

## Spotters Quick Guide

- Access pool via side gate using padlock.
- Keys to changing room are kept in top key box
- Please be careful not to share codes with children

**Opening Pool** - Children must remain behind the white barrier while the pool is prepared for opening.

- **Check black board to ensure pool is OPEN**
- Check inclement weather; water clarity, structural damage IS POOL SAFE
- Open changing room doors and gate (must always be two access routes available)
- Collect purple spotters box & first aid kits from female changing room
- Remove spotters folder - this contains all the operating procedures, registered spotters etc
- Spotters set up on the far side of the pool (white wall), chairs and umbrellas are available. Ensure adequate sun protection
- Remove pool cover, insert steps.

### Swim Register and rules

- Ensure swimmers names are added to the swim register and column re medical conditions are completed.
- As children enter / leave the pool keep a record of who is in the water. Only 30 allowed in the pool at any time
- Check Year 5/6 without parents – check children are listed as having consent to swim alone before they enter the pool. Request a parent phone number in case of incident (this should be on register).
- Ask if swimmers are registered on the swim register. If not, request that they register on the pool website (this can be done from a mobile phone; this allows us to be aware of medical conditions). This should happen before the children get in.
- **Adults who intend to swim are not to change in the change rooms.** Adults are advised to arrive pool-ready or use the toilets to get changed. If a child needs assistance, adults must assist them in the toilets, not the change rooms. School aged children are expected to change themselves and do so during school swimming sessions.
- Spotters must be watching the water throughout the session, we advise other adults to sit on the other side of the pool to reduce distractions. No phones allowed. Spotters must not be responsible for children under 8 years old.
- In the event of an incident the assistant spotter can taken over supervision of the pool
- In the event of a serious incident the pool should be vacated and swimmers leave the pool area.
- Defibrillator is located on the front gate - entrance to the school
- Phone is located in the female changing room
- Pool must be closed immediately in the case of contamination (vomit, faeces, blood)
- Rules are clearly signposted in the pool area. Spotters are there for safety and to encourage appropriate behaviour. Behaviour management is the responsibility of the parent / carer but the spotter may ask a child to leave the water if behaviour persistently inappropriate

### Closing the pool

1. Children and toys must be removed from the pool before the cover is pulled across. Children should not help with this task.
2. Remove the steps

3. Put items back in the female changing rooms
4. Ensure changing rooms are empty, remove rubbish, lock doors
5. Lock gate and store keys in key lock box
6. Inform pool committee if any concerns