

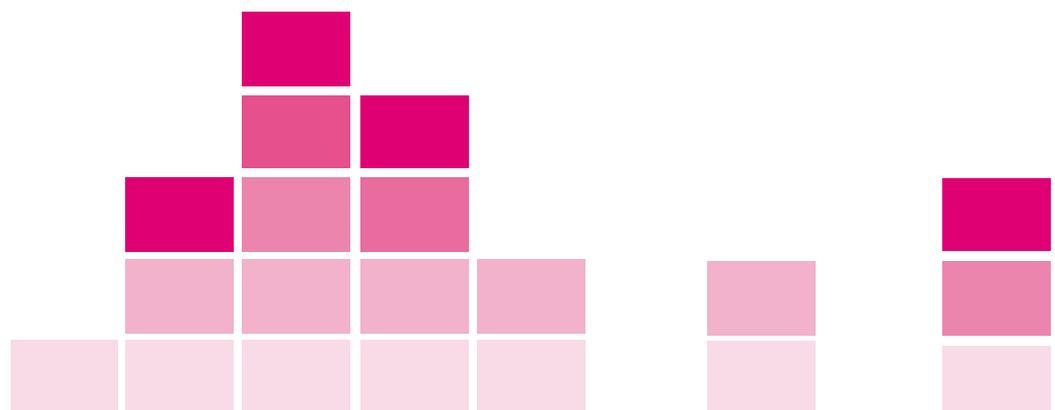


Cornwall Music **Education Hub**

County Ensemble Rehearsal Cancellation Policy

12th April 2021

Cornwall Music Education Hub, Together for Families





1 - Purpose

To ensure safety of all county ensemble participants in exceptional circumstances which may necessitate the cancellation of a County ensemble rehearsal.

2 - Scope

This Policy relates to the cancellation of CMEH county ensemble rehearsals, including the county choirs, CYWO, CYO, Sax is our Business, CYJO and CYBE.

3 - Policy Statement

The CMEH is committed to taking all reasonable steps to safeguard the safety and wellbeing of everyone involved in its activities. This policy recognises that it may occasionally be necessary to cancel the rehearsal of an ensemble due to exceptional circumstances and considers the steps that should be taken in this situation to ensure the safety of all participants and minimise inconvenience.

4 - Guidelines

4.1 - Illness/Absence of Ensemble Leader

In the event of an ensemble leader being absent with notice and no other suitable leader being available to step in, the rehearsal should be cancelled with a minimum of 48 hours' notice. The Hub office should be notified and all parents (and players where appropriate) should be notified by email and or telephone at the earliest opportunity. The Ensemble Co-ordinator should also be informed so that the room booking can be cancelled. In the case of choirs, the County Choir Director should be informed.

In the event of a sudden and unexpected absence which would mean no advance notice to parents, where possible the rehearsal should go ahead as long as a suitable replacement music leader can be found to cover the rehearsal and safe adult/student ratios can be maintained. In the event of a rehearsal being cancelled, where possible the Hub office should be contacted so that all parents can be contacted by phone and email. A notice should also be put on the appropriate Facebook pages (ensemble own, Hub). The Ensemble Co-ordinator or County Choir Director should also be notified. Outside of normal office hours, if the ensemble leader is unable to contact parents themselves, the second ensemble lead, Ensemble Co-ordinator or Deputy Choir Director should call and email participants and parents to notify the cancellation.

4.2 Extreme Weather Conditions

From time to time parts of Cornwall suffer from extreme weather which can cause hazardous travelling conditions – notably very high wind, ‘cloud-burst’ rainfall and snow and ice, particularly on higher ground. These conditions may be county wide but can also be experienced locally while other parts of the county are unaffected. CMEH recognise that most ensemble members travel by car and that no driver should attempt to travel in hazardous conditions in order to fulfil an obligation to attend rehearsals.

Parents/members who are unable to attend a rehearsal due to hazardous travelling conditions should notify the office and they will not be charged for that absence.

In the event of extreme weather conditions affecting the county, ensemble members should be made aware that the rehearsal will only go ahead if it is safe to do so, ie the rehearsal venue is accessible (contacting the caretaker to confirm if necessary) and it is safe for sufficient staff to travel to the rehearsal for safe ratios to be maintained. Directors and ensemble coordinators should consult detailed weather forecasts on the day prior to the rehearsal and consider travel advice from the Police and Cornwall Council. A final decision will be taken by the Director by 18.00 on the evening prior to the rehearsal. If the rehearsal goes ahead, the risk assessment for the rehearsal venue should be revised to reflect the conditions forecast and hazards they may present.

If a rehearsal is cancelled or players are unable to attend because it is not safe to travel, the course fee will not be charged or a new date will be arranged for the rehearsal if possible.

The processes for each of the county ensembles will vary slightly due to differing arrangements:

4.2.1 CYO and CYWO

The Director should immediately contact the Ensemble Co-ordinator requesting an email be sent to all parents/players notifying parents whether or not the rehearsal will go ahead. Parents without email should be telephoned and a message should also be put on the relevant pages on social media. Parents and coaches should be advised that they should only travel if it is safe for them to do so in their area.

If weather conditions on the day of the rehearsal are worse than forecast, the rehearsal should be cancelled at the earliest opportunity and all parents notified as soon as possible by telephone (taking into account that some players and staff will need to travel). If conditions worsen during a rehearsal, the Director must make the decision whether or not to continue the rehearsal. Consideration should be given to the distance that some parents may need to travel to collect their children. A minimum of 2 adults (depending on the number of children) must stay on site until all players are all collected.

4.2.2 CYBE, SIOB, CYJO

The Director, in consultation with the co-director, should immediately contact parents/players notifying them whether or not the rehearsal will go ahead. Parents without email should be telephoned and a message should also be put on the relevant pages on social media. Parents and coaches should be advised that they should only travel if it is safe for them to do so in their area.

If weather conditions on the day of the rehearsal are worse than forecast, the rehearsal should be cancelled at the earliest opportunity and all parents notified as soon as possible by telephone (taking into account that some players and coaches will need to travel). If conditions worsen during a rehearsal, the Director must make the decision whether or not to continue. Consideration should be given to the distance that some parents may need to travel to collect their children. A minimum of 1 adult (depending on the number of children) must stay on site until all players are all collected.

4.2.3 Choirs

The Director, in consultation with the co-director should immediately contact parents/players notifying them whether or not the rehearsal will go ahead. Parents without email should be telephoned and a message should also be put on the relevant pages on social media. Parents and coaches should be advised that they should only travel if it is safe for them to do so in their area.

If weather conditions on the day of the rehearsal are worse than forecast, the rehearsal should be cancelled at the earliest opportunity and all parents notified as soon as possible by telephone (taking into account that some players and coaches will need to travel). If conditions worsen during a rehearsal, the Director must make the decision whether or not to continue. Consideration should be given to the distance that some parents may need to travel to collect their children. A minimum of 2 adults (depending on the number of children) must stay on site until all singers are all collected.

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