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# INDUCTION CHECKLIST

1. I understand the duties and expectations of my employment. | Yes/No
---
2. I understand the importance of being punctual and well prepared. | Yes/No
3. I understand the conditions of my employment. | Yes/No
4. I have access to an Induction Booklet. | Yes/No
5. I have knowledge of and understand the contents of the Centre’s Induction Handbook and available policies including sections relating to:
   - Annual Rescue Update | Yes/No
   - Assessment & Reporting Process | Yes/No
   - Accident & Illness policies | Yes/No
   - Anti Harassment Policies | Yes/No
   - Behaviour Management processes | Yes/No
   - Clothing policies | Yes/No
   - Drug Policy | Yes/No
   - Emergency Procedures | Yes/No
   - Emergency Evacuation Plan | Yes/No
   - Equipment policy | Yes/No
   - Grievance Procedures | Yes/No
   - Responding to Abuse & Neglect – (DECS website) | Yes/No
   - Protective Practices for Staff – (DECS website) | Yes/No
   - Work Allocation Guidelines | Yes/No
   - OHS&W specifics | Yes/No
   - Performance Management processes | Yes/No
   - Sunsmart Policy – (DECS website) | Yes/No
6. I have been informed of the role and location of key personnel. | Yes/No
7. I am aware of the basic qualifications required to teach for DECS and that it is my responsibility to maintain currency of these qualifications, including, Criminal History Clearance Responding to Abuse & Neglect Training, First Aid including asthma training, Resus and Surf Rescue. | Yes/No
8. I am informed, where applicable, about any special needs of individual children in my care including health plans or disabilities. | Yes/No
9. I have been informed of procedures for notification of health and safety hazards in my work area. | Yes/No
10. I have been informed of daily routines. | Yes/No

**Instructor:** ______________________________  **Signature:** _____________________

**Instructor in Charge:** _____________________________  **Signature:** _____________________

**Date:** __________
**TERM DATES FOR THE 2011/2012 SEASON**

TERM 4, 2011  Monday 17\(^{th}\) October - Friday 16\(^{th}\) December (9 weeks)  
TERM 1, 2012  Monday 30\(^{th}\) January – Thursday 5\(^{th}\) April (10 weeks)  
Term 2, 2012  Monday 23\(^{rd}\) April – Friday 29\(^{th}\) June (10 weeks)  
Term 3, 2012  Monday 16\(^{th}\) July – Friday 21\(^{st}\) September (10 weeks)  
Term 4, 2012  Monday 8\(^{th}\) October – Friday 14\(^{th}\) December (10 weeks).

**TELEPHONE NUMBERS**

To lock or unlock key pad, press menu then star (*).

Port Noarlunga Primary School and Aquatics Centre  Ph: 8382 2455  
Fax: 8326 3530  
*Email – aquatic.centre@portnoarps.sa.edu.au  
*Web – http://www.portnoarps.sa.edu.au

Access to Induction/Information Book 2011/2012  
Access to Staff Questions and Answers 2008/2009/2010

Base location (Witton Centre, corner of Saltfleet St and Esplanade)  8326 1471

Southport SLSC/Beach (Aquatics mobile, Nokia)  0401 121 715

Canoe Shed (Aquatics mobile, Nokia)  0401 121 716

Absences – Ben Barber (Aquatics mobile, Nokia)  0411 127 515

Sailboarding/general (Aquatics mobile, Nokia)  0411 127 515

DECS- Payroll / Leave Section - General  1300 620 425  
- Individual instructor enquiries  See pay slip

DECS-Swimming / Aquatics Unit  Ph: 8226 1302  
Fax: 8232 2071  

Onkaparinga City Council  8384 0666

**NOTES:**

- CURRENT STAFF REP IS PHIL LARNER (2 year term from term 1, 2011)  
- CURRENT OHS&W REP IS NICK KUSMANOFF (3 year term from Term 1, 2010)  
- CURRENT PAC SENIOR GROUP REP IS ANDY HANCOCK (2 year term from Term 1, 2011)  
- CURRENT PAC UNION REP IS DENNIS DOUROS
INTRODUCTION

Welcome to Port Noarlunga Aquatic Centre (PNAC)

This booklet is designed to provide relevant information to Department of Education and Children’s Services (DECS) hourly paid instructors employed at Port Noarlunga.

CENTRE VALUES

Staff have identified the following values as essential:

- RESPONSIBILITY
- RESPECT
- CO-OPERATION

The success of the Swimming /Aquatics Unit depends on its ability to provide learning opportunities and assessed outcomes for students which relate to the current curriculum. The main curriculum areas involved are physical education, health and personal development and society and environment.

STATEMENT OF CORE BUSINESS

The provision of an effective, cost efficient and responsive specialist service to schools, to assist students develop a range of knowledge, skills, attitudes, and understanding about

- Water safety
- Survival in the water
- Rescue of others, and
- Mobility in, on, and around water
GUIDELINES FOR WORK ALLOCATION

1. The needs of the schools, students, Centre and instructors will be the main priorities.

2. a) The availability of staff will be taken into consideration. Proposals to better describe availability were put to staff early in Term 4, 2008.
   b) Instructors are expected to notify the I/C in writing as soon as they become unavailable. This needs to be done on the Monday at least 3 weeks prior to the week day(s) off are requested to find additional staff and avoid re-doing rosters.
   c) Instructors available for all of a particular week may have priority depending on the needs of the students, schools & Centre.

3. The performance of staff will play a determining factor. (Regular Performance Management Assessments will be conducted.)

4. (a) All employees need current Criminal History Screening and Responding to Abuse and Neglect Certification to be on site.
   (b) Instructors need Senior First Aid, Asthma, Resuscitation and Surf Rescue.
   (c) Seniors will be given first priority if their activity is rostered, otherwise they will be considered as general instructors.
   (d) TIER 1:  A = 4 QUALIFICATIONS
      Kayak (level 1) + snorkelling
      + 2 of surf, austswim, sailing, sailboarding

   TIER 2:  B = 4 QUALIFICATIONS
      Kayaking (level 1 or lifeguard) + snorkelling
      + 2

   TIER 3:  C = 3 QUALIFICATIONS
      Kayaking (level 1 or lifeguard) or austswim
      snorkelling + 1

   TIER 4:  D = 2 QUALIFICATIONS
      Kayaking (level 1 or lifeguard) or austswim
      + snorkelling

   TIER 5:  E = Open for PART TIME INSTRUCTORS who become “full time” (for at least 1 month) with at least 2 of kayaking, snorkelling or austswim, order as above.

   TIER 6:  F = 2 QUALIFICATIONS (1 preferred + 1)
      1of kayaking (level 1or lifeguard), snorkelling, or austswim +1.

   TIER 7:  G = 1 QUALIFICATION (any)
      Any activity and all mandatory categories.

