

MONASH SCHOOL P & C ASSOCIATION
SCHOOL DISCO POLICY

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1. Purpose

The purpose of this policy is to provide guidelines for the organisation of discos that are run by the P & C and held in the school hall.

The requirements detailed in this policy are necessary to minimise risk to the students and P & C Association. The aim is to facilitate a smooth running disco where children are kept safe and have a good time.

2. Consultation

This policy has been developed in consultation with the Monash School Principal and ACT P & C Council.

3. Requirements

3.1 Approvals

- The disco organisers must seek approval at a P & C General Meeting, P & C Committee Meeting or through email monash_pandc@hotmail.com to run a disco. The request must include: date of disco, required budget and the name and contact details of the organiser(s).
- The disco organisers must obtain approval from the School Principal to run a school disco. Approval can be obtained via email or at a P & C General Meeting. The P & C Committee cannot endorse a disco without approval from the principal. If the approval was obtained via email, the approval must be forwarded to the P & C Committee.
- The disco organisers must be familiar with this policy and the P&C Committee should check that the policy is adhered to.
- The disco organisers must keep the P & C Committee informed of progress. All requirements in this policy must be finalised no later than ten (10) days before the event. Communication to the P & C Committee confirming that the requirements have been met must occur no later than ten (10) days before the event.
- The disco organisers are required to adhere to any requirements as directed by the P & C Committee and school principal.
- The P & C Committee and school principal reserve the right to cancel a school disco.

3.2 Financial

- Expenses and income must be drawn and banked from/to the Main P&C Bank Account. A budget must be approved prior to any spending.
- Canteen stock must be kept separate and not sold/used at the disco unless prior arrangements with the Canteen Manager and Canteen Sub-Committee have been made. If (by arrangement) Canteen stock is used the canteen must be reimbursed. To ensure proper financial records are maintained the Canteen Treasurer must place the request for reimbursement in writing to the P & C Treasurer. This request is then actioned by the P & C Treasurer and recorded.

3.3 Insurance

- The P & C must have a current public liability insurance policy to run a disco. Confirmation of insurance can be obtained from the P & C Treasurer.
- All students and persons volunteering their time are covered by the P & C insurance policy. Persons/businesses hired (i.e. paid) to provide a service (e.g. DJ) are not covered by P & C insurance, they must have their own insurance. The organiser must obtain a copy of their insurance (i.e. certificate of currency) and provide it to the P & C Committee at least ten (10) days before the disco. If a copy of the insurance is not provided the disco will be cancelled.

3.4 Monash School Staff

- A staff member of the school that has access to all student contact and medical information must be in attendance at the disco and available at all times. The staff member's role is to access contact and/or medical information should the need arise (e.g. in an emergency). The school principal is responsible for organising this resource. The disco organisers must liaise with the school principal during planning to ensure a staff member has been assigned at least ten (10) days before the disco. If a staff member is not available to attend, the disco will be cancelled.

3.5 General

- The operation of the disco must comply with all relevant policies published by the ACT Education and Training Directorate, Monash School, ACT P & C Council and Monash School P & C Association and any other relevant bodies. The operation of the disco must also comply with relevant legislative requirements. For example, policies and legislative requirements include: Monash School fire safety procedures, Working with Vulnerable People, food handling standards and canteen workplace health and safety procedures.

4. Parent/Volunteer Communication

- The disco should be advertised to the parent body at least three (3) weeks prior to the date of the disco.
- The advertisement should have a section requesting volunteers. Volunteer numbers (refer to 6. *Disco Supervision*) must be finalised ten (10) days before the disco. This will allow enough time to cancel the disco if there are not enough volunteers.
- The advertisement must clearly communicate that at the conclusion of the disco students must be collected from the door by an adult.
- Two sessions should be advertised:
 - a. Session 1: Preschool to Year 2 from <time - time>
 - b. Session 2: Year 3 – Year 6 from <time –time>
- *Attachment A* is an example of a note advertising the disco and request for volunteers.
- A communication must be sent to the volunteers at least five (5) days prior to the disco. The purpose of the communication is to confirm their attendance and request they arrive 15 minutes prior to commencement. This time must be used to brief volunteers of their duties and important procedures. Refer to *Attachment B* for an example of a note sent to volunteers. In addition to this

briefing it is suggested the organisers may like to send information home, this provides an opportunity for the volunteers to read about their roles and responsibilities prior to the day.

