

ROWENA PUBLIC SCHOOL

Swimming Pool Policy and Procedures (2013)

Endorsed by Rowena School Council on 7th August 2013

BACKGROUND

The Rowena Primary School swimming pool was built in 1984 by the Rowena Community (Rowena Progress Association). The Progress raised the money to install the pool through fundraising which was greatly helped by a donation from Colly Farms. Since then it has been used by students and often by staff to conduct after school swim classes. Historically it was used as a venue for the school swimming carnival.

Over time issues have arisen surrounding the public liability insurance of the pool and who is responsible for it. The pool was traditionally a resource for the whole community. This stopped when insurance issues arose.

The pool is a valuable resource for the children being educated in this remote and isolated area.

In 2010 a new School Council was formed and the parent body was changed to a P and C to become incorporated so that volunteers on committees would not be exposed in the case of litigation. The Progress remained in place to service the pool. At that time, the community was informed that the DET was the owner of the pool and that the DET would be responsible for the overseeing of the pool.

Advice from the Department indicates that the onus of liability for the management and operation of swimming pools located on school grounds rests with the Department. The school principal, as the Department's manager of a school facility, is responsible for the management and operation of a swimming pool located on the school site. School swimming pools are used for a variety of purposes, both in school time and out of school hours.

The Rowena Public School swimming pool remains the property of the Department of Education. The DET is responsible for insurance and minor repairs. The Rowena Progress Association is the major funding body of the pool.

Maintenance is the responsibility of the Principal who may use student leaders to enter the enclosure to do minor check ups such as empty the skimmer box etc. The GA and Principal oversee the most of the cleaning and monitoring of chemical levels. There is flexibility with P and C assisting during long holiday breaks.

RATIONALE

We believe the swimming pool at Rowena Public School is an important resource for the school community. Many years of hard work and effort have gone into building the resource and into maintaining it for the future.

The School believes strongly that all children should learn to swim as soon as possible. Swimming is not only a sport for children but a life saving skill for life here in the country. The School is fortunate to have its own outdoor swimming pool and will provide swimming lessons for all children during appropriate seasonal months.

Purpose: **This policy is designed to ensure that procedures are followed in the use of the pool and that the pool remains a viable resource for Rowena School for many years to come. These guidelines are for the Principal, staff and community who are all stakeholders in the pool.**

Aims:

- ✓ To provide recreational use to the students of Rowena Public School at lunch time and during PDHPE lessons in Term 1 and 4
- ✓ To provided a venue for the instruction of Learn to Swim and Swim and Survive Programs
- ✓ Acquiring life saving swimming skills and water awareness
- ✓ Improved water safety and survival knowledge
- ✓ Improved fitness, strength, co-ordination and general health
- ✓ Improved confidence and self esteem

This Policy is to be reviewed in 2015.

PROCEDURES

GENERALWORKING WITH CHILDREN CHECK Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's *Working with Children Checks* policy.

Issues that must be addressed in a School Swimming Pool Safety Plan are:

SUPERVISION A responsible person must be in attendance at all times that the pool is in use, and:

be capable of providing adequate supervision;

possess skills suitable for the purpose of the activity, including appropriate first aid skills; and CPR

be at least 18 years of age.

EMERGENCY PROCEDURE Procedures to be followed in case of an emergency must be documented and explained to all user groups.

MAXIMUM NUMBER OF STUDENTS in the pool is no more 15 in free swimming time. This is dependent on the level of supervision.

SUNSCREEN must be applied at all times

RESCUE EQUIPMENT The placement of rescue equipment (e.g. flotation device, reaching poles, rescue tubes, life jackets, throwing ropes, and spine board) must be documented and allow easy accessibility for use in case of an emergency.

FIRST AID Information on First Aid, Cardio Pulmonary Resuscitation (CPR) and Expired Air Resuscitation (EAR) must be clearly displayed at the pool.

SIGNAGE Advisory signs relating to appropriate behaviour (e.g. running, jumping, and diving) must be clearly visible to users.

POOL MARKINGS All markings, letters and numerals, must be:

Shallow water areas (i.e. less than 1.2m) must be marked as 'Danger Shallow Water' areas.

SHADE PROTECTION Shade protection must be provided wherever practicable.

COMMUNICATIONS Communication with emergency services must be available.

INSURANCE Insurance responsibility for the activity must be established.

CHEMICALS All chemicals must be stored and handled in strict accordance with the requirements of the Occupational Safety and Health Regulations 1996, and Dangerous Goods Regulations 1992.

WATER QUALITY Water quality must be maintained in accordance with Department of Health requirements.

