

Nurturing Our Future - Growing Together
Kia atawhai aa mua - Kia tipu ngatahi

Tamahere Model Country School

Vela Pool Complex

Swimming Policy

Review date: Annually

Introduction

Tamahere Model Country School (TMCS) swimming pool is a valuable and treasured teaching resource for teachers and students at the school and a welcome asset for the Tamahere Community. However it also presents potential hazards for users to be harmed through their careless or inappropriate actions. The School is committed to ensure that users of the pool are well informed about potential hazards, that all reasonable steps will be taken to minimise such hazards and that the pool will be used in a safe manner.

This policy is a compulsory requirement of the Ministry of Education Health and Safety Code of Practice.

Objective

To establish a policy on the operation and use of the swimming pool at TMCS.

Scope

This policy applies to all staff that maintain and operate the pool, and all authorised pool users eg, TMCS students, staff, adult swimmers, season pass holders and all those groups who may hire the pool complex for their own use such as swim schools or other schools. This policy sets out rules, guidelines and procedures to be followed when the pool is in use both during school hours and outside of school hours.

This policy incorporates all information included in the Appendices attached:

Appendix 1: Vela Pool Complex, Community Usage Rules.

Appendix 2: Legal and Regulatory Requirements and Guidelines.

Appendix 3: Hire agreement.

Appendix 4: Vela Pool Complex Guide.

Appendix 5: School Usage Procedures.

Appendix 6: Sound System Charging Guidelines.

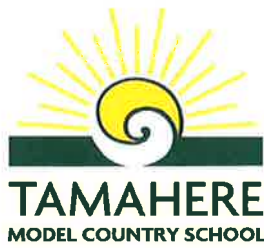
Legislative & Regulatory (Appendix 2)

The swimming pool shall be operated, managed and used in accordance with:

Health and Safety Code of Practice for State and State Integrated Schools, Section 32 Swimming Pools;

Accepted best practice methods in the operation and management of school swimming pools as set out from time to time by New Zealand Water Safety;

Ministry of Education Property Management Handbook, Section 7, Operational Policies, 7.17 Swimming Pools



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The relevant sections of:

Building Act 2004 and Building Code

Health and Safety at Work Act 2015

Hazardous Substances and New Organisms Act 1996

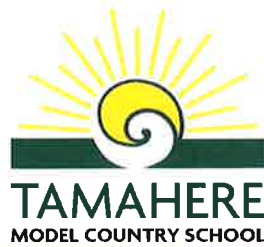
Water Quality Standard NZS 5826:2010

Water Safety Signs Standard NZS 8690:2010 Tamahere Model Country School - Policies

Date ratified: _____

Principal: _____

Chairperson: _____



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Statements and Procedures

1. Purpose of Pool

The primary purpose of the pool is to provide for physical education curriculum delivery, and associated competitive sports activities for TMCS students.

The secondary purpose of the pool is to provide a facility for swim schools, swim meets, adult swimming clubs, season Pass Holders and other approved hirers to use the pool in exchange for payment, as a means of funding the ongoing operation and maintenance of the pool.

2. Water quality

The school will ensure that the required water quality and other operating standards are met for the period of the year and hours of the day required for the fulfilment of the primary purpose.

The water quality will be tested and maintained at an acceptable standard according to statutory requirements. (Appendix 2).

Pool water will be tested three times per day during swimming season. Records of the testing will be kept using the Swimming Pool Record Chart.

Adults trained in water quality monitoring will carry out water quality testing 3 times a day in swimming season. Where issues arise our school Caretaker, Holiday Pool Coordinator or external pool valet company will be notified.

An external pool valet company will also conduct pool water testing sampling during swimming season.

Sampling records are kept on file.

Maintaining the chemical balance and cleanliness of the pool is a complex activity and remains in the overall control of the school.

In the event of contamination of the pool by faecal matter or similar the pool must be immediately evacuated and closed by the person supervising, and the caretaker or (qualified, school authorised) pool tester notified. The pool must remain closed until the water quality has been restored to the acceptable safe standard. A list of pool committee members overseeing the management of the pool is located in a sign on a wall in the pool office. These contacts are available after hours.

3. Sunsmart

Our school policy is to educate and protect the students and staff from excessive the sun exposure. We encourage all to use sun safe practices that are outlined in our school policy. Wearing a hat out of the pool, covering up with sunblock or sun protective clothing. Reduce the risk of sun damage.

3. Pool Chemical safety

Pool chemicals will be locked away from the swimming pool and changing rooms and handled, stored and disposed of in accordance with manufacturer's instructions, and HSNO Act 1996.

4. Supervision of children



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The pool rules will be displayed within the Vela Pool Complex and must be followed at all times - with exception of the specialist training deemed appropriate by the school. (Appendix 1).

