.

4. APPLICATION OF THIS GCAC CONCERT POLICY

This GCAC Concert Policy applies to all our staff and volunteers, students and parents or guardians of our students. It must be read in conjunction with the HDA Risk Management Strategy.

5. PRINCIPLES FOR ASSESSING RISK

- a) We recognize that it is a privilege to work with children and young people and that it is also a great responsibility. Parents trust us to look after their children, to care for them, give them leadership and keep them safe. We need to ensure that we honour their trust.
- b) We acknowledge that harm can occur in a number of different ways in our society and particularly at special events such as the annual concert. All our students have the right to be protected from harm.
- c) We recognize that for every high risk activity or special event it is necessary to assess the risks involved and take measures to ensure appropriate controls are in place to minimize both the likelihood of those risks occurring and the severity of the consequences.
- d) We will take all reasonable steps to ensure that our students are not at risk of injury, whether to their physical, psychological or emotional wellbeing. In particular we will follow the procedures set out in this policy to assess and manage all reasonably foreseeable risks.

6. RISK ASSESSMENT AND MANAGEMENT

HDA recognizes that preventing harm to our students requires identification of possible harm, assessing the risk and taking steps to minimize the risk of that harm occurring. We have been through the steps set out in the Risk Assessment Plan. In particular, we have:

- a) Identified the potential hazards and activities that may arise during both the rehearsals for and the holding of the concert and the risks associated with those hazards and activities. (Columns 2 and 3 of GCAC Risk Form)
- b) Analysed the level of risk associated with each hazard or activity using the categories of Low, Moderate, Significant and High referred to in the Risk Assessment Plan. (Column 6 of GCAC Risk Form)
- c) Evaluated the risk by reference to the likelihood of the risk occurring and the seriousness of the consequences using the table set out in the Risk Assessment Plan (Columns 4 and 5 of GCAC Risk Form)

- d) Managed the risks by considering the different options available and implementing specific control measures appropriate for minimizing the risks (Column 7 of GCAC Risk Form).

7. IMPLEMENTING THIS POLICY

- a) Annette Ashenden is responsible for implementing the control measures identified in Column 7 of the GCAC Risk Form.
- b) Where the GCAC is identified in column 8 of the GCAC Risk Form as being responsible for taking certain steps, then Annette Ashenden will communicate those requirements to the management and staff of the GCAC and use her best efforts to procure compliance.

8. MONITORING COMPLIANCE

- a) Annette Ashenden has responsibility for identifying each high risk activity and special event and ensuring that the policies and procedures referred to in this GCAC Concert Policy are followed.
- b) If any staff member, volunteer, student or parent identifies a risk that has or is not being assessed and treated they should inform Annette Ashenden as soon as possible.

9. BREACHES

Any breaches of this GCAC Concert Policy will be dealt with in accordance with the breach procedures set out in the Risk Management Policy.

10. EVALUATION AND REVIEW

It is the responsibility of Annette Ashenden to review this GCAC Concert Policy.

Should any of our staff, volunteers, students or parents want to comment or suggest changes to the GCAC Concert Policy, they should put their comments or suggestions in writing and give them to Annette Ashenden.

This GCAC Concert Policy will be reviewed annually after each concert. Any changes to the policy will be made available at registration for the following year.