   TIER 8:  H = ALL MANDATORY but no qualifications.
      Resuscitation, senior first aid, surf rescue, reporting neglect & abuse, criminal history, asthma.

   TIER 9:  Q = MISSING SOME MANDATORY

PART TIME:  P = PA(number), PB, PC, PD, as per above and slot into E(A,B,C,D) when become full time for at least 1 month.
      PF, PG PH, PQ or above and slot in at bottom of relevant group as FF, GG,HH OR QQ when become fulltime for at least 1 month.

Where 2 people have equivalent qualifications, commencement date becomes deciding factor.

Preferred qualifications are snorkelling, kayaking (lifeguard/Level 1), austswim
INSTRUCTOR LEAVE REQUESTS

BACKGROUND

For the Centre to operate on an optimum level school needs, centre needs and Instructors needs, which are all inter dependent, must be considered and effectively met.

In relation to instructor availability the school need is a guaranteed booking once made, the Centre need is administration simplicity and the instructor need is continuous, predictable work as required.

Most schools book 12 months ahead in a preferred time and preparing a continuous program for instructors requires an accurate guide of instructors’ availability. Variations in instructors’ availability can put unacceptable demands on the daily operation and increase administration time which is a limited resource.

To better meet school, centre and instructor needs the Personnel Advisory Committee (PAC) considering staff input has spent considerable time and personal effort on the following principles and guidelines. The proposals are for Terms 1 and 4 leaving instructors free to pursue other options in Terms 2 and 3.

PRINCIPLES

- Instructors continuously available for terms 1 and 4 should be rewarded where possible.
- Instructors providing early notice of availability changes should be rewarded where possible.
- Instructor absences for personal reasons should not affect their work allocation.
- Instructor absences for private reasons (e.g. holidays/alternative work) may affect their work allocation.
- A request for leave must be given to the I/C in writing on the Monday 3 weeks before the rostered week during which leave is requested. This gives time for the request to be considered and approved before work on the relevant roster is commenced.
- Leave requests will be considered in the order they are received. One instructor absence may not have an impact but two or more instructor absences at the same time may. The PAC will consider requests for leave taking advice from administration as to the impact on bookings and rostering.

GUIDELINES

- Approved requests for leave of up to one (1) rostered week will not affect an instructor’s work allocation.
- Unapproved leave of up to one rostered week means an instructor will move down two (2) tiers for two (2) weeks the centre is open and the instructor is available.
- Unapproved leave of more than one (1) rostered week means an instructor will move down two (2) tiers for ten (10) weeks the centre is open and the instructor is available.
- Requests for leave received after the due date will be considered by the PAC for a decision.
- Leave taken with no request means an instructor will move down two (2) tiers for ten (10) weeks the centre is open and the instructor is available.
INSTRUCTOR QUALIFICATIONS

- For each activity, eg swimming, sailing, etc, specific statements about supervision ratios, instructor qualifications etc have been made. People wishing to work at Aquatic Centres are required to have the specific qualifications prior to being employed and a permission to teach as issued by the Sport, Swimming & Aquatics Unit.
- In relation to qualification updates Instructors who do not update a qualification after 6 weeks from the expiry date will have their tier status adjusted accordingly. An update completed within 12 months of the expiry date allows for tier and position re-instatement. For update completion after 12 months of the expiry date re-instatement will be at the bottom of the appropriate tier.

CURRENT INITIATIVES

1. **Performance Management**

   The Centre needs to identify the best available instructors and use them as much as possible in the program. During winter 2005 the Centre’s Work Allocation Committee developed an initial lesson performance report for implementation in season 2005/06. Although based on one lesson the report includes room for the observer’s evaluation over a period of time and an instructor’s self evaluation. (See Performance Management Report). From these reports or other sources areas to be developed can be identified. Action to achieve this development can be planned.

2. **PNAC 2011/ 2012 Focus**

   To maintain and improve safety standards.
   To maintain and improve student learning outcomes which match the current curriculum. To maintain a high standard of instruction and improve where necessary, including knowledge of specific aquatics curriculum and risk register documentation.
   To improve respect and teamwork amongst staff.
   To encourage and assist instructors in being pro-active, particularly in the areas of feedback and student assessment.
   To improve job satisfaction and enjoyment.
   To assist instructors with qualification updates.
   Meet the required OHS&W standards.
INSTRUCTOR RESPONSIBILITIES (DECS)

- The instructor MUST ensure the safety of students in the class.
- The instructor is responsible to the Instructor in charge of the centre for a high standard of Instruction.
- The Instructor MUST consider each student’s medical information form before the student enters the water.
- The Instructor MUST be punctual and conduct well-prepared lessons.
- The Instructor MUST be correctly attired to teach swimming and aquatics.
- The Instructor should attend in-service conferences and workshops as organised by the Sport, Swimming and Aquatics Unit.
- The Instructor must carry a whistle during class for emergencies.
- The instructor must have a current First Aid with asthma training certificate.
- The Instructor must have completed Mandatory Notification Training and update this as required.
- The instructor must have a current criminal history clearance.
- The Instructor must complete on an annual basis the “Annual Centre Rescue Assessment”.
- The instructor MUST ensure that qualifications are current and provide proof of currency to the Instructor in Charge as well as to the Sport, Swimming and Aquatics Unit.
- The Instructor must keep informed of current information pertaining to the centre. This can be done through attendance at staff meetings, by signing off in the centre operations or day-book or by acknowledgement of having read and understood the centre staff meeting minutes.
- Instructors will be given rosters a week ahead for signing off on, confirming their availability. The hours, (not the activity), described will be provided by the Centre unless a mutual agreement is reached. Rostered hours will not be guaranteed unless signed for.

INSTRUCTOR EXPECTATIONS (PNA)

- To be able to conduct a rescue for the activity being taught.
- To be familiar with all aspects of the Centre’s emergency procedures including location and use of 2-way radios, phones, first aid kits, shark flags and sirens.
- To carry a whistle to attract attention at all times. This includes snorkelling.
- To be correctly attired to teach swimming or aquatics including wearing sun protection. The Centre instructor uniform and rash vests as supplied are to be worn for instructor identification.
- To be prepared to go into the water to teach classes. Demonstration is an excellent method of teaching and you cannot do that from the shore all of the time. Personal investment in wetsuit(s) is expected. Being prepared to go into the water is one condition of employment.
- To provide students with a positive role model. This includes no smoking and bad language in front of the students, and observation of Sunsmart policies.
- To directly supervise students at all times including when in PNA’s Witton Centre area, Southport SLS Club, The Onkaparinga Canoe Club sheds and PNA’s kayak storage shed.
• One instructor may supervise a maximum of 16 students to and from Southport or the Canoe shed.
• To check the base whiteboard for activity numbers in lessons and organise set up and pack up as required.
• In general instructors are to meet their students at the base area on the first day. Activities will be called one at a time and those students directed to the instructors involved who will accompany students to the activity sign. Lessons will proceed at the signs.