Groups of children, other than those under supervision of a TMCS staff member, must have appropriate supervision consistent with the Community Usage Rules (Appendix 1).

All children and teenagers under the age of 18 in the pool enclosure must be under the supervision of an adult over the age of 18 years of age who is a capable swimmer and is able to confidently administer CPR if necessary.

5. Security

The pool gate shall be closed at all times and locked when the pool is not in use.

CCTV cameras are located in the pool complex to provide additional security for TMCS and to identify users of the pool in the event that there is any damage to the pool complex or any behaviour that contravenes the Community Usage Rules.

Any information collected by TMCS from the use of these CCTV cameras will be used solely for the purpose of maintaining a secure pool environment. The information will not be used or shared in any other way. Any user of the pool can request a copy of the CCTV camera information held by TMCS. The information will be kept by TMCS only as long enough to ensure that the security of the pool is consistently maintained

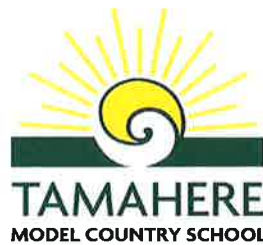
6. After School hours - Pass Holders and Hire Groups

TMCS may decide that the pool complex can be used outside of school hours by individuals or groups. TMCS may provide the opportunity for passes to be issued to members of the Tamahere community ("Pass Holders") or allow groups to hire the pool complex for their own use such as swim schools ("Hire Groups").

In the event that TMCS allows the pool to be used by Pass Holders and Hire Groups, both Pass Holders and Hire Groups will be bound by the Community Usage Rules (Appendix 1)

In the event that TMCS allows the pool to be used by Hire Groups, TMCS may require specific operational and maintenance regimes to ensure water quality standards and safety standards are maintained including requiring the authorised user to assist with monitoring and maintaining the required standards.

When Pass Holders or Hire Groups are providing assistance with monitoring and maintaining the pool, the school shall establish robust protocols, communication channels and rosters with the Pass Holders or Hire Groups to ensure seamless and trouble-free operation of the pool. (Appendix 3)



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Pass Holders and Hire Groups are required to take full responsibility for the safety and welfare of themselves and all persons accompanying them through following the safety procedures, guidelines and pool rules outlined by TMCS. This will be explicit in any agreement entered into.

7. School Usage Procedures

When the swimming pool is used by TMCS teachers and students within school hours, the School Usage Procedures shall apply. These procedures are available to all to view. See the Pool Coordinator, School Office, or folder in Pool Office. (Appendix 5)

8. This Vela Pool Complex Swimming policy will be easily accessible to all authorised users. See the Pool Coordinator, School Office, or folder in Pool Office.

9. Evacuation Procedure

In the event of an emergency requiring evacuation the following steps are to be actioned.

Gold Pass Holders: Use most suitable exit points either; out the front gate or grab a bench seat and climb over side fence and head to the safety zone on the field by the school garden.

Silver Pass Holders: Use front gate or side gate to field which will be unlocked by the pool supervisor. All toilets and changing rooms checked and evacuated.

Check numbers and safety of all, then contact 111 as well as the School Principal or BOT chairperson.



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Vela Pool Complex

Community Usage Rules

Introduction

These swimming pool community usage rules are designed to ensure we all enjoy the pool during the swimming season. They must be agreed to and signed before receiving your season pass.

Opening Hours

As specific to the Gold Season Pass, Silver Season Pass as outlined in the Vela Pool Complex, Community Usage Flyer attached.

Use of the Pool

All children must swim with active supervision. (i.e. supervisor 18 years of age and over who can give immediate help and perform CPR if needed)

Our requirements of you as child supervisors are:-

- **You are the lifeguard!**
- **That all children must be closely supervised at all times by you!**
- **All adult lifeguards** (Responsible caregivers, 18 years and over) are able to dive down and **rescue a swimmer** off the bottom of **1.6m depth** water and know how to do **CPR**. See signs.
- All **0 - 3 year olds** must be accompanied in the water by an adult at all times.
- All **4 - 7 year olds** must be actively supervised with an adult within 1m distance at all times.
- All **8 - 17 year olds** must be actively supervised at all times.
 (Note: if you are a supervising adult lifeguard for children 7 and under you will need to be in the water with them within the required distance from them at all times). **Watch your children at all times!**
- Our supervisor is here to manage the facility not to act as a lifeguard, Adults 18 years and over are responsible for youths 17 years and under in their care. Responsible adults - 'You are the lifeguard'!
- Be sunsmart.
- Wear appropriate swim clothing and aquatic toys designed for pools only to be used in the pool.
- Any stomach bugs or diarrhea please keep away from the pool for 24 hours.
- Avoid holding your breath and swimming long distances underwater.
- Check the depth of water and any hazards before getting into the water and any hazards such as glass in the pool, diving boxes and steps, before entering the pool.
- No running, jumping, rough play or bombing into any pool.
- No diving in water below 1.5-1.6m mark. Check the area is clear before diving in this zone.
- No glass in the pool complex, and no food and drink inside the blue safety line or changing rooms. Please take all your rubbish with you.
- Nobody is to swim or enter the pool complex while under the influence of alcohol or drugs.
- No swimming in thunder and lightning weather conditions. The pool is closed during these circumstances.
- No pets are allowed through the pool gate or into the pool.
- No bicycles, skateboards, scooters, skates etc to be ridden in the pool area.
- Take additional care if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.
- Only authorised members are allowed to use the pool.
- **NO ALCOHOL** or Smoking on school grounds and in pool complex.
- The first aid kit and flotation Life Saver is available in the pool area.

