

**Holy Family Primary School
GOWRIE**



**SCHOOL DISCO
Policy**



School Disco Policy

Related Policies

CE Child Protection - Mandatory Reporting ACT Policy
CE Work Health and Safety ACT under review

Policy

Holy Family Primary School's P&F Association provides the opportunity for the children to socialise through a school Disco. The Discos are held in Week 7 of Terms 1 and 3. The Agreed Practice is necessary to ensure that the Disco is safe and enjoyable for children and parents.

Procedures

- Only currently enrolled Holy Family Primary School students are permitted to attend the school Discos. 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.
- Discos may be organised in two sessions to allow for Kindergarten to Year 2 students to socialise and then Years 3-6 students to socialise.
- Each Disco must have parental support. The ratio of volunteer parents to students is 1:15. . 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.
- Volunteers are not to have younger siblings of enrolled students in their care, as they must be free to attend fully to supervision duties.
- It is preferable that roles are to be assigned to parent volunteers in advance of the Disco. However, the Disco Coordinator may also assign roles on the night.
- Parent volunteers are to be identified with a fluorescent vest or similar visible item.
- Parent volunteers must be allocated to specific areas to ensure adequate supervision is maintained e.g. main entrance, toilets, dance floor, stage area, and exit points. Parents will be briefed by the Disco Coordinator, on acceptable student behaviour and expectations.
- Entry and exit points to the Disco must be clearly communicated to parents and students.
- No student is to exit the building, once arrived, unless accompanied by an adult.
- Food may be sold 'over the counter' as required and water is to be made available at no cost to the students. Students are encouraged to bring their water bottles, which can be left in clearly labelled plastic boxes in the Canteen foyer.

- No student is to be involved in handling either money or serving food in the canteen or entry point.
- 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.
- 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 stage area.
- Volunteers and the DJ are to be briefed on emergency evacuation procedures prior to the event.

References

Nil

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	July 2013
School Contact Officer:	Anne-Marie Marek