



Use of the School Pool Policy

- Swimming is an optional component of the Health and Physical Education curriculum offered from Foundation to year 12. The programs offered consist of hydrotherapy, a sequence of swimming, water safety, survival, rescue and emergency procedure experiences that will provide students with the skills, knowledge and confidence required for safe involvement in aquatic activities.
- These guidelines apply to hydrotherapy, swimming and water safety activities involving students. **They do not apply to aquatic activities where the program objectives are not associated with learning swimming and water safety (for example canoeing, boating, yachting)**
- The pool offers the opportunity for hydrotherapy and to learn safety, survival skills and confidence in a purpose built facility. Programs include: therapy, physical fitness, stroke technique, water safety, water rescue and development of appropriate behaviours and skills needed to access community aquatic facilities.

Implementation:

- All students will be required to have a medical clearance before participating in pool programs. This will be updated by completion of a parent swimming permission form annually.
- A change in medical condition may require a new medical clearance.
- A teacher or other staff member as nominated by the principal must be in attendance and have duty of care and overall responsibility for the activity.
- It is the principal's responsibility to ensure that all staff members are capable of undertaking the duties assigned to them. Staff engaged in swimming instruction must have the necessary knowledge and skills to teach swimming and water safety, and have the ability to competently initiate emergency rescue and cardio pulmonary resuscitation (CPR).
- Rescue and CPR requirements specified in the AUSTSWIM Teacher of Swimming and Water Safety Certificate, and the CPR requirements specified in the Royal Life Saving Society of Victoria Resuscitation Certificate are considered to be appropriate levels of competency.
- A record of staff qualifications relevant to swimming and water safety programs will be maintained at the school. The record will include the date of issue and any subsequent renewal or upgrade.
- All staff involved in swimming instruction must be appropriately attired to perform an immediate contact rescue if necessary.
- The designated swimming instructor may, in consultation with teachers and therapists, assist in planning, assessment and goal setting.
- Staff/student ratios vary according to the student group and the perceived level of risk. However, a spotter must always be present at poolside. The swimming instructor is additional to this requirement and cannot undertake this role.
- Students with physical or medical issues e.g. Cerebral Palsy, will require the additional support of staff in the water with them.

- The level of support and supervision a student needs will vary depending on specific risk mitigation strategies that the doctor has instructed in the student's Epilepsy Management Plan. Unless otherwise specified in writing by the doctor, a dedicated staff member must keep the student under visual observation at all times while the student is in the water and be able to get assistance to the student quickly if a seizure occurs.
- If staff leave the pool for any reason the person with duty of care must ensure that the spotter's role is maintained and safe staff/student ratios are met.
- If clarification of specific staff requirements is needed for student safety then refer to the school principal.
- The school has a clearly written set of procedures including rescue, resuscitation and first aid.
- Appropriate rescue aids will be located close to the pool.
- The pool spotter will wear a lanyard with a whistle, details of their role and pool rescue guidelines attached.
- Rescue, resuscitation and pool hygiene guidelines will be prominently displayed at the pool.
- Staff will be informed about the contents and requirements of this policy at the beginning of the school year before pool programs commence.
- Based on advice from the Department of Health and Human Services Victoria, students who have experienced an episode of diarrhoea will be excluded from swimming programs for two weeks after the symptoms have ceased.
- Students diagnosed with conditions such as Cryptosporidiosis, Giardiasis or Rota Virus etc. will require a medical certificate to return to school and will be excluded from swimming programs for four weeks after the symptoms have ceased.

This policy also applies to Yarra Ranges SDS Respite Programs funded by DHHS (Vic)

REVIEW CYCLE AND EVALUATION

This policy was last updated August 2018 and is scheduled for review in 2020

General Guidelines and copy of Instruction Cards

Guidelines for staff/student ratios vary according to the student group and the perceived level of risk. The Principal authorises the staff: student ratio. However, a **spotter must always be present at the poolside**. The swimming instructor is additional to this requirement and cannot undertake this role.

Pool Rescue

The following procedure should be followed if a student or staff member is experiencing difficulties in the water:

Signalling for assistance;

If Spotter is first person to notice a swimmer in difficulty:

- Blow whistle and point (arm stretched out) to area where swimmer is in difficulties.

If staff member in pool is first person to notice a swimmer in difficulty:

- Signal for help- call out (Loudly) and raise arm to get *Spotters* attention.
- Spotter to blow whistle and point (as above).

Once Alert has been sounded

- Staff member nearest person in difficulties to initiate rescue – support head above water, check airway/breathing whilst waiting for help.
Follow instructions of *swimming instructor* – stay with casualty until you are no longer needed for the incident, then return to supervision of the group.

Swimming Instructor will:

- Go immediately to the incident
- Oversee rescue and immediate management (e.g. Resuscitation, Start First Aid)

Remaining staff & Spotter to:

- Ensure safety of the rest of the group as appropriate (e.g. continue activity, leave pool etc.)

