

# SCHOOL DISCO POLICY

## Related Policies

Student Management Policy

## Purpose

The purpose of this policy is to ensure the safety and wellbeing of all students attending school-based disco dances and to provide support to parents. It serves as a guide for the Parents and Friends Association which takes responsibility for their organisation.

## Policy

This policy has been established in consultation with the School Board and the Parents and Friends Association.

Whilst school discos are organised by the Parents and Friends Association, the school has a responsibility to ensure the safety and wellbeing of students and to provide appropriate support to parents.

The school has a responsibility to ensure that all events run by the parent body, whether in or out of school hours, are appropriately supervised, use appropriate resources and content for school-aged children and meet safety standards.

## Definitions

A **school disco** is an organised social dance event attended by students enrolled at the school.

## Procedures

1. Only existing school students are permitted to attend school discos and tickets are to be pre-sold to students enrolled at the school. *(Should a student not enrolled at the school appear at the event, his/her parents are contacted and asked to immediately collect their child from the venue.)*
2. Existing students may attend ONE SESSION ONLY if more than one session has been organised.
3. Should two sessions be organised, the following timetable applies:  
**Session 1:** Kindergarten to Year 2 from 6:00 – 7:15pm  
**Session 2:** Years 3 to 6 from 7:30 – 9:00pm
4. Each disco must have parental support. The ratio of volunteer parents to students is 1:15.
5. Parental support is to be established a week in advance of the scheduled disco. Should insufficient volunteers be obtained, the disco is to be cancelled.



6. Volunteers are not to have younger siblings of enrolled students in their care as they must be free to attend fully to supervision duties.
7. Roles are to be assigned to parent volunteers in advance of the disco.
8. Parent volunteers are to be identified with a badge, fluorescent vest or similar visible item.
9. Parent volunteers must be allocated to specific areas to ensure adequate supervision is maintained e.g. main entrance, toilets, dance floor, stage area, exit points.
10. Entry and exit to the disco must be through the same point.
11. No student is to exit the building, once arrived, unless accompanied by an adult.
12. Parents in attendance but not volunteering gather in a separate space and are not identified with badges.
13. Food may be sold 'over the counter' as required and water is to be made available at no cost to the students.
14. No student is to be involved in handling either money or food.
15. A booking for a suitable DJ must be made well in advance of the scheduled disco and the DJ must be briefed with regard to playing appropriate music and organising games suitable for school-aged children.
16. Students are not permitted near the sound equipment to prevent possible damage to equipment and ensure the safety of students (*electrical cables could be exposed and cause trip hazards*). Students must not enter this cordoned off zone.
17. Volunteers and the DJ are to be briefed on emergency procedures prior to the event.

