



TONY DOYLE VISIONS DUTY OF CARE POLICY - THE SOUNDWAVES PROJECT

For Tony Doyle Visions (TDV), Duty of Care is central to the various projects that are initiated and run by the business.

Duty of Care is taken to mean both Safety and easily understood and accessible Information for participants, support workers, contractors and volunteers.

This Duty of Care Policy is made up of several one-page documents that cover the various aspects that, taken together, make up the complete Duty of Care Policy.

Some of these documents apply to all projects, while there are others that are specific for the current major project - The Soundwaves Project.

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Review of Duty of Care Policy - The Soundwaves Project

Adjustment and updates can be made to the Policy at any time where this is felt to be needed by Tony Doyle as the Director of Tony Doyle Visions and the Soundwaves Project.

The policy is also reviewed every six months in July and January, based on feedback from staff, participants, carers and support workers.

A written survey form is distributed in June and November at the monthly workshops and event as well as sent out to the Tony Doyle Visions email database.

Review of policies – will also occur when there is a change in legislation/new legislation. Recent example - legislative reforms under the Disability Services Act 1993 and Disability Services (Assessment of Relevant History) 2014 making it a legal requirement that before commencing in a prescribed position, a person must undergo a disability services employment screening assessment undertaken by the DCSI Screening Unit.

Where you can get a copy of the Duty of Care document

This is available for you to read and/or download from the Tony Doyle Visions website at: <http://www.tonydoylevisions.com.au/> or you can request a copy by sending an email to: tdoyle.visions@bigpond.com



Overview of Tony Doyle Visions

Tony Doyle Visions (TDV) is the sole trader business name of Tony Doyle, Adelaide - South Australia based Musician and Arts Project Director. TDV was started in 2002.

Tony Doyle is the Director of Tony Doyle Visions and under this name Tony initiates and runs a range of music & arts projects - especially in the area of disability arts.

For information on current and past Tony Doyle Visions Projects, go to the website:
<http://www.tonydoylevisions.com.au/>

Staffing - a team approach

Director - Tony Doyle
Administrator

As Director of Tony Doyle Visions, Tony has the overall responsibility and direction, while working as a team with the Administrator in the area of administration and promotion and the contracted Key Artists for the various projects.

Contact

Tony Doyle
Landline: +61 8 8232 4554
Mobile: 0417 798 857
Email: tdoyle.visions@bigpond.com

Arts & Disability - a personal and professional commitment

Tony was born with degenerative vision impairment and has been totally blind for several years.

Despite living with disability Tony has been determined to live life to its full by finding ways to overcome the barriers and obstacles that manifest around disability.

'The Arts' has played a major role in Tony's life endeavours; Tony was co-founder and director of the groundbreaking Arts and Disability organisation Arts In Action from 1990-2002. Tony also directed Australia's first international disability arts festivals based in Adelaide known as the High Beam Festival.

Tony Doyle Visions Arts & Disability Projects - 3 core principles

Tony has continued his commitment to the area of Arts & Disability from the start of Tony Doyle Visions in 2002, with a number of long-term and extensive Projects such as the 'Somersault Project'. (2005-9)

The Soundwaves Project started in 2010 and is the current major Arts & Disability Project, with a focus on music and related areas such as dance and the running of major events.



ARTS & DISABILITY PROJECTS PRINCIPLES AND STRUCTURE

There are 3 core principles that guide all of the Tony Doyle Visions Disability Arts Projects - Disability Led, Accessible and Inclusive, and, Developmental.

Disability Led - All Disability Arts Projects are developed and run with the needs and views of the participants with disability as the starting point as well as being at the core throughout the Project.

Accessible and Inclusive - Disability Arts Projects aim to provide a range of ways that people with disability can participate and which can offer opportunities for people across the disability spectrum. This also means that the Projects are structured and run in a way that is accessible and inclusive of people with disability in mainstream events and venues and has people with and without disability involved working together.

Developmental - Projects develop participant personal, social and artistic skills through direct involvement in workshops and events. A Community Arts approach is used where the process (workshops, planning sessions etc.) is of equal developmental importance as the outcomes, and where Artists are engaged who can work with participants to help them realise their potential and visions.

Project Structure - A series of regular workshops led by experienced key Artist/s that lead to an event outcome/s is the basic Project structure.

Direction and Administration - Overall planning and direction comes from Tony Doyle as the director of TDV working with the Administrator for TDV. Each workshop is co-ordinated by one of the key artists with event outcomes coordinated by Tony Doyle and the Administrator or a contracted event manager.

While each person has their specific roles, TDV has a team approach to the running of its projects with shared responsibility across the team.

Key Artists and their role

TDV projects operate on contracting key artists who are experienced in their art form, have demonstrated experience in working with people with disability, and who can provide the required amount of coordination for their specific activities.

All Key Artists need to have:

- DCSI Disability Services Employment Screening (current for 3 years)
- Current First Aid Certificate (current for 3 years)
- Public Liability Insurance



THE SOUNDWAVES PROJECT

Soundwaves is a music project designed to create opportunities for people with disability.

The project runs from February - November and has 1 workshop activity and 3 performance events each month.

The venues are very disability friendly with easy wheelchair access, plenty of free and close parking, disability access toilets and all have excellent air conditioning - cooling & heating.

The Workshop

Soundwaves Performance Workshop - for individuals with more advanced music skills and experience

Key Artist: Robert Petchell, Music Director

When: 2nd Thursday of each month from 11am - 1pm

Where: Thebarton Community Centre, cnr Ashwin Parade & South Road, Torrensville

Cost: Free

For more information: Robert Petchell; 0402 429 197, email: rpetchell@optusnet.com.au

The Events

Soundwaves Beats Event - especially suited for people who are looking for a group based event. Emphasis on singing, movement and playing percussion instruments.

