



Cedarwood School

113 - 117 Dunmaglass Road, Glenferness

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Emergency: 071 609 7253

College Switchboard: 011 467 4889
Emergency: 072 617 5291

www.cedarwoodschool.co.za

CEDARWOOD SCHOOL Swimming Pool Policy

This policy must be read in conjunction with the POPIA Manual

Purpose of the Policy

This Policy is to provide an overview and guidelines for the school's onsite swimming pool.

Supervision and Admission

1. No learner may use the pool unless a responsible person, coach or teacher, capable of providing supervision, is on duty.
2. At least two people should be present whenever the pool is being used by more than 5 pupils.
3. Medically compromised learners or patrons (person with disabilities, epileptic, hypersensitive, etc.) must be accompanied by their facilitator at all times.
4. Socializing with the supervising staff is prohibited as they can be distracted from their duties at the pool.
5. A Register was created to keep better control over the safe keeping of the gate key. Markus Zilz, Alpheus Tsebe, Oliver Ngwenya and Byron Nyariri is currently having a key.

Facility Safety rules

1. Running, boisterous or rough play, pushing, acrobatics, dunking, wrestling, diving or jumping haphazardly, snapping of towels, improper conduct causing undue disturbance or acts that can endanger anyone are prohibited.
2. Spitting, blowing of nose into the pool or onto the deck, improper display of affection, profanity, and chewing gum is strictly prohibited.
3. Food or refreshments may be consumed in restricted areas.
4. Change rooms – Learners of all ages must change in the bathroom next to the Hall.

Equipment

1. Face masks or snorkels may not be used except during approved programs. Goggles are permitted.
2. No reverse dives, back dives are permitted.
3. Floatation devices are permitted.

Liability

1. Shade protection may be provided wherever practicable and per events.
2. Loitering will not be allowed at the pool area.

3. Glass containers, alcoholic beverages, drugs and pets are not allowed at the pool area. Service animals are permitted in the pool area.
4. Leave valuables at home. Lost and found valuables may be collected at the Reception of the school.
5. Cedarwood School has no liability for the loss or theft of anyone's belongings in the pool area.

Emergency

1. Any injury occurring at the pool must be reported to the Management team immediately.
2. All First Aid Kits must be easily accessible
3. Communication with emergency services must be available

Servicing, Chlorination and Cleaning

1. The pool is serviced daily by a full-time Swimming Pool Manager who is responsible to keep the water quality at prescribed levels, maintain the pumps and sand filters and clean the pool and ablation areas regularly
2. During summer months when the pool experiences high volume usage, cleaning and chlorination will take place in the evening under the supervision of the Maintenance Department.
3. All chemicals must be stored and handled in strict accordance to Health regulations to ensure no injuries or fatalities take place.

Emergency Action Plan SWIMMING POOL Facility

Coach Names: Byron Nyariri (College) Oliver Ngwenya (Prep)

Entrance of the Swimming Pool:

There are three entrances to the pool. One entrance at the Prep Reception side, One behind the Green Hut and one at the Entrance gate of the school.

Key information for the Swimming Pool:

Person in charge of the keys to the Pool gates.

Coaches are the only persons holding a key for the entrance behind the Green Hut.

The Maintenance team have the keys to the entrance from the Reception and the entrance from the Main Entrance Gate to the Swimming Pool.

Are the coaches first aid compliant? YES

In case of emergency who will be responsible to make an emergency call?

A Staff Member will be given a direct order after assessing an emergency depending on the scenario the current staff member will immediately report to Reception and a call will be made to the relevant Emergency Department to assist.

Describe the location of the main First Aid Kit: Inside the Sickroom in the Prep School.

How often is the First Aid Kit checked for contents?

At the beginning of each term or after every event the First Aid Kit was used.

Are you aware of the contents of the First Aid Kit? YES

Do you have up to date Contact Information for all Learners? YES

Describe the location for Medical and Contact Information for Swimmers:

In the Sick room of the relevant Campuses.

Describe what the Medical and Contact information is stored in. In each learner files.

Is the information held in a secure manner? YES

Basic steps that will be followed at your school when a minor incident occurs: (i.e. Learner slips and falls during practice and gets hurt.)

Steps	Details
1	Suspend all activity and training and have learners meet with assistant coach away from injured learner.
2	Have the coach be informed and attend. (Send a swimmer to get him.)
3	Determine if further action is required medically.
4	If learner needs further medical attention – an ambulance is called for. Parent/guardian is called and notified about what happened and instructed where to meet their child.
5	If appropriate, have a teacher sit with them while waiting. Ensure injured learner is kept warm and calm.
6	If ambulance is called, have a staff member wait by the Main Entrance gate of the school to direct them to the learner.
7	If the learner is ok, and the area can be used, activity may be resumed after a short discussion with the learners on how to prevent future similar incidents.
8	If not appropriate to resume swimming, learners will be asked to get changed and go back to their class, further debriefing of the incident would then take place after the injured learner is removed.
9	Incident is written up in the incident book covering witness accounts and actions taken.
10	Follow up later that day and the next day with parents.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
31/07/2018	None	Management
26/09/2018	Grammar	B Nyariri
30/09/2019	None	Sport Coaches Coll and Prep
11/09/20	POPIA	Management
11/09/21	None	Management
07/09/22	None	Management
09/11/23	None	Management