



Glenroy Specialist School

Working Together to Achieve

AQUATICS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Glenroy Specialist School: 03 9304 2263.

PURPOSE

To establish clear, practical, and appropriate guidelines to ensure a safe learning environment for students and staff who are participating in the school aquatics program.

To ensure that the Glenroy Specialist School Swimming Policy complies with the Department of Education's Child Safe and Excursions Policy requirements.

AIMS

1. To ensure the safety of the students and staff during the aquatics sessions.
2. To address a range of goals defined by students' individual education plan, within the context of the aquatics program.

IMPLEMENTATION

PLANNING AND SUPERVISION

Sessions are timetabled to provide all classes with best possible access to the Aquatics program during the year.

All staff are expected to work in the Aquatics program. A medical certificate or direct permission from the Principal or Assistant Principal will be required before changes can be made.

All staff will be required to complete Pool Training before assuming the responsibility of a student in the water.

The Training will include Manual Handling and the Aquatics Training programs which will be provided by the Therapy Staff.

The Teacher in Charge and the Educational Support Staff member with Austswim qualifications (i.e. Austswim Teacher of Aquatics for People with a Disability) will be in attendance at all times.

Each child must be accompanied by an adult at all times and an extra person is required as an observer in the pool area at all times. Students will not enter the water until the Teacher in Charge is supervising.

Respect, dignity and independence (where possible), is a focus in all activities, particularly when changing students.

The allocation of staff to individual students is to be rotated to distribute the workload.

When a ~~an MI~~ student with ~~an~~ MI is a part of the Aquatics program, 2 trained MI staff are required in the water. One allocated to work with the student who requires an MI and other to work with a different student in the group.

Staff members are to wear practical swimwear attire e.g. tank and shorts, bathers

All staff are expected to manage their own hydration needs.

Swimming Profiles will be developed for all students and updated annually to include medical Information, transfer information and goals/activities.

The Teacher in charge **is responsible for the planning and implementation of the Aquatics Program and will assume the responsibilities of:**

- Overall duty of care in and around the pool and change rooms
- Coordination of Team Around the Learner and information required for swimming profiles (**refer to Swimming Guidelines document**)
- Liaising with Team Around the Learner to plan the program and to ascertain student's individual safety needs such as: safe lifting and transfers, floatation requirements, whether students can put their mouth in the water, etc.
- Complete Aquatics Pre Activity Check in consultation with Austswim ES for each class, each swimming week.
- Including educational goals from all curriculum areas when planning the Aquatics program wherever possible and appropriate.
- Monitoring and assessing student progress
- Instructing and coordinating helpers including ensuring all helpers are aware of the transfer and behaviour plans, dressing profiles of the students with whom they are working
- Identifying which students will be swimming and organising remaining students
- Management of students' clothing and equipment e.g. nappies

The Aquatics program will be supported by AUSTSWIM trained Aquatics Education Support Staff who will be responsible for:

- Safety in and around the pool and change rooms
- Swimming Risk Register to be conducted each term
- Ensure cleanliness of change areas, whilst ensuring pool area and swimming equipment are kept tidy and in good condition
- Administration tasks e.g., checking the pool temperature and recording 12.00 pm reading per day and the temperature of the change rooms
- Delivering specific aquatics related training e.g. use of pool hoist and equipment
- Coordinating safe transfer and change room practices
- Overseeing hoisting into and out of the pool
- Familiarisation with Water Quality Risk Assessment and processes.

- Working with the teacher to allocate staff to students and maintain a record of student participation.

Education Support Staff and trainees will work under the direction of the class teacher and the Auswim aide and be expected to:

- Always have bathers at school

In the change room: All staff to maintain responsibility for their allocated student, attending to all needs. They may assist others as necessary.

In the water: remain with their allocated students at all times, unless requested to rotate students because of physical demands.

Do not leave the pool area until no extra support is no longer needed.

To participate in their scheduled Aquatics Program, students will be required to supply their own swimming gear which will include bathers, close fitting swim or bike shorts, two towels, socks if required, talc, and brush or comb.

Parents or carers over 18 years of age can swim with their child but cannot be accompanied by anyone under 18 years of age and must conform to Department of Education Child Safe and Volunteer Policy guidelines.

POOL OPERATING INFORMATION:

- Water temperature range: 34 to 35 Celsius
- Ambient temperature range: between 36 and 37 Celsius
- Outside or dressing room doors will be opened accordingly to maintain these temperature ranges
- In the case of faeces in the pool, the pool will be evacuated, super chlorinated and backwashed

Maintenance staff will be responsible for checking water quality prior to swimming commencing and doing back backwashing, adding chemicals and general maintenance work on plant.

MEDICAL and other ISSUES

Medical

Principals should ensure that staff associated with a swimming program are familiar with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma, and heart conditions. The student profiles will identify medical conditions and individualised instructions for managing these will be accompany swimming profiles.

Epilepsy Management Plans and Informed parent consent forms will be saved in:

Student Information/Medical/Student Name

These will be updated on an annual basis.

Class teachers and ES responsible for swimming program must check if the documentation has been provided to the school.

Emergency Action

Emergency action includes rescue, resuscitation and first aid procedures.

In an emergency it is the responsibility of the facility to contact a doctor, ambulance, or other emergency service.

Glenroy Specialist School emergency procedures are as follows:

- Staff member (extra) to contact the Nurse on pool phone.
- Apply first aid as required.
- Swimming instructor to coordinate safe evacuation of all other students and staff from the pool.

All students are expected to participate in the Aquatics program.

Students may be excluded from the Aquatics program due to:

- Not having a current Epilepsy Management Plan
- Not having a signed Informed parent consent form
- Not having appropriate swimwear
- If the parent or nurse deems the student to be unfit for swimming on the day
- If the behaviour of a student is such that the safety of the staff and other students is at risk
- A doctor provides a medical certificate to cover an extended period

FURTHER INFORMATION AND RESOURCES

Department of Education Policy and Guidelines

<https://www2.education.vic.gov.au/pal/epilepsy-and-seizures/guidance/swimming-and-water-safety>

[Q:\GSS Policies\Camps and Excursions Policy.docx](#)

[Q:\Child Safe\Child Safety Policy.docx](#)

[Q:\Child Safe\Volunteers Policy.docx](#)

[Q:\Child Safe\Volunteers Policy.docx](#)

GSS Policies and Guidelines

[Q:\GSS Policies\Ill Swimmer Exclusion.doc](#)

[Q:\GSS Policies\Swim Nappy Policy.doc](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Endorsed by	Principal
Endorsed on	23 rd October 2023
Next scheduled review date	October 2025