



# Kids Biz OSHC

## SCHOOL DISCO POLICY

Kids Biz OSHC: v1.0

Date: 15 April 2015

# KIDS BIZ OSHC - 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 Kids Biz OSHC, in cooperation with Mother Teresa School and held in the school gymnasium. The aim is to facilitate a smooth running disco where children are kept safe and have a good time.

## 2. Consultation

This policy will be developed in consultation with the Mother Teresa School Principal and Community Council (as required).

## 3. Requirements

### 3.1 Approvals

- Kids Biz OSHC will seek approval from Mother Teresa School Principal in person or via email to run a disco. The request will include: date of disco, cost per student to attend and the name and contact details of the organiser(s) (Kids Biz OSHC representative).
- Kids Biz OSHC will obtain approval from the School Principal to run a school disco. Approval can be obtained via email or in person.
- The disco organisers will adhere to this policy in the organisation and running of an approved disco.
- The disco organisers will keep the Mother Principal informed of progress. All requirements in this policy must be finalised no later than ten (10) days before the event. Communication to the Principal 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 Principal.
- The Principal reserves the right to cancel a school disco.

### 3.2 Financial

- Expenses for the disco will be covered by the disco entry fee and any shortfall in budget will be covered by Kids Biz OSHC.
- A food and drinks package for the disco will be provided by Kids Biz OSHC and will be included in the disco entry fee. Additional food and drink can be purchased.
- A DJ will be contracted by Kids Biz OSHC to facilitate music and disco.
- All children attending the disco must be confirmed and paid for prior by COB on the Wednesday prior to the disco.
- Attendance fees will be collected by classroom teachers, collated by Mother Teresa School staff and provided to Kids Biz OSHC on Thursday morning prior to the disco.

### 3.3 Insurance

- Persons/businesses hired (i.e. paid) to provide a service (e.g. DJ) must have their own insurance. The organiser will obtain a copy of their insurance (i.e. certificate of currency)

### 3.4 Mother Teresa School & Kids Biz OSHC Staff

- Staff members from Mother Teresa School will attend the junior disco (if held during normal school hours) to assist with care for children in attendance. Kids Biz OSHC staff will also be in attendance.
- During the senior disco 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 Principal is responsible for organising this resource.

- The disco organisers must liaise with the 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 may be cancelled.
- References to staff members in this policy, except where specified, can refer to either Mother Teresa School staff or Kids Biz OSHC staff.

### 3.5 General

- The operation of the disco must comply with all relevant policies published by the ACT Education and Training Directorate, Mother Teresa School, Kids Biz OSHC and the Community Council.
- The operation of the disco must also comply with relevant legislative requirements. For example, policies and legislative requirements include:
  - Mother Teresa School fire safety procedures;
  - Kids Biz OSHC fire safety procedures;
  - Working with Vulnerable People requirements;
  - food handling standards; and
  - workplace health and safety procedures.

## 4. Parent/Volunteer Communication

- The disco should be advertised to the parent body as soon as is practical prior to the date of the disco.
- The advertisement should have a section requesting volunteers, subject to the agreement of the Principal. Volunteer numbers (refer to 6 Disco Supervision) must be finalised five (5) days before the disco.
- 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:
  - Session 1: ELC to Year 2 from <time - time>
  - 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 Kids Biz OSHC School Disco Policy v1.0 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, ELC-2 and 3-6.
- Only current Mother Teresa School students are permitted to attend school discos.
- 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 staff member or volunteer at all times. All exits must be accessible in case of an emergency.
- One or more staff members or 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.
- A food and beverage option will be provided as part of the disco entry fee with further food and drink available for purchase. Water will 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 staff member or 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 ELC-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

- Staff members must be in attendance at all times during the disco.
- Volunteers and first aid officers must be recognisable.
- 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.
- 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. Staff Member & Volunteer Briefing

- All staff members and volunteers must hold a current working with vulnerable people card and will be under the direction of staff members at all times.
- All staff members and volunteers must be briefed by Kids Biz OSHC on 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 staff members and 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 staff members and 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.
- Be readily recognisable at all times.
- Assist with clean up at the end of the disco.

### 8.2 Gymnasium Duties

Staff members and any volunteers must also be informed of the following in relation to gymnasium duties:

- Ensure someone is stationed at each exit at the back of the gymnasium.
- Ensure the doors not being used are kept secure, students are not permitted to leave the disco via exits other than the front foyer, even when the disco has finished.
- Remaining staff members and 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.
- 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 Foyer Duties

Staff members and any volunteers must also be informed of the following in relation to foyer duties:

- Remaining volunteers to supervise the foyer and toilets.
- Limit the amount of students in the foyer and waiting for toilets.
- Prevent 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. Students are allowed food and drinks in the
- Foyer and designated area in the gymnasium 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.

### 8.4 Student Arrival and Exit Duties

Staff members and any 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: 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 Mother Teresa School students are permitted to attend.
- A staff member or 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.

## 9. Endorsement

The Kids Biz OSHC School Disco Policy will be endorsed by the school Principal (Mr Peter Hughes).

Attachment A: Example advertisement



**Mother Teresa School**  
**DISCO**

**Date:** Friday 8 May 2015

**Place:** Mother Teresa School Gymnasium

**Time:** Juniors ELC – Year 2  
1:15pm – 2:45pm  
Seniors Years 3 – 6  
5:30pm – 7:30pm

**Cost:** \$5.00 per child  
*Includes: Sausage Sandwich, Juice and a fruit Icy-Pole or popcorn*

**Mother Teresa School Students Only**

Children **must** be collected by an adult at the door

For more information please visit [www.kidsbizoshc.com](http://www.kidsbizoshc.com)

**featuring**  
**DJ Matt Brown**



KIDS BIZ OSHC will be running the disco this year.  
Please visit our website for more information:  
[www.kidsbizoshc.com](http://www.kidsbizoshc.com)

## Attachment B: Example note sent to volunteers.

### **School Disco Volunteer Information**

Thank you for volunteering your time to assist at the Mother Teresa School disco.

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

[Organiser to circle option]

You have been assigned Gymnasium / Foyer / Student Arrival and Exit / Food package 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.