Gate

Gates are to be closed after entry and locked after exit. During Community Use hours the Pool Supervisors will monitor this. During Lane Swimming Use, the adult pass holder is to ensure that this happens.

Swimming pool cover

The first people to use the pool during the day may need to roll the swimming pool cover onto the reel. The last people at the end of the day is to ensure the cover is rolled back flat, squarely and securely.

Issuing Passes

The pool is available for use by any of the following:

- Adult Lane Swimming - pass holder.
- Youth Lane Swimming - pass holder.
- Community Use - pass swimmers.

Adult and Youth Lane Swimming

Adult Lane Swimmers to be health and safety inducted by an authorised adult.

Adult Lane Swimming pass holders will be issued with a tag. Youth Lane Swimming pass holders will be issued with a laminated card. Access to the pool will only be allowed with these tags and or cards during the approve times of their pass. Tags / Cards will be issued once induction and payment is complete by a TMCS authorised pool committee member.

Community Use Swimming

Community Use swimmers to follow and abide by all pool rules. A bulk swim card or individual swims can be purchased through the pool office.

Cost for Passes are as follows:

Lane Swimming Membership 18th November 2019 - 29th March 2020 7am - 6pm (Weekends and out of Term time)	\$220.00 per adult	\$125.00 per youth (Youth applies to accredited squad swimmers under 18yrs)	\$450.00 Family 2 adults + Youth accredited squad swimmer/s
Community Use Concession Card 6th January 2020 - 29th March 1pm-6pm (Weekends and out of Term time)	\$45.00 - 10 swims (\$4.50 per swim)	\$65.00 - 20 swims (\$3.50 per swim)	
One-off Swim 6th January 2020 - 29th March 2020	\$5 per person (caps available to hire for \$1)		

In the event that a Lane Swimmer or Community Use Swimmer, causes any damage to the pool or the pool complex they will be liable for the damage.

All adult lane and community use swimmers are responsible for the safety and well being of themselves and children under their care. No unauthorised persons are allowed to use this pool complex.

Non swimming adult spectators are allowed to enter the pool complex as a paying community use entry for the cost indicated above.

Pool Closure

In the event of the pool being closed for any reason, or the school withdraws the Community Use or Lane Swimming right of access to the pool a sign will be displayed. Please do not use the pool when it has been closed. TMCS reserve the right to withdraw individual access along with the community usage access for any reason whatsoever with no compensation payable by the School.

Liability

Any person entering the Vela Pool Complex and using any of the facilities located in this area, are advised by virtue of this notice that they are utilising such facilities entirely at their own risk and that they are fully aware that there are no life saving facilities of any nature provided. All users of the pool complex therefore indemnify, TMCS and its Board of Trustees in full under the laws of New Zealand (which apply to all users of this facility) against all direct and indirect losses, damages, claims, costs expenses and liabilities which TMCS may suffer as a result of a breach of these rules and shall have no claim of whatsoever nature against, TMCS or its Board of Trustees including any claim from any injury/bodily harm/death and/or loss of property which could arise directly or indirectly from the use of the pool complex.

All tags / cards remain the property of TMCS.



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Agreement

Anyone not abiding by these rules will have their card / pass withdrawn immediately.

TMCS School Pool Policy

A copy of the TMCS Pool Policy is available upon request.

I agree to comply with and abide by the rules and policies of the Vela Pool Complex. I agree that if I (or any person entering this complex under my code or card) break any of the pool rules, I will surrender my Pass immediately.

