



PTFA Disco Volunteer Role Overview

Purpose of the Role

Volunteers play a key part in creating a fun, safe, and memorable experience for children attending PTFA school discos. This one page guide outlines the core responsibilities and expectations for anyone helping at a disco event.

Key Responsibilities

1. Event Setup

- Help arrange Hall space
- Set up refreshments, and any themed decorations.
- Assist with preparing entry and exit points.

2. Welcoming and Supervision

- Greet children and check names against the attendance list.
- Ensure children enter safely and calmly.
- Supervise the hall, corridors, and toilets to maintain a safe environment.
- Encourage positive behaviour and help children who may feel overwhelmed.

3. Refreshments

- Serve drinks and snacks in an organised, hygienic manner.

4. Activity Support

- Help run simple games or dance competitions if planned.
- Assist the DJ
- Encourage participation and keep the atmosphere upbeat.

5. Safeguarding and Safety

- Maintain awareness of children at all times
- Report any concerns immediately to the event lead or a member of school staff
- Should a child make a disclosure, listen carefully, reassure them, and share the information promptly with a Designated Safeguarding Lead (DSL) or member of staff, in line with the school's Safeguarding and Child Protection Policy
- Do not promise confidentiality or investigate the concern independently
- Ensure fire exits remain clear and accessible
- Support first-aid trained volunteers if an incident occurs



5. Safeguarding and Safety

- Maintain awareness of children at all times.
- Report any concerns immediately to the event lead or safeguarding officer.
- Ensure fire exits remain clear and accessible.
- Support first aid trained volunteers if an incident occurs.

6. Dismissal

- Help organise children into groups for collection.
- Check that each child leaves with the correct adult.
- Maintain calm and order during pick up.

Safeguarding, Behaviour and Linked School Policies

All PTFA volunteers are expected to follow Blackrod Primary School policies and support the school's commitment to keeping children safe and promoting positive behaviour at all school events.

Volunteers should familiarise themselves with the following policies, available via the school website:

- Safeguarding and Child Protection Policy

<https://www.blackrodprimary.co.uk/page/?title=Safeguarding&pid=46>
[blackrodpr...mary.co.uk]

- Relationships & Behaviour Policy (including The Blackrod Way)

<https://www.blackrodprimary.co.uk/attachments/download.asp?file=551&type=pdf>
[blackrodpr...mary.co.uk]

- School Policies (overview page)

<https://www.blackrodprimary.co.uk/page/?title=School%20Policies&pid=44>
[blackrodpr...mary.co.uk]

Children attending PTFA events are expected to follow The Blackrod Way, and volunteers play an important role in supporting these expectations through calm, consistent and positive interactions.

Behaviour and Respect at School Events

Volunteers should expect the same level of respect and appropriate behaviour from pupils, parents and members of the school community as a member of staff would at school events.

In return, volunteers are expected to:

- Model respectful and professional behaviour at all times



- Support children in following school routines and behaviour expectations
- Share any behaviour or safeguarding concerns with a member of staff promptly

Time Commitment

- Typically 2–3 hours per event, including setup and pack down.

Why Your Role Matters

Your support helps raise valuable funds for the school while giving children a joyful, memorable experience. PTFA events rely on volunteers, and your contribution makes a real difference.

Thank you again for being part of the PTFA – your time and support are truly appreciated.

For further details, please refer to the safeguarding guidance and linked school policies or speak to a committee member of the PTFA.