GENERAL INFORMATION

MEDICAL FORMS
These are kept in clear plastic shelves at base.
Forms for Regular High School groups will be kept in named folders at base or with the teacher in attendance.
Forms for Primary and other High School groups will be filed accordingly to their first activity and timeslot.
Forms for students on camp or one day only visits will be “filed” in separately at base.
When possible, if students are rotating through different activities on the same day, a consolidated list of student names and medical conditions will be provided.
Copies of this list pinned on the main noticeboard can be referred to by instructors.

STUDENT MEDICAL CONDITIONS
Any management plan for a student’s medical condition indicated on the consent form must be followed. For example, students without the required tablets for a bee sting allergy or the medication for asthma are not permitted to participate. The student(s) are to be personally returned to the teacher.
Cans of lemonade in the base fridge and some barley sugar in the 1st aid kit at base are kept as possible first aid for students with diabetes/hypoglycaemia.

INSTRUCTOR MEDICAL CONDITIONS
• Instructors must inform the Centre of any personal medical conditions as appropriate.
• A standard student medical form completed with any management plan should be filed by the instructor in the marked folder in the blue forms box.

LESSON PLANS
Instructors are allocated work on the basis that their skills are sufficient to plan and manage a successful lesson. Lesson content and expected outcomes relate directly to the student developmental records for each activity. All instructors are expected to have copies of the student developmental records and self-assessment sheets for the activities they teach and plan lessons accordingly. Additional help and information can be obtained from other Instructors, Senior Instructors, and the Instructor-In-Charge. Instructors are responsible for their own performance in this area.

BEHAVIOUR MANAGEMENT
An instructor is expected to have a range of strategies to manage student behaviour. If an Instructor finds a student unmanageable, the student should be personally returned to the teacher and the IC notified. Do not hesitate to seek assistance from other staff and if necessary a class may have to cease while the appropriate action is taken.

**PAYFORMS**
- These must be completed correctly and submitted on a weekly basis.
- Payforms are due Friday 9.30 a.m. on a non-pay week.
- Payforms are due Thursday 9.30 a.m. on a pay week.
- From this information admin will print a payform which will be submitted to the Swimming & Aquatic Unit for processing.
- Copies of the payform for signing will be with the next roster. It is an audit requirement that instructors sign these copies.

**INSTRUCTOR REPRESENTATION**
Senior Instructor meetings are generally held twice a term and general staff meetings usually once per term. An Instructor representative is elected to represent the staff at these meetings and as required. The current staff rep. is Phil Larner. In addition, general Instructors are asked to attend the Seniors meeting on a rotating basis.

**LEASE AGREEMENTS**
As part of the agreements it is essential that instructors directly supervise students when they are in Southport SLS Club, PNA base area, the Onkaparinga Canoe Club sheds and the PNA canoe shed.

**SET UP AND PACK UP (refer to laminated sheets in your area or at base for procedures)**
- Instructors are to be on site at least 30 minutes prior to lesson commencement for equipment and personal preparation. Specific duties are as allocated, (see noticeboard for update), but all areas must be completed.
- Instructors may claim up to 15 minutes for both set up and pack up if they are required to participate and do so. Note that when starting late or finishing early set up and pack up is still expected. An individual’s allocation of hours depends on meeting this commitment.

**TEAM WORK**
- Instructors are expected to work as part of a collaborative team.

**SMALL GROUPS**
- Each instructor is to ascertain which students are in his or her group and assume responsibility for them. If two instructors combine their groups they become responsible for all those students. Several instructors supervising a large group in one small area should not occur.
- To keep student/instructor groups compact and consistency of expectation the distance of students from their instructor should not be more than 10 metres behind and 20 metres in front.
**LESSON DURATION**
- Instructors have a duty of care for their students for the duration of a lesson, not just when they are in the water.

**WETSUITS**
- Instructors are expected to actively assist students when getting wetsuits on, NOT SIT ON THE RAILS. Instructors are to actively assist THEIR STUDENTS when putting gear away.
- Ways to assist are:
  - **HANG UP WETSUITS for YOUR STUDENTS** to save time.
  - **WALK BACK with YOUR GROUP** not en masse.
  - Rescue assists with wetsuit returns etc. at the start and finish of lessons.
  - **Establish a ROUTINE with YOUR STUDENTS** such as return fins, then masks, then wash wetsuit, then hanging up wetsuits BEFORE they go to their bags and change etc.
  - **The Centre's SCHEDULE is CRITICAL**. Start and finish on time. An individual instructor cannot be running 5 or 15 minutes behind everyone else. TEAMWORK & CO-OPERATION is the KEY.

**UNAVAILABILITY**
- Instructors are expected to contact the Ben Barber on 0411127515 ASAP if unable to work allocated hours on a particular day due to unforeseen circumstances. Instructors doing set up/pack up also need to organize a replacement.

**Phone Policy**
- As per the DECS Policy, instructors are expected to pay for private calls when using DECS (Centre) phones.
- Instructors are to keep private mobile phones switched off during lesson time.

**WRITTEN INSTRUCTIONS**
- Printed information such as this booklet and including all staff notes and senior minutes given to instructors are considered to be written instructions.
- Instructors are expected to read, absorb, and act in accordance with this information.
- It is the responsibility of Instructors to obtain copies of staff notes.

**PERFORMANCE**
- Instructors have a professional responsibility to participate in two way feedback processes to improve student learning and their own performance.
**EMERGENCY PROCEDURES PRACTICE**

- With direction from the Senior Instructors, each activity is to practice the procedure for a specific emergency at least once each season. (This is for instructors rather than students.) NOTE: That all concerned **must know** that this is a **practice only**.

**BASE DUTIES**

- Setting up and packing up equipment used in the program.
- Assisting students with selecting equipment, primarily wetsuits, buoyancy jackets and snorkelling gear.
- Assisting students with cleaning and returning equipment as above.
- Organizing disinfecting masks and snorkels as per PNA’s policy and procedure.
- Bleach solution using household bleach (4% hypochloride) needs to be 120mls of bleach to 9 litres water.
- All disinfectant solutions should be discarded at the end of each day. It is recommended that gloves, glasses and apron are worn when using bleach solutions.
- Organising the smooth running of the base area including area radio checks, providing organisational and safety details to areas, equipment maintenance and repairs, phone answering, and a communication point in emergencies. If qualified provide initial student first aid treatment until the instructor is available.