Signed: _____ Date: _____

Name: _____ Phone: _____

Address: _____

Membership Application

(Please Tick the appropriate membership)

Lane Swimming Membership:

Adult/s:

No. of Adults:

Name/s:	
email	

Youth/s (approved)

No. of Youths

Name/s:	
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Date: _____

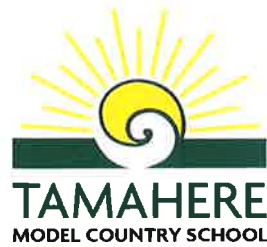
Name: _____

Signature: _____

Accepted By: _____

Amount Received: \$ _____

Tag Number/s _____



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APPENDIX 2

This is a direct copy of the legislation outlined in the 'Health and Safety Code of Practice for State and State Integrated Schools, Section 32 Swimming Pools (2010, June 29)

Health and Safety Code of Practice for State and State Integrated Schools, Section 32

Swimming Pools (2010, June 29), Retrieved November 16, 2017, from NZ Government, Ministry of Education web site://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/

Swimming pools

Board of trustees duties in relation to pool users

- (a) during school hours, Boards shall ensure the health and safety of students, staff and others using the school swimming pool as detailed in clauses 32.2 to 32.6 below;
- (b) except where the pool and surroundings are made available to the public, the Board is not responsible for any harm to pool users outside of school hours.
- (c) the Board must provide adequate warnings to authorised pool users of any out of the ordinary, work related hazards that are known to the Board, such as construction work within the pool site.

Fencing of swimming pools

All school pools should be fenced in accordance with the Fencing of Swimming Pools Act 2007, NZS 4441:1985 Swimming pool code of practice (or any update of that Standard) and the New Zealand Building Code, including a gate with a self-closing mechanism.

Swimming pool policy

Boards shall have a pool policy and procedures detailing the use of the swimming pool. This policy and procedures shall be available to all pool users, including the public, who use the pool with the permission of the Board. The policy and procedures should be easily accessible, such as on a notice board beside the gate. The content of the policy and policy procedures shall include rules of the pool, use of equipment and location of amenities and the following safety provisions:

- (a) nobody is to swim alone;
- (b) children under 8 years are not permitted in the swimming pool area unless actively supervised by a person at least 16 years or older (meaning that the person supervising is able to provide immediate assistance.
- (c) during any session when the pool is in use, there shall be at least one person designated



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- as the swimming pool supervisor who will supervise the pool at all times. The number of additional supervisors required will be determined by the number of swimmers;
- (d) the pool gate shall be securely closed and locked on entry and exit from the pool area;
 - (e) behaviour that could be considered dangerous, such as running, pushing, holding under and screaming, is prohibited;
 - (f) a list with an emergency telephone number and the location of the first aid kit will be available in the pool office.

Swimming pool water quality

The quality of the pool water shall meet the requirements of the NZS 5826:2010 Pool Water Quality (or any update of that Standard). This standard has the following requirements:

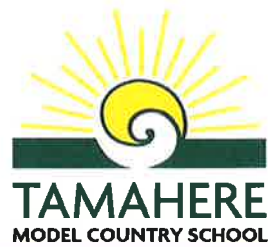
- (a) a filtration system that can cope with the treatment regime in the Standard;
- (b) regular testing of the water which includes monthly microbiological monitoring. This testing cannot be carried out by the school and requires pool water samples to be sent away to laboratories specialising in water treatment. The local public health office can provide the location of the nearest testing laboratory;
- (c) avoidance of overuse by bathers to prevent degradation of the water leading to a high health risk for swimmers. The Standard provides the desired values for the correct pH, alkalinity, calcium hardness, freely available chlorine, total chlorine and other features that make up the pool chemistry;
- (d) appropriate action to be taken in the event of a faecal discharge or a diarrhoea incident in the pool, which has the potential to introduce giardia or cryptosporidium to pool water;
- (e) the water treatment systems to be undertaken by a person holding NZQA unit standards in swimming pool water quality;
- (f) the management of pool water quality is under the continuous technical supervision of a qualified person who is readily accessible when the pool is operating;
- (g) the safe handling and storage of potentially unstable and explosive pool chemicals is required.

Storage of chemicals generally

The Board is required to take all practicable steps to ensure that all pool chemicals are stored in a securely locked room away from the swimming pool and changing rooms, and that no child or student can gain access to any chemical store key or be involved in the handling of pool chemicals.

Changing rooms and other facilities

- (a) changing rooms shall have properly closing doors, complete privacy from outside view, walls without holes, no broken windows, places to store clothing and adequate lighting;
- (b) toilets should be provided within the pool enclosure;
- (c) a first aid kit shall be available within the pool complex, in a secure place to prevent vandalism. A key should be provided to permitted users of the pool along with the gate key;
- (d) all pool equipment, such as leaf scoops etc, should be kept in a secure place out of the thoroughfare to prevent hazardous obstruction;
- (e) the use of inappropriate aquatic equipment should be discouraged to prevent endangering other users.



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Water Safety New Zealand

Boards are required to apply accepted best practice methods in the operation and management of school swimming pools as set out from time to time by New Zealand Water Safety. Boards are also required to comply with all relevant legislative provisions and accepted codes relating to water safety, and to ensure that a safe and secure environment is provided for pool users. Boards can obtain up to date information at www.poolsafe.org.nz.