Updated November 2007

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GCAC Risk Form

Annexure GCAC1

NO:	Identified Hazards & Activities	Risks	Likelihood	Consequence	Level	Control measures	Responsibility
1	Access to backstage by inappropriate persons	Theft of valuables and personal information Abuse (sexual / non-sexual) Photography / observing Misrepresentation (claiming to belong)	Likely	Catastrophic	High	Keep access points locked and monitored Access cards issued / lost cards reported immediately Appropriate supervisors (adequate levels to suit) Supervisors to be wearing identification	HDA GCAC HDA HDA
2	Students arriving and leaving at the wrong stage door	Potential for inappropriate contact with public Inability to monitor activity	Moderate	Moderate	Significant	Entrance and exit to theatre ONLY through stage door Students reminded not to use interconnecting door between backstage and foyer	HDA HDA
3	Young persons leaving backstage area	Leaving controlled area Inability to monitor activity Potential for inappropriate contact with public	Moderate	Moderate	Significant	Register of students to identify who is backstage Supervision and control of exit points Supervisor to tick off names of children when arriving & leaving	HDA HDA HDA
4	Access to dressing rooms	Young persons in a state of undress	Likely	Moderate	Significant	Doors to dressing rooms to remain closed If access is required by GCAC staff , they will request that supervisor checks room prior to entry to ensure safe access	HDA / GCAC
5	Access to restricted areas	Exposure to workplace hazards Exposure to staff areas	Unlikely	Minor	Low	GCAC has locked access to restricted areas Doors must remain closed and locked	GCAC / HDA
6	Students performing in foyer	Potential for inappropriate contact with public	Likely	Moderate	Significant	HDA to provide supervision of students in the foyer HDA to liaise with Front of House staff to ensure safety of students	HDA
7	Students relocating to the balcony after their dances	Potential for inappropriate contact with public Physical and emotional	Likely	Moderate	Significant	HDA to liaise with Front of House staff for students to be relocated to the balcony HDA to ensure appropriate supervision at all times	HDA / GCAC HDA
8	Dressing room overcrowding & segregation	Inappropriate groups using same dressing room Different ages and sexes - exposure	Moderate	Minor	Moderate	GCAC provides plans and safe limits for dressing rooms HDA to ensure different ages and sexes in different rooms as far as possible	GCAC HDA
9	Quick changes on stage or corridors	Young persons in state of undress / exposure Young persons observing others changing	Moderate	Minor	Moderate	Changes must only take place in designated area on side of stage Fully enclosed change booths can be utilised if available Students changing side-stage will have appropriate underwear	HDA/ GCAC HDA/ GCAC HDA
10	Inappropriate use of photo and/or video device in dressing rooms, change areas and toilets	Photos of persons changing / undressed Distribution of photos	Moderate	Moderate	Significant	Use of cameras/video devices & mobile phones not permitted in dressing rooms, toilets and change areas except in designated photo areas - GCAC policy	HDA
11	Interaction with GCAC staff	Language, comments, remarks, jokes	Unlikely	Minor	Low	GCAC policy requires staff to behave in appropriate manner Young persons to be supervised by HDA - not GCAC staff Young persons not to be in a 1-on-1 situation with GCAC staff	GCAC / HDA
12	Fitting of props to a student's body including personal radio microphones, harnesses etc	Exposure due to need to fit cabling beneath clothing	Moderate	Moderate	Significant	HDA must provide suitable chaperone at all times during fitting GCAC staff not to be in room with young persons unless chaperone present at all times.	HDA / GCAC

NO:	Identified Hazards & Activities	Risks	Likelihood	Consequence	Level	Control measures	Responsibility
13	Costume Suitability	Exposure Inappropriate attire for age	Unlikely	Moderate	Significant	HDA to ensure appropriate costumes for age groups	HDA
14	Themes, Content and Choreography	Inappropriate for age Suggestive Inappropriate interaction Language	Unlikely	Moderate	Significant	HDA to ensure appropriate choreography for age group	HDA
15	Exposure to cigarette smoke	Passive smoking	Unlikely	Minor	Low	GCAC has a strict no smoking policy QLD legislation prohibits smoking near entrances Young persons to keep away from staff areas & staff on breaks	GCAC / HDA
16	Alcohol - Licensed Premises	Consumption of alcohol	Unlikely	Minor	Low	Responsible Service of Alcohol implemented at GCAC Alcohol backstage must be regulated and monitored	GCAC / HDA
17	Inappropriate remarks / comments Verbal Abuse	Emotional affects	Unlikely	Moderate	Moderate	GCAC staff to behave in a professional manner HDA to supervise all activities All incidents reported to supervisor	GCAC / HDA
18	Conflict between/amongst young persons	Physical and emotional	Moderate	Moderate	Significant	Appropriate supervision and measures to deal with issues	HDA
19	Sexual abuse	Physical and emotional	Unlikely	Major	Significant	Appropriate supervision and measures to deal with issues All adults backstage will have current Blue Cards GCAC & HDA staff are Blue Card holders	HDA / GCAC
20	Fire and other activities requiring use of safety equipment and evacuation	Unable to find and use equipment Unable to leave building when required Physical and emotional	Unlikely	Major	Significant	GCAC to give presentation and tour to staff and students identifying location of exits and evacuation procedures GCAC to demonstrate use of safety equipment to staff & students	GCAC GCAC
21	Injuries and trauma	Appropriate emergency care	Unlikely	Moderate	Moderate	GCAC has first aid facilities and trained staff Ambulance service to be utilised - GCAC will not drive persons HDA aware of known medical needs, emergency procedures and contacts. All injuries to be reported to GCAC and HDA, logged and investigated	HDA / GCAC
22	Excessive physical activity and/or long schedules	Physical & mental strain Diminished ability for other tasks same day or next day (affects school work)	Moderate	Moderate	Significant	Appropriate schedules to suit Rest pauses and consideration to other commitments Adequate sleep periods between days	HDA
23	Young persons not picked up on time	Physical and emotional Undesirable person contact	Moderate	Moderate	Significant	An HDA representative personally sees each child reunited with their parents after rehearsals and the concert and will wait until all children are collected. If necessary parents will be contacted.	HDA
24	Transport and access of park and lake area	Undesirable person contact Drowning Roadway access	Moderate	Moderate	Significant	Students to be under supervision at all times Students who are driving to be escorted to car after dark	HDA