**UV RADIATION PROTECTION**

1. DECS will assist in the provision of hats, sunscreens, and sunglasses for instructors.
2. Instructors are expected to wear hats, sunscreen, sunglasses, and shirts at all practicable times.
3. Students are expected to wear hats, sunscreen, and shirts at all practicable times.
EMERGENCY PROCEDURES
IMMEDIATE ACTION

1. EMERGENCY SIGNAL:
Continuous blasts on whistle, air horn, or siren

2. ENSURE ALL STUDENTS LEAVE THE WATER IMMEDIATELY

3. DELEGATION OF DUTIES

<table>
<thead>
<tr>
<th>PERSON A</th>
<th>PERSON B</th>
<th>PERSON C</th>
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<tbody>
<tr>
<td>ATTENDS VICTIM</td>
<td>CLEARS AREA</td>
<td>CALLS</td>
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<tr>
<td>DANGER RESPONSE</td>
<td>TAKES CHARGE OF STUDENTS</td>
<td>AND DIRECTS AMBULANCE</td>
</tr>
<tr>
<td>ABC</td>
<td></td>
<td>CROWD CONTROL</td>
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<tr>
<td>REASSURANCE</td>
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4. SENIOR INSTRUCTOR PRESENT TAKES CONTROL OF THE SITUATION

5. INSTRUCTOR IN CHARGE/ OR DELEGATE TAKES CONTROL OF THE SITUATION

6. ONLY THE INSTRUCTOR IN CHARGE OR PRINCIPAL TALKS TO THE MEDIA
SNORKELLING EMERGENCY RESPONSE PLAN

LEVEL 1 - THE INSTRUCTOR
All instructors MUST be prepared and able to perform a rescue. Instructors must be able to assess the need for a rescue, and determine the best possible method to conduct the rescue.

LEVEL 2 - SECOND INSTRUCTOR
Whenever possible, stay close to another group and their Instructor. If an emergency situation occurs, the SECOND Instructor can take control of both groups. This is stated in the Staff Information Book, under Emergency Procedures.

LEVEL 3 - BEACH, REEF, JETTY
At all times when snorkelling, instructors must stay close to the Beach, Reef or Jetty. In case of emergency, it is the nearest and quickest method of exiting the water, and maintaining control of your group. It is recommended that Instructors wear wetsuit boots when teaching snorkelling. This will enable them to move confidently, safely, and quickly across ALL surfaces.

LEVEL 4, IRB
The IRB is there to back up the other 3 levels of safety. When planning the dive, ALWAYS consider your ability to be able to perform a rescue.
EMERGENCY PROCEDURES CHECK LIST

NEAREST PHONES ARE AT:
1. LANDLINE AT BASE
2. MOBILE PHONE AT CANOE SHED (ON TOP OF FIRST AID BOX)
3. SOUTHPORT MOBILE PHONE AT BEACH
4. 2 NEXT “G” MOBILE PHONES FOR KAYAK/CANOE “TRIPS” IN CANOE SHED

EMERGENCY PHONE NUMBERS:

**AMBULANCE:** 000

**POLICE PATROL** 131444

**SHARK PATROL PLANE (GLEN ERSKINE)** (Mon to Fri. End of November to end of March) 8302-1951

**MEDICAL ASSISTANCE (100 BEACH ROAD, C/BEACH)** 8384-4444

**BUREAU OF METEOROLOGY:** 8366-2600

**BASE, (WITTON CENTRE, CNR SALTFLEET ST & ESPLANADE)** 8326 1471

**CANOE SHED: (WEARING STREET, PORT NOARLUNGA)** 0401121716

**GENERAL:** (LOCATION TBA ON THE DAY) 0411 127 515

**SOUTHPORT BEACH:** (WEATHERALD TCE. PT NOARLUNGA SOUTH) 0401 121 715

**SCHOOL:** (10 JAMES AVENUE, PORT NOARLUNGA) 8382-2455

**DENTAL ASSISTANCE:**

**REYNELLA SOUTH PS- 119-135 SHERIFFS RD (MON-FRI)** 8381-2457

**CHRISTIES BEACH PS- DEEMSTER AVE (MON, THURS, FRI)** 8382-2401

**ADULTS; 347 SOUTH ROAD, MORPHEIT VALE** 8384-2779

**ONKAPARINGA CITY COUNCIL** 8384-0666

FIRST AID KITS ARE LOCATED AT:
1. BASE (WITTON CENTRE, CNR SALTFLEET ST & ESPLANADE, PORT NOARLUNGA)
2. CANOE SHED PLUS ONE TO BE CARRIED IN INSTRUCTOR CANOE
3. SURFING BAG
4. SAILBOARD TRAILER
5. WAVESKI TRAILER
6. BOTH RESCUE BOATS (IRB’S)
7. KETCH

PERSONNEL ON SITE FOR ASSISTANCE WITH FIRST AID
JOHN NEARMY SUZY MEREDITH

2-WAY RADIO’S AVAILABLE FOR:
1. BOTH RESCUE BOATS (IRB’S) 2. BASE 3. SURFING 4. FISHING
5. KETCH 6. WAVESKIING 7. SAILBOARDING 8. SPARE

**POLICY STATEMENT**

Complete updated policy statement in PNA files.

**Managers and supervisors are required to:**

- ensure, so far as is reasonably practicable, that the workplace is maintained in a safe condition
- allocate resources to meet legislative requirements and the aims and objectives of this policy
- ensure the health, safety and welfare of all employees, students, visitors, contractors and the public in their area of operation
- provide employees and others with information and access to information about departmental and worksite policies and procedures which may affect their health and safety
- implement departmental OHS&W and Injury Management policies and procedures
- consult with elected health and safety representatives and/or OHS&W committee/s, and employees prior to changes to work practices and/or the work environment that may affect their health and safety
- identify, assess and control workplace hazards and any hazards which may result from proposed departmental or local initiatives which may affect the health and safety of employees and others
- ensure that all staff are appropriately trained
- induct all persons coming on-site about OHS&W and Injury Management policies and procedures
- ensure accidents/incidents are reported and investigated
- provide resources and time for health and safety representatives to perform their duties
- maintain an adequate level of knowledge of current OHS&W information, policies, procedures and practices by undertaking initial and on-going training provided by the department.

**Employees are required to:**

- act in a manner which protects their safety and that of other employees, students, visitors and others
- implement departmental OHS&W and Injury Management policies, procedures and safe systems of work
- use and maintain appropriate safety equipment provided by the department in accordance with documented safe work practices
- obey any reasonable instructions to ensure their safety and the safety of others
- inform their manager and/or Health and Safety Representative of any factor which may affect their own health and safety or the health and safety of others
- promptly report incidents, accidents, injuries and dangerous occurrences at the workplace to their line manager
- ensure that they do not endanger their own safety or the safety of any other person through the consumption of alcohol or any other drug.
Other persons including labour hire, contractors, sub-contractors, volunteers, service providers, students and visitors are required to:

- abide by all departmental and worksite OHS&W policies and procedures
- take reasonable care to protect the health and safety of themselves and others
- obey any reasonable instructions to ensure their safety and the safety of others
- utilise resources and personal protective equipment in the interests of health, safety and welfare.