Key Artist: Linda McCarthy, Musician and Tutor

When: 4th Thursday of each month from 10.45 - 12 noon

Where: Thebarton Community Centre, cnr Ashwin Parade & South Road, Torrensville

Cost: Free

For more information: Tony Doyle ph.: 0417 798 857 email: tdoyle.visions@bigpond.com

Magical Mystery Tour Event - A variety of musical adventures including music, singing, movement, costumes, relaxation and cultural music/dance

Key Artist: Lynne Brown

When: 2nd Tuesday of each month from 11am - 12.15pm

Where: Enfield Community Centre, 540 Regency Road, Enfield

Cost: Free

For more information: Tony Doyle ph.: 0417 798 857 email: tdoyle.visions@bigpond.com

Soundwaves Community Cabaret Event - a fun and celebratory event where everyone is welcome. Featuring guest performers and bands with and without disability as well as performers from the Soundwaves workshops. Lots of space for dancing!

When: 3rd Thursday of each month from 10.30am – 1.30pm

Where: Thebarton Community Centre, cnr Ashwin Parade & South Road, Torrensville

Cost: Free

For more information: Tony Doyle ph.: 0417 798 857 email: tdoyle.visions@bigpond.com



SOUNDWAVES COMPLAINTS PROCESS AND INCIDENT REPORTING

Complaints Process

Tony Doyle Visions strongly supports anyone who feels the need to make a complaint or raise issues of concern.

A three stage complaints process is in place - but the three steps of the complaint procedure are not binding steps that have to be followed, but rather a suggested way of making complaints that will have the best chance of achieving a positive outcome.

1. Raise your complaint or issue with the Key Artist at the workshops or the Event Manager at the Soundwaves Event. In the first instance, this person will take the necessary steps to address your complaint or issue if this is possible.
2. If you are unhappy with the result of this first step, or your complaint is to do with the Key Artist or Event Manager, then please do talk to Tony Doyle directly by phone: 8232 4554, mobile: 0417 798 857 or through email: tdoyle.visions@bigpond.com
3. If both of these steps are unsatisfactory and you feel your complaint or issue has not been addressed, then you are encouraged to raise your complaint/concern with an independent body:
The Disability Advocacy and Complaints Service of SA (DACSA)
Address: 29 High Street, Kensington SA 5068
Tel: (08) 7122 6030
Fax: (08) 8332 5112
Email: admin@dacssa.org.au

Participants also have the option to access the SA Department of Communities & Social Inclusion (DCSI) Client Feedback process and the Health and Community Services Complaints Commission (HCSCC). Internet links for these are: <https://www.dcsi.sa.gov.au/feedback> and <http://www.hcsc.sa.gov.au/>

Critical Incident Management and Reporting

TDV takes seriously any major Incident. In addition to any required immediate management of an Incident, the incident will be followed up with a Critical Incident Report that will be completed by the person in charge of the workshop (Key Artist) or the event (Event Manager).

The SA Department for Communities & Social Inclusion (DCSI) Critical Incidents Report document is used as the reporting document.

This report will be sent to Tony Doyle and the Administrator for further action if required.

All involved with the Incident or who are carers/support workers for those involved, will receive a copy of the Incident Report and be kept updated on any required action as a result of the report.

If a CCI occurs as a result of or during the delivery of services directly provided or funded by DCSI, and has caused significant negative impact to the health, safety, or wellbeing of a client or

service recipient e.g. death or serious injury, alleged assault, unlawful or criminal activity involving an employee, contractor, volunteer etc., client assaults or caused harm to others, serious fire or natural disaster or other incident which prevents service provision – then this will also need to be reported to DCSI, specifically to Michelle Hosking, A/Team Leader, Disability SA Feedback and Incident Review team. Contact details - phone 8207 0490 or email michelle.hosking@sa.gov.au. Also to include reporting incident to SAPOL



SOUNDWAVES SAFETY PLAN

The Safety of everyone involved with a Soundwaves workshop or event is a high priority and is addressed by the 5 components that make up the Soundwaves Safety Plan.

1. Risk Management Plan

A Risk Management Plan has been developed for each of the 3 monthly workshops and event. This takes account of the perceived risks and what actions are in place to address the risks.

The Key Artist for each workshop and the Event Manager for the Event have a copy of this Risk Management Plan and are required to read and follow the Plan.

2. Participant Code of Conduct

A one page Participant Code of Conduct has been prepared and is given to all participants and their carer/support workers either directly at the monthly workshops and event or through the TDV email database.

3. Key Artist, Contractors and Volunteers Code of Conduct and required clearance Certificates

A one page Key Artist, Contractors and Volunteers Code of Conduct has been developed and is given to each person before they work at a workshop or event.

Clearance certificates are also required:

Key Artists - SA Department of Communities & Social Inclusion working with People with a Disability Clearance Certificate

Other contractors and volunteers - National Police Check Clearance Certificate

Copies of these Certificates are presented to and held by Tony Doyle.

4. Public Liability Insurance

The Key Artists must have their own public liability insurance. Other contractors must be covered by a their own, or by the TDV public liability insurance. All venues have their own Public Liability Insurance

5. Participant Insurance and Responsibility

Where participants are a client of an agency program, they are covered by that agency in terms of insurance and also responsibility. Participants must have a support worker with them unless it is agreed by Tony Doyle that the participant can attend a Soundwaves session without a support person. All agency and day activity support workers will have, as a minimum, appropriate First Aid training as described in the Direct Health Support of People with a Disability Guideline DCSI. We use local government venues that are obliged to have an accessible first aid kit.