5. Disco Operation

- Discos run two sessions, Pre-2 and 3-6.
- Only current Monash school students are permitted to attend school discos. Siblings may attend if accompanying a volunteer at the disco.
- There must be a first aid officer (with a valid First Aid Certificate) with access to a first aid kit in attendance. The first aid officer must be in a designated area and this area must be communicated to all volunteers.
- Entry and exit to the disco must be through the same point. All other exits must be secured and monitored by a volunteer at all times. All exits must be accessible in case of an emergency.
- One or more volunteers must be allocated to monitoring the disco floor for spills that may become safety hazards. Equipment (e.g. mop, broom) must be available for spot cleaning spills during the disco and the floor must be cleaned between discos if necessary.
- No student is to exit the building, once arrived, unless accompanied by an adult.
- Food and beverages will be sold at the canteen counter. Water must be provided free of charge to students on request.
- No student is to be involved in handling either money or food.
- The DJ must be briefed with regard to playing appropriate music, acceptable volume levels and organising games suitable for school-aged children.
- The area surrounding the sound equipment must be clearly marked as an out of bounds area and monitored by a volunteer. This is to protect the sound equipment and prevent possible injury to children.
- There must be low level lighting on in the hall at all times during the Pre-2 disco session.
- The children are not allowed to approach the DJ on the stage.
- At the completion of the disco the students must be collected by an adult.

6. Disco Supervision

- There must be a minimum of 20 volunteers per session (this will ensure that a minimum ratio of 1 adult to 15 students is kept at all times).
- Volunteers and first aid officers must be recognisable (e.g. by wearing a high visibility vest).
- All areas of the disco must be supervised.

7. Student Behaviour

- Students are not permitted to sit in front of speakers.

- Students are not permitted on the stage and in areas near sound equipment.
- No running, pushing, screaming or inappropriate language.
- Students to respect other people and their property.
- Students are not to interfere with other student's enjoyment.
- Students to comply with the instruction of volunteers.
- Shoes to be worn at all times.
- Students should not engage in kissing, cuddling etc.
- No food or drinks allowed in the toilets and hall.
- No socialising in the toilets (numbers should be limited).
- Students are not permitted to play outside; they must remain inside at all times.
- Students who display inappropriate behaviour may be sent home from the disco. The decision to send a student home is at the discretion of the disco organiser(s). Parents will be contacted to collect the student. Students who are sent home will be excluded from the following disco.

8. Volunteer Briefing

All volunteers must be briefed of their roles and responsibilities before the disco. By providing clear guidance volunteers know what is expected of them. This creates a happy and safe disco for the students.

All volunteers must be informed of the General Duties and then provided with additional information depending on the assigned area of supervision. Please note, the following briefing information does not include all relevant information, for example, emergency procedures in the event of a fire are not included.

8.1 General Duties

All volunteers must be informed of the following:

- Enforce the rules in section 7. *Student Behaviour*.
- Check darker corners and keep an eye out for students who may appear distressed or upset.
- Refer students that are injured or distressed to the first aid officer.
- Wear a high visibility vest at all times.
- Clean up at the end of the disco.

8.2 Hall Duties

Volunteers must also be informed of the following in relation to hall duties:

- Volunteers must ensure someone is stationed at each exit at the back of the hall. Volunteers must ensure the doors are kept secure, students are not permitted to leave the disco via these

exits, even when the disco has finished. Remaining volunteers must supervise all other areas of the hall.

- All doors (including the doors at the back of the hall) must be kept secure to prevent students from leaving, but must be clear and accessible to allow exit in the event of an emergency (e.g. fire alarm).
- Students are not allowed to interfere with the DJ or get up on the stage. If the DJ allows this tell him/her this is not permitted.
- Students are not allowed to climb on equipment that may be in the hall (e.g. balance beam, sports mats etc).
- No food or drinks are allowed in the hall. If food or drink is spilt on the floor it must be cleaned immediately so that students do not slip and injure themselves.