**POLICIES AND PROCEDURES**

The following policies and procedures have been identified as having particular reference to Swimming & Aquatics Centres. These policies are available from the Centre’s Administration building at the Primary School and can be accessed as required. Where appropriate they are displayed on site.

**DECS POLICIES AND PROCEDURES**

- OHS&W AND INJURY MANAGEMENT POLICY
- OHS&W REGULATIONS 2.1 – 2.18
- PART 2, GENERAL WORKPLACE
- COUNSELLING AND REHABILITATION POLICY
- INJURY/INCIDENT INVESTIGATION & REPORTING PROCEDURE
- DRIVING PROCEDURE
- ELECTRICAL TESTING PROCEDURE
- PROTECTIVE CLOTHING/EQUIPMENT GUIDELINES
- ANTI HARASSMENT AND GRIEVANCE POLICY
- WORKING IN ISOLATION PROCEDURE
- UV/RADIATION PROTECTION PROCEDURE
- BEHAVIOUR MANAGEMENT POLICY
- PERSONAL PROTECTIVE EQUIPMENT PROCEDURE
- HEAT STRESS PROCEDURE
- DRUG POLICY
- MANDATORY REPORTING
- INFECTIOUS DISEASE CONTROL PROCEDURE
- MANUAL HANDLING POLICY
- OCCUPATIONAL FIRST AID POLICY
- HAZARD MANAGEMENT PROCEDURE
- HAZARDOUS SUBSTANCES PROCEDURE (Draft)
- EMERGENCY PROCEDURES (Internationally recognized codes)
- THUNDERSTORMS
- PURCHASING POLICY
- DISINFECTING SNORKEL MOUTHPIECES
RISK ASSESSMENT AND HAZARD MANAGEMENT

General
The Sport Swimming & Aquatics Unit as part of DECS, is currently reviewing documentation concerning risk assessment, hazard management and curriculum for Swimming & Aquatic Centres. The purpose is to develop consistent policies and program content across Centres and maximize student learning outcomes in a safe environment.

Proposals involve assessing the level of risk for an identified hazard considering the likelihood and consequence. Management of the hazard is described to minimize any negative outcomes.

The different activities will be reviewed in this manner, the documentation providing safe operating procedures consistent across Centres and specific to Centres as necessary. There will be a Risk Register for each activity.

Racing/Competition and Minor Games
DECS recognizes and accepts that within school sport, racing/competition and minor games form part of the valid teaching methodology to improve student learning outcomes. However, introducing racing/competition and minor games in a swimming/aquatic lesson can create additional hazards and increase risks which require management. Three examples are:

- Students kayaking racing from one bank to the other.
  Capsize more likely – review capsize drill.
  Less directional control – how to avoid collisions.
  Hit by paddle – space students appropriately/staggered starts.

- Student tag team competition surfing.
  Student surfs into shore break – suitable site, define boundaries, review dismount.
  Student catches wave in front – review all wave riding safety in pre-race brief.

- Sailboarding race
  Student falls into shallow water – start and finish race in deep water.
  Students collide – review “rules of the road”.
  - ensure students have necessary skills.

NOTE: The above are only some of the hazards involved and part of the management required.

WINDSURFING SPECIFIC
A draft risk register for Windsurfing has been developed by the unit and when finalized will form the framework for other activity risk registers. Some details are:

Falling into shallow water
- Step off or fall flat. Do not dive/enter head first – even in deep water.
- Utilize broad, stable “start boards” to reduce frequency of falls.
- Clearly ID shallow water to all students.
PNA POLICIES & PROCEDURES
- EMERGENCY PROCEDURES
- EMERGENCY PROCEDURES CHECKLIST
- IRB DRIVING
- SETUP AND PACKUP
- ACTIVITY SPECIFIC SETUP AND PACKUP PROCEDURES
  - Sailing  - Waveski
  - IRB  - Sailboarding
  - Canoeing  - Base

PNAC OHS&W PLANS
The Centre’s OHS&W Management Plan is reviewed annually and further details are available as required. Corresponding Action Plans are documented and continuously reviewed.

OHS&W NEAR MISS AND REPORTING SHEETS
OHS&W issues including any occurrences during which an injury was narrowly avoided should be reported to the OHS&W representative using the OHS&W Reporting Sheets available at base. This will then become an agenda item at the next seniors meeting for discussion and further action as required.

Actual events
Instructors involved in incidents where an injury occurred must record details in the book kept in the Base First Aid Kit, and may be asked to write a description for publication in the Staff Notes. Knowledge of what and how something happened can help prevent repetition and allow discussion of reality not rumours.

Work Cover
In accordance with the Law instructors are covered for work-related injuries. The extent of the cover will depend on the nature and the circumstances of the injury and will be determined by the DECS work cover group. A review of a decision is possible. For short-term injuries a request for interim payment pending a decision can be made. Medical certificates including clearance certificates are required. If instructors have any other employment during a 12-month period they should answer yes to Q6 on the worker report form. Any notional weekly rate will then be based on accurate information.

Reporting Injuries
Should an Instructor have an accident/ injury at work they must notify the OHS&W representative and the I/C, and complete an ED155M Accident/ Injury Report Form. This must be done even if no expenses or time off work are expected. Any accident/ injury to a student must be recorded in the notebook kept in the Base First Aid Kit. Any significant accident/injury to a student must be reported to the OHS&W representative and the I/C.
Manual Handling
1. Safe lifting procedures must be used at all times including straight back and bent knees.
2. Do not attempt to lift or move excessive weights.
3. Instructors must assist each other when lifting and carrying equipment.
4. The rollers provided are to be used when moving boats and IRB’s.
5. Principles of lifting.

BRAIN
- Think before lifting - plan your lift
- Wide base provides stability
- Stride position in direction you’re moving

BASE
- Abdominal muscles to support trunk

BRACE
- Maintain normal curves of spine (“bottom out”)
- Bend knees and hips
- Stay flexible (ie don’t hold yourself rigid)

BACK
- Comfortable, secure grip holding
- Weight close to body

HOLD
- Do not twist at waist; Use hips and legs to turn

Shark Sightings Policy
- If a possible sighting omit the word shark.
- If a confirmed sighting use the word shark.
- Be aware that radio transmissions are public.
- Guidelines similar to the Policy re Shark Fishing apply.
- Remove students from the area without creating a drama, notify other instructors in adjacent areas.

NOTE:
1. PNA emergency signal is continuous blasts on whistle, air horn, or siren.
2. Shark alarm is both arms vertical above the head/ red and white quartered flag displayed.
3. All clear is both arms horizontal/ red and white quartered flag taken down/ short blast on whistle, air horn, or siren.