SECURITY The Principal and staff are to ensure the gate into the pool is locked at all times. The Principal has a key and there is one locked in the office key cabinet. Children are to wait on the verandah before entering the pool area with a supervisor. Supervising staff are to stay in the pool area at all times.

HIRE OF FACILITIES An application from any person or group for use of school facilities and resources out of school time must be approved by the school principal and formalised through a letter of agreement or *Licence for Use* signed by the school principal and a representative of the user group. The agreement or licence must clearly establish the responsibilities of the school and the user/hirer. See section for more detail.

AGREED USERS OF THE POOL In school hours, children of financial members of the Rowena Progress Association may use the pool once a signed permission note has been sighted by the Principal. Staff may also use the pool.

RESTRICTIONS OF USE Staff are to evacuate the pool in times of electrical storms and any contamination event.

FENCING The swimming pool must be completely enclosed by isolated swimming pool fencing and gates that comply with ASA Standards. Every fence shall be at least 1.2 meters high and have no horizontal footholds that would permit a young child to climb over

IN SCHOOL USE

Schools must ensure that in-school use of their swimming pool conforms to the requirements listed in the Department's Guidelines. In cases where pools are used for out of class activities during school time (e.g. lunchtime fun activities), the level of supervision required is that described in the *Water-based Excursions Policy*.

OUT OF SCHOOL USE OR HIRE

- a) The school swimming pool is not for recreational use outside of school hours.
- b) If the school is considering the out of school use or hire of their swimming pool must ensure that all arrangements comply with the Department's *Risk management Policies*
- c) A standard *Licence for Use*, is applicable for applications for out of school use or hire of the school's pool, but must be amended and referred to the Principal if it does not satisfactorily cover the requirements for a particular use.
- d) The outside party must approach the Principal and become a member of the Rowena Progress Association. Permission is at the discretion of the Principal.

e) The letter of agreement or *Licence for Use* must clarify:

Name of the hirer/user who will be personally present and in charge of the group;

Age of the hirer/user;

Purpose or activity for which the facility has been hired/used;

Likely number of persons using the facility (and their skills and experience);

Supervision arrangements (and the skills, experience or qualifications of supervisors);

Term of the agreement

Emergency Procedure;

Rules of behaviour;

Access to first aid;

Insurance responsibility for the activity;

Means of effective communication, including a direct link to an appropriate emergency service and school contact;

Respective responsibilities of the school and the hirer/user in an emergency; and

Any other specific advice relevant to the facility or user groups. ie use of toilets and other facilities.

f) The principal must ensure that:

The hirer/user;

is at least 18 years of age; and

understands the terms and conditions of the agreement;

the pool is hired to external groups only if the facility is suitable for the intended purpose/activity; and

personnel suitably qualified to supervise the activity are in attendance at all times.

g) Payment will be at the discretion of the Principal

GUIDELINES

Use of the following checklist will provide a basis for the school to audit their facility and develop an initial School Swimming Pool Safety Plan.

- A clear line of management and responsibility for the swimming pool has been established.
- Appropriate standards of supervision have been established.
- Safety equipment is accessible on site (e.g. throw rope, reach pole).
- Emergency Procedures are established and displayed within the pool area.
- The Emergency Procedure is consistent with the School Crisis Management Plan.
- Pool equipment and features are maintained in safe operating condition (e.g. starting blocks, springboards, pool depth markings, concourse/pool surrounds).
- A means of communicating with emergency support services is available, accessible and can be used by the responsible person.
- Insurance responsibility for the activity has been established.
- Chemicals are stored and handled in a safe manner, and strictly in accordance with the requirements of the Occupational Safety and Health Regulations 1996, and Dangerous Goods Regulations 1992.
- Procedures are established to ensure water quality will be maintained in accordance with Department of Health requirements.
- In the event of the facility being available for hire, a suitable agreement has been drafted which clearly establishes the responsibility of management and hirer.
- Any agreement or 'licence for use' is consistent with the Department of Education's Community Use of School Facilities and Resources policy.

Table 1: Pool safety plan checklist

EMERGENCY PROCEDURE CHECKLIST

(To be adapted to In-school and/or Out-of-school use)

EMERGENCY PROCEDURE CHECKLIST

Nearest available phone:

Nearest available ambulance:

Phone number of ambulance:

Nearest medical assistance if no ambulance:

Phone number of nearest medical assistance:

Means of transport to medical assistance:

Site of first aid kit:

First aid personnel on site:

a)

b)

c)

Statement of emergency procedures:
