

## **DISCO GUIDELINES FOR COOLOONGUP PRIMARY SCHOOL**

*For discos held at the Coo loongup Primary School for the purpose of raising funds for Coo loongup Parents and Citizens association. The following duty of care guidelines will apply:*

1. The discos will be held in the undercover area for security and supervision purposes
2. An entry fee is payable by every school child attending the disco.
3. Children must wear shoes and clothing deemed suitable by P and C representatives.
4. Children from Kindy to Year 3 may attend the Junior Disco.
5. Children from Year 3 to Year 6 may attend the Senior Disco.
6. Children from Year 3 may attend either disco but not both
7. Any child attending a disco, which is inappropriate for their age, will not be permitted to participate in that disco and attempts will be made to contact the parents to arrange for collection of the child.
8. Ex-students and friends of students are not allowed to attend.
9. Children will be required to behave appropriately and in accordance with school rules. Consequences for misbehaviour include time out, advising parents, early collection and possible exclusion from future discos.
10. Children may gain access to toilets and water fountains through main entrance to the disco, which is patrolled by P & C volunteer. A maximum of three (3) boys and three (3) girls to be out of secured area at any one time.
11. All children must be collected by an appropriate adult (i.e a person over the age of 18 years) – preferably a parent. In cases where a child is to be collected by a minor, attempts will be made to contact parents to confirm correct details and advise policy procedures for collection from P & C discos.
12. In cases of late collection, parents are to be reminded of collection times. Repeated late collection will incur a letter of exclusion.
13. A letter of exclusion will be sent to parents in cases where parents or children do not adhere to these policies/guidelines.
14. Once entrance to the undercover area has been gained through payment of children entry fee, children are the responsibility of the P&C volunteers. Children wishing to leave the disco prior to the finishing times may not do so unless accompanied by a parent or suitable adult. Should a child leave despite P&C volunteers following guidelines, parents and Police are to be notified.
15. Children not attending to or ineligible to attend discos are to be advised they are trespassing and Police will be notified.
16. Children of P&C volunteers will be allowed (at the discretion of the Principal) to attend but not participate in the disco (maximum of 3). Only registered parent helpers will be allowed to stay at the disco. At the Junior Disco if you wish to stay, you will be required to sign in and will be responsible for your child.
17. Children suspended from Coo loongup Primary School will not be admitted to the disco, and are not legally permitted on school grounds. Parents to be contacted, or Police if parents if parents unavailable.
18. All children being dropped off at the disco, require their parent, guardian or adult to sign them in with an emergency contact number. All details will remain confidential with the P&C volunteers and destroyed at the conclusion of the disco.
19. All P&C volunteers will be required to sign a confidential Declaration

These guidelines are for the benefit of the students, parents and volunteers, so they are all aware of the ways to make to the discos enjoyable and safe for all with the least amount of hassle.