LET AT, JOHN NY AND SN SENIOR KNOW:
- When all clear, students may re-enter the area.
- A brief meeting to let all instructors know, may be appropriate.
- As with all activities, if not confident, an instructor should swap and do an alternative and afterwards discuss the issue with AT.

Shark Spotting Plane
- In season 2006/07 the government funded a shark spotting plane. Funding is currently to continue in season 2011/12 from the end of November 2011 until at least the end of March 2012. If the plane is in the vicinity there is a number on the laminated emergency numbers sheet on the notice board which can be called for further information as required.
- The plane’s protocol is to circle and identify a sighting, then continue circling and sound the siren and call the police if the sighting represents possible
danger. When police are on the scene to ensure people stay out of the water the plane will move on.

- The planes are expected to have sirens but in some circumstances this may not be the case so if circling remove students in the vicinity from the water and seek further information. The plane’s front landing light is generally not a signal but if flashing assume it is a warning of danger.
- Due to the Centre’s regular presence and large student numbers in 2007/08 the plane offered to do an extra pass between Witton Bluff and the river mouth as an added precaution.

**Shark Fishing Policy**
If a person is shark fishing from Port Noarlunga Jetty at a time, and in an area where the students participating in the Centre’s Aquatic program would normally go, the following policy will come into effect.

1. Students will be removed from an area where shark fishing is taking place.
2. The person(s) shark fishing will be politely asked to cease this activity as inappropriate for a recreational aquatic reserve regularly accessed by many people.
3. If the shark fishing ceases and there is no evidence of sharks in the area, students will be permitted to enter the area and participate in the available activities.
4. If a person(s) is observed throwing offal or similar from the Port Noarlunga Jetty, students will be removed from that vicinity. As such activity is an offence, the Department of Fisheries will be contacted as empowered enforcement officers. Students will not be permitted into the area until all evidence of the offal has gone.

**Aquatic Centre’s Responsibility**
The centre will only accept responsibility for the behaviour of students under the following circumstances:

- During Aquatic sessions 9.30am-12.30pm and 1.00pm-4.00pm
- Or if alternative times are booked

**Emergency Procedures Policy**
Even if a class is not involved all students are to be removed from the water in an emergency.

**Student Seizures**
If a student suffers a seizure in the water there is a possibility of water on the lungs so an ambulance must be called.

**Fishing Policy**
When students are fishing from the jetty the instructor must have additional buoyancy (e.g. a rescue tube), to effect a rescue as required.

In September 2002, in response to a survey the Onkaparinga City Council erected signs upstream of the Saltfleet Street road bridge warning against fishing and swimming. Expert opinions states that providing cooked flesh only is eaten there is
no health hazard. However in view of possible public perception and in accordance with teaching students to obey warning signs:
- Fishing classes are not conducted upstream of the Saltfleet road bridge
- Fishing classes conducted in the Onkaparinga River will adopt a catch and release policy.

**Canoeing Capsize Policy**
Kayaking/ canoeing is a secondary contact activity and as such is considered safe in the Onkaparinga River. However in view of possible public perception and in terms of minimising risks:
- Capsizing with students is avoided
- Direct students to avoid swallowing water
- Capsizing and rescues for high school students doing courses is done at the beach, at the Southport footbridge or at the Noarlunga Leisure Centre Pool if the weather is inappropriate.
- For two or three days after heavy rain additional care to prevent capsize with all students is taken.

**Canoeing Trip Communications Policy**
- There are Next “G” mobile phones in waterproof containers available for kayak groups going a distance from the canoe shed.
- These phones are for **EMERGENCY OUTGOING CALLS ONLY**.
- If kayak groups are paddling up or downstream from the canoe shed the instructor(s) must carry a phone.
- Instructors are expected to communicate and work together so groups are in a common area and a phone is accessible for use in an emergency.

**Student Transportation Policy**
In the unlikely event that a student with a medical condition requires transportation in a private vehicle a person to manage the patient as well as a driver is required. Also the vehicle should have comprehensive insurance.

**Emergency signals:**
- If an instructor requires assistance immediately- The instructor waves one arm to and fro above the head AND/OR uses continuous blasts from a whistle, air horn, siren, or similar.
- An instructor raising one arm with a clenched fist indicates students are to get to the instructor AND/OR the instructor requires assistance as practical. E.g IRB to pick up snorkellers.
- If a student requires assistance immediately- the student waves one arm to and fro above the head.
- A student raising one arm with a clenched fist indicates that the student requires assistance as practical. E.g sailboarder needs an IRB tow to shore.
Radio call signs & checks
- When using the two-way radios repeat the area you are calling first then identify your area. For example base, base this is surfing.
- Before leaving base at the start of each lesson, instructors with area radios, including IRB’s are to do a radio check. A second radio check with base is required when at the main activity area which will be recorded on the white board.
- For activities with radios the instructor with the first group going to the site takes the radio. During a lesson the radio stays at the trailer. The instructor with the last group to return to base takes the radio.
- Be aware of lesson overlaps and ensure radios/communications are available as required.

Guidelines for IRB and Snorkel/Reef Instructors

IRB Drivers
- Limit motor power to ¾.
- Make sure motor does not drag on sand or rocks when leaving beach (be prepared to get wet up to the thighs).
- Don’t charge into the beach, get help to pull boat up if necessary.
- Exceptions to above guidelines, in an emergency or if shore break is bad, then do whatever is necessary.
- For legal compliance numbers in the IRB’s are:
  - Swift 7 H/S or P/S students plus driver and instructor ie 7 + 2 = 9 TOTAL
  - Sillinger 4 H/S or P/S students plus driver and instructor 4 + 2 = 6 TOTAL
- There will not be IRB rides for swimming students.
- Swimmer visibility is now an identified risk. For a collision to occur the likelihood is unlikely and the consequence is major making the level of risk high. To manage the risk the following must be implemented.
  - IRB drivers must ensure they have clear visibility.
  - The instructor on board is required to keep a lookout.
  - Before ferrying students to and from the reef, drivers will radio check with staff at vantage points if there are swimmers. For example a check with base or instructor(s) on the jetty. This will be recorded on the white board by crossing the radio check tick on the “to” runs and an asterisks on the “from” runs. If the IRB is on the north side of the jetty and there are no fishing groups on the jetty the driver may need to stand briefly to confirm there are no swimmers/hazards.
  - All instructors observing a swimmer or hazard should communicate with the drivers as soon as practicable.
  - Although there is no formal obligation regular swimmers will be politely asked to inform base when they are about to commence a reef swim.

Note following the identification and implementation of risk management control measures it is assumed that this risk description be reconsidered as having a “low risk” factor.
**Snorkel/ Reef Instructors**
- Take front right hand seat so when IRB gets to reef you can hold front rope and driver can get out and hold back rope to secure boat for students to get out safely.
- Note Medication in the IRB may not be immediately accessible.
- Swimming groups snorkelling are to notify IRB’s of their dive plan the same as aquatics snorkelling groups.
- See John Neamby for further information as required.