8.3 Hallway Duties

Volunteers must also be informed of the following in relation to hallway duties:

- Volunteers must ensure someone is stationed at the exit door in the foyer opposite the canteen. The volunteer must ensure the door is kept secure. Students are not permitted to leave the disco through this door, unless it is an emergency (e.g. fire). The door must be kept clear and accessible to allow exit in the event of an emergency.
- Remaining volunteers to supervise all other areas of the hallway.
- Limit the amount of students in the toilets; Two (2) girls, three (3) boys.
- No socialising in the toilets or playing just outside the toilets. Entry/exit to the toilets should be kept clear.
- No food or drinks are allowed in the toilets and hall. Students are allowed food and drinks in the hallway only.
- If food or drink is spilt on the floor it must be cleaned immediately so that students do not slip and injure themselves.
- Students that are accompanied by an adult may leave the disco through the entry door only (the glass door next to the toilets).

8.4 Student Arrival and Exit Duties

Volunteers must also be informed of the following in relation to student arrival and exit duties:

- Duties at the arrival and exit point consist of processing entry fees, conducting periodic checks outside and, once students have arrived, monitoring the entry/exit door at all times to ensure only students accompanied by an adult are permitted to leave (both during the disco and when it has finished).
- All students must enter and leave the disco through the designated entry/exit door only (this is the glass door next to the toilets).

- Only Monash School students, or siblings that are accompanying a volunteer, are permitted to attend.
- A volunteer must check the school grounds outside the hall every 15 minutes. Students are not allowed to play outside; they must remain inside at all times.

8.5 Canteen Duties

Volunteers must also be informed of the following in relation to canteen duties:

- Students are not permitted in the canteen as this creates a hazard for both the student and volunteers.
- Volunteers must wear closed shoes and adhere to all instructions given in relation to food handling protocols.
- Water, free of charge, must be provided to anyone in attendance upon request.

9. Endorsement

The *Monash School P&C Association School Disco Policy* was endorsed by the P&C at the P&C Executive Committee meeting held 30th October 2013. The policy was endorsed by the school principal (Mr Shane Carpenter) at the P&C general meeting held 19th February 2014.

Important Disco Information

Parents, please be aware that without your help discos do not go ahead. Each disco session requires 20 parents. If you know you are going to stay at the disco PLEASE fill in the helper form below and hand it to the front office. You have the choice of staying in the hall, or jobs like canteen. Parents of seniors, if we do not get enough parents to help at the senior disco, unfortunately, their disco will be cancelled!

Current Monash students only are allowed to attend the disco. Siblings are welcome if accompanying a parent helper.



DISCO DETAILS

DATE: [e.g. Friday, 8 November 2013]

PLACE: Monash School Hall

TIME: Juniors Pre-2 [e.g. 6pm - 7pm]

Seniors 3-6 [e.g. 7:30pm - 8:30pm]

Cost: [e.g. \$3 per child] or [\$6 per family]

(Monash families only)

Children **MUST** be collected by an adult at the door.

EXTRAS

Hot Dogs \$2.50 ea

Canteen confectionary - various prices

Glow products - various prices



HELPERS

Helper's name: _____

Contact (phone or email): _____

Child's name: _____ Class: _____

I would like to volunteer at the JUNIOR / SENIOR disco (please circle).

Area preferred HALL / HALLWAY / CANTEEN (please circle)

Please return by [e.g. Tuesday, 29 October 2013]

Thank you. With your help the disco can go ahead safely and successfully.

Monash P & C Fundraising Committee

Attachment B: Example note sent to volunteers.

School Disco Volunteer Information

Thank you for volunteering your time to assist at the Monash P & C school disco. Without your help the disco cannot go ahead.

As requested, you have been scheduled to volunteer at the Pre-2 / 3-6 disco.

[Organiser to circle option]

You have been assigned Hall / Hallway / Student Arrival and Exit / Canteen duties.

[Organiser to circle option]

Please arrive at _____ and report to _____. *[Organiser to enter details]*

We have asked you to arrive 15 minutes before the disco starts so we can tell you about the rules of the disco.