The Teacher/Nominated staff member will:

- Ensure the rest of group are safe including reallocating staff to students, then:
- Call for assistance including Health Management staff by:
 - Pressing the red emergency button in pool office
- this will alert school office staff,
 - AND/OR
 - Phoning the office (extensions **101**, 102, 100, 123 & 106)
- Contacting School Management (Program Coordinator, Principal) and advising them of the situation – also to get help with managing the incident
- Contacting family/emergency contact as appropriate
- Assist Swimming Teacher if needed

Spa Submersion

If it is believed that a student is submerged in the spa when the bubbles are on:

- **Push the red button situated under the window nearest the spa (on wall behind pool cover reel) – this will immediately cut off the pump and clear the water of bubbles**
- Follow the instructions as above Incontinent students are to wear swimmers pull ups, other continence/wear and tight bike shorts.

<p style="text-align: center;">Signalling for assistance</p> <p><i>If Spotter is first person to notice a swimmer in difficulty:</i></p> <ul style="list-style-type: none"> ▪ Blow whistle and point (arm stretched out) to area where swimmer is in difficulties. <p><i>If staff member in pool is first person to notice a swimmer in difficulty:</i></p> <ul style="list-style-type: none"> ▪ Signal for help- call out (Loudly) and raise arm to get <i>Spotters</i> attention. ▪ Spotter to blow whistle and point (as above). <p>Once Alert has been sounded:</p> <ul style="list-style-type: none"> ▪ Be guided by instructions from the pool supervisor/lifeguard about what to do next but ▪ ensure that the rest of the group is monitored either by yourself or by another staff member who will assume the role of spotter (see overleaf) 	<p style="text-align: center;">Role of Spotter</p> <ul style="list-style-type: none"> ▪ To monitor pool activities at ALL TIMES when students are in the pool ▪ To signal for assistance if anyone gets into difficulty – see overleaf ▪ To advise supervising staff of any inappropriate or dangerous play ▪ The ideal position for good visual monitoring is standing or seated in the middle of the pool deck opposite the hoist <p><i>If you need to leave the pool area:</i></p> <ul style="list-style-type: none"> ▪ Make sure that it is safe for you to leave (do not leave the class understaffed) ▪ Hand over the role of spotter to another staff member ▪ Give them this lanyard making sure that they understand their responsibilities and advising them of any particular students who need an “extra” bit of monitoring
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Swimming Pool Operator / Instructor Guidelines for Yarra Ranges SDS

The swimming pool operator will ensure that:

- the pool water is balanced and safe for swimming prior to all swimming sessions
- pool tests comply with relevant regulations
- the pool concourse is tidy
- equipment is stored appropriately
- toilets and change areas are clean and tidy
- signage meets current safety regulations and is in good repair
- chemicals are stored safely and securely
- current MSDS are held in the plant room for all hazardous chemicals
- the plant room is tidy
- containers are labelled correctly
- deliveries of chemicals are in the morning and handled by the school maintenance person
- there is a current operations manual documenting appropriate procedures and processes
- there is an Emergency Action Plan
- Roles during an emergency are clearly displayed on an A3 sheet on the pool wall and pool instructor and spotter wear a lanyard with prompt cards.
- there is a current copy of the Guidelines for Safe Pool Operations (Royal Life Saving)on site
- At least one member of staff must be in the spa when student/s are in there
- Parents are welcome to come and watch their children during swim lesson but NO Siblings are allowed in pool area.
- The pool gate is kept locked at all times when there are no staff in attendance in the pool area.

The swimming teacher / instructor will:

- In consultation with teacher and Principal, ensure staff / student ratios are appropriate to the student group and perceived level of risk. Please note a spotter must always be present at poolside. The swimming instructor cannot undertake this role.
- In consultation with teachers and therapists, assist in planning, assessment and goal setting.
- Undertake a nominated instructing role in the swimming program, which may or may not involve entering the water, according to the class's needs
- Set up the pool area prior to the class lesson with all the necessary equipment and communication aides as specified in the lesson plan by the classroom teacher.

The Teachers / therapists will:

- Work with the swimming instructor to develop a swimming program that meets each child's individual aquatic program goals.
- Ensure adequate supervision for all pool areas. The teacher in charge is responsible for supervision and should address spotter requirements, behaviour and self-care needs as well as general safety and adherence to pool rules.
- Make sure that appropriate swim wear is worn and students with continence issues are to wear swimmers pull ups or other continence/wear.
- Ensure students are toileted prior to entry to pool.
- Ensure that the swimming instructor has a copy of the class swimming program.
- Liaise with the swimming instructor on the development of the yearly timetable
- Consult with the swimming instructor before making any changes to the current timetable