**Student attire**
- Students participating in W/S and S/B may wear a PFD (for buoyancy) and a T-Shirt (or similar for sun protection), rather than a wetsuit which is the preferred option.
- Surfers and bodyboarders as they are attached to buoyancy may in suitable conditions wear only boardshorts and rash vest.
- Students participating in SN must wear a wetsuit as protection from reef cuts etc.
- Students in any activity may wear a PFD if they so desire.
- PFD use in the swimming program – students in year R-4 will wear a PFD at all times when snorkelling. Year 5 students will wear a PFD at their instructor’s discretion. When doing safety jumps from the jetty, all students MUST wear a PFD as this is a buoyancy control activity.

**Helmets**
1. Primary school students participating in waveskiing must wear helmets at all times.
2. Students participating in waveskiing in the surf must wear helmets.
3. Students participating in surfing and using fibreglass boards must wear helmets.
4. Students sailing in the small boats must wear helmets.
5. Students sailboarding must wear helmets.
6. Instructors are advised to wear helmets at all appropriate times.

**Footwear**
1. Any maintenance work requires the wearing of solid, enclosed footwear.
2. Instructors must wear appropriate footwear at all practicable times.
3. Instructors and students participating in canoeing or sailboarding in the Onkaparinga River must wear appropriate footwear at all times (eg old sneakers, wetsuit boots) Bare feet, thongs, slip on sandals are unacceptable.
4. Instructors and students participating in sailing are encouraged to wear protective footwear (eg old sneakers, wetsuit boots).
5. Students participating in reef walks are encouraged to wear socks to lessen any environmental damage, but instructors should wear soled footwear in case of emergencies.

**Snorkelling Hoods**
Students in snorkelling lessons who wish to duck dive under “objects” must wear a wetsuit hood to protect their head.
**Snorkelling Common Occurrences**

**A Student is Too Cold to Continue**
1. Put the student on the Beach, Reef, or Jetty, whichever is closest. This will keep the whole group together.
2. Put the student in the IRB. The driver must immediately take the student to the beach, instruct them to go to the Base and begin to get changed. The driver will inform Base via radio.

**Do Not Snorkel From Reef to Beach**
- This is not an option as on several occasions student safety has been compromised and/or issues have arisen.

**Dive Knives**
- Snorkelling instructors are expected to carry a dive knife when conducting snorkelling lessons. Spare dive knives for use on a lesson by lesson basis are available. Dive knives can be purchased from the Centre for $17.00.

**Masks & Snorkels**
A blue bin, (separate from those used for rinsing wetsuits) with brushes and soapy water is provided. Instructors are to ensure that students scrub their snorkel mouthpieces and then place them in the rinsing water, (yellow mesh crate inside the solid red crate) RED for RINSE. The person(s) at base will soak etc.

**Snorkelling & Swimming Students**
- DECS guidelines recommend that students under eight years of age should not snorkel due to the risk of breathing expired air through the snorkel. In general this means Reception and year 1-2 students do not use a snorkel.
- At PNA swimming students do not use fins. This is primarily due to equipment availability.
- Swimming groups snorkelling are to notify IRB's of their dive plan the same as aquatics snorkelling groups.
- PFD use in the swimming program - students in year R-4 will wear a PFD at all times when snorkelling. Year 5 students will wear a PFD at their instructor's discretion. When doing safety jumps from the jetty, all students MUST wear a PFD as this is a buoyancy control activity.

**Foam Boards - Swimming**
Students are not to stand on foam boards in shallow water. Students standing on foam boards in chest deep water with adequate supervision is acceptable.

**Safety Jumps and Compact Jumps from Jetty Steps**
- Instructors prepared to enter water.
- Instructors take with them rescue tube or rescue board.
- Make students aware of slippery steps.
- Use only step area not cross beams on jetty.
- Notify rescue of your intentions.
- Only one child jumping at a time.
- Beware of fishing lines and fishermen.
- Talk to jetty jumpers, ask to refrain while students in water, if unsafe return another day.
- Do not call this activity jetty jumping. Make students aware of the dangers of jetty jumping.
“New “Jetty Steps
• These may be used by instructors and students but communicate to avoid overcrowding.
• Remember that the steps are used by the general public, eg scuba divers, so take their needs into account.
• Watch for potential danger created by jetty jumpers.
• Students should not walk from the steps back to base unaccompanied.
• Using these steps as a boarding and disembarking point by the IRB for reef walkers is an option if conditions are suitable.

“Old” Jetty Pylons
There are several old jetty pylons that at times protrude out of the sand near the shorebreak just South of Port Noarlunga Jetty. Do not allow students to body surf or body board in this area. A similar situation can occur at the Southport footbridge.

Reef Trips:
• All students doing ECO wear PFD’s when travelling to and from the reef in the IRB.
• Junior Primary students wear PFD’s when on the reef at all times.
• Depending on conditions all students on the reef doing ECO may be required to wear PFD’s.

Supervision
Instructors are responsible for students when moving to and from activities - especially longer walks eg: Southport. Instructors must supervise their students throughout, and fighting, sand throwing and other aggressive behaviour is inappropriate. An instructor should bring up the rear as a safety consideration should anything untoward happen to a lagging student, eg: Asthma attack, bee sting, collapse, cut etc.

Teachers with Students on Site
A teacher with students on site always has a duty of care for these students. Although an instructor also has a duty of care for students in their class, the teacher is expected to take responsibilities as required. This includes behaviour management and student injuries.

Bussing Students to Southport
Best Option:
Ask bus driver to use Southport Car Park

Second Option:
Ask bus driver to stop on the opposite side of Weatherald Terrace. Students have to cross road.

Safety Instructions (2-3 instructors):
1. Instructor explains procedures to students before exiting the bus.
2. When disembarking surfers, one instructor leaves the bus first and moves surfers to the back of the bus.
3. Another instructor crosses the road opposite the rear of the bus.
4. The third instructor is behind the last of the students (from the rear of the bus).
5. The bus pulls away for a clear view of traffic and the students are sent across to the instructor on the opposite side who keeps them there.
6. Once across, instructors keep students in a group and cross the footbridge to Southport. No running ahead.
7. Students wait at the clubrooms before getting equipment or going down onto the beach for the lesson.

**Thunderstorms**

In the event of a thunderstorm, the following procedure is recommended by the Bureau of Meteorology:

- When the thunder becomes easily audible the storm is within 15-28 kilometres. Depending on atmospheric and wind conditions the storm can arrive at your position in as little as 5 minutes.
- As soon as thunder becomes easily audible, remove students from the water and immediately proceed to **dry ground**. Seek shelter in a **hard top** building or vehicle.
- Avoid small structures such as fabric tents, and single or small groups of trees.
- Do not touch or move close to metal structures such as fences or metal clothes lines.
- If your hair stands on end or you hear buzzing from nearby rocks and fences, move to a new position immediately.
- Do not handle long or metallic objects in the open.
- If in the open away from shelter, crouch down, preferably in a hollow with feet together, and remove any metal objects from the head and body. Do not lie down but avoid being the highest object in the vicinity.
- If boating, get ashore as soon as possible. If unsafe to do so, seek protection beneath a high structure such as a bridge or jetty.
- Avoid the use of telephones if possible, because the telephone system can become highly charged. If an emergency call is necessary, make it brief.
- A person who is struck by lightning has a good chance of survival if (after appropriate assessment) cardiopulmonary resuscitation (CPR) is applied immediately and continuously until medical help arrives.

The storm should pass within ten minutes. If thunder is no longer easily audible, check the sky in the direction that the storm approached from. If it appears clear (note that there could be a second front), students may return to their activities.

**Hazardous Substances Storage**

1. Fuel and flammable liquids must be stored in the lockable fire proof cabinet in the Aquatics Shed at the Port Noarlunga Primary School.
2. Other hazardous non-flammable liquids and substances such as paint and cleaners must also be stored in this cabinet.
# PERFORMANCE MANAGEMENT REPORT - GENERAL AQUATICS

<table>
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**Current weather conditions**

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## LESSON START

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### Punctual, correctly attired

Comments

### Medical Forms

Comments

### Prepare all students for lesson

Comments

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## MOVING STUDENTS TO AND FROM ACTIVITY AREA

### Safety as a Controlled Group

Comments

### Lesson Content and Review

Comments

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## SAFETY

### Signals

Comments

### Emergency Procedures For Students

Comments

### Emergency Procedures For Instructors

Comments

### Instructor Rescue Capability

Comments

### Communications (eg radios/phones)

Comments

### Activity Specific Safety (eg SU – crash position; CA – capsize)

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<td>Communication (peers, management, teachers, parents, public)</td>
<td>Comments</td>
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<td>Flexibility</td>
<td>Comments</td>
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<td>Set up/pack up</td>
<td>Comments</td>
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<tr>
<td>Lesson Finishes (eg appropriate time)</td>
<td>Comments</td>
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</tbody>
</table>

| INSTRUCTOR COMMENTS                        | Comments         |           |                |

| CENTRE MANAGEMENT COMMENTS                | Comments         |           |                |

| GENERAL EVALUATIONS                       |                   |           |                |
| Appearance and presentation               |                   |           |                |
| Conduct                                    | Comments         |           |                |

| EVALUATION REVIEW                         |                   |           |                |
| Assessor Comments                          |                   |           |                |
| Instructor Comments                        |                   |           |                |
| Centre Manager Comments                    |                   |           |                |

Assessor:  
Instructor:  
Centre Manager:  

Please sign opposite to indicate that you have been a part of a review regarding the above evaluation criteria.  

Date:
SUMMARY

As a swimming / aquatic instructor you have the safety of students in your hands and with that in mind you must make sure that these students are as safe as possible.

This means safe from strangers, safe on or in the water, safe from the sun, safe from harm on the beach and safe from abuse.

We must show ourselves to be taking all possible precautions in each of these areas to ensure that we cannot be shown to be negligent in our care of the children we instruct. If at any time during employment at PNAC an instructor feels the safety of their class is compromised, they are not to continue but return with their students to the Base at Port Noarlunga SLSC and contact the Instructor-In-Charge as soon as possible.

All of the information in this booklet describes conditions of employment. If you feel that you cannot fulfil any of these conditions, immediate discussion with the I/C is essential.
**SNORKELLING COMPETENCY PROFORMA**

**GENERAL** (Tick or cross if covered or not)
- Punctual and well prepared.
- Form into small groups.
- Check medical forms/medication.
- Assist students with wetsuit selection, rinsing and return. Also hood and weight belt if required.
- Establish routines, (eg where to meet, equipment collection, and return).
- Formulate a dive plan with students, and in consultation with other instructors and IRB drivers.
- Leave base in small groups rather than en mass.
- Plan lesson carefully as actual snorkelling time will be limited by your students’ experience and physical capabilities, and the prevailing weather conditions.
- Instructors are responsible for their students for the duration of a session, not just snorkelling time.
- Be an active participant, not a passive observer.
- The environment and its conservation are fundamental to snorkelling lessons.

**FAMILIARIZATION**
- Equipment availability, selection and storage. (Significant gear loss per annum.)
- IRB commitments, operation, embarking and disembarking.
- Tide times.
- Local signage.
- Local sites.
- Ecology information, slides, access to “dry land” areas, (eg PNSLSC)

**LESSON CONTENT**
- Equipment selection, use and why.
- Dive plan, site selection and why.
- Site boundaries (eg students behind instructor and between instructor and reef).

**Emergency Procedures**
1. Whistle and general alarm
2. Hand signals
3. Secure site (eg reef, shore, IRB, rescue tube)
4. Treatment and transportation of students to first aid and medical attention.

**Safety**
1. Buddy
2. With a responsible adult
3. Make it known to a responsible adult where, when and return time
4. Sun protection, dehydration
5. Site, tide and weather conditions
6. Control of students
7. Correctly fitted and functional equipment
8. Dive float
9. Hyperventilation
10. Hypothermia
11. Self and partner rescue

**Skills** (introduced in order/instructor demos/individual help)
1. Fitting and correct use of mask and snorkel
2. Fitting and correct use of fins
3. Buoyancy control - floating, treading water, survival scull
4. Entries and exits
5. Mask and snorkel clearing
6. Duck dives and equalization
7. Demonstrate hand signals

**ENVIRONMENT & CONSERVATION**

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Name: .................................................................
Date: .................................................................
Qualification: ...........................................................
Date Received: ..........................................................
Valid Until: ............................................................
Copy presented: [

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SURFING COMPETENCY PROFORMA

**GENERAL** (Tick or cross if covered or not)
- Punctual and well prepared.
- Form into small groups.
- Check medical forms/medication.
- Assist students with wetsuit selection, rinsing and return.
- Establish routines, (eg where to meet, wetsuit collection, walking to Southport).
- Leave in small groups rather than en mass.
- All Instructors to assist in supervision of students to and from surfing.
- If boards need shifting to or from clubrooms, all Instructors are to assist as appropriate.
- Be an active participant, not a passive observer.
- Bussing students to Southport may be an option. Students crossing roads should be avoided. Instructors are responsible for students during this time and road safety rules must be observed.

**FAMILIARIZATION**
- Surfing bag/mobile phone/flags/First Aid Kit.
- Key and alarm for Club/Key for board storage/Club phone/Club First Aid.

**LESSON CONTENT**
- Site selection and why?
- Site boundaries (flags and distance out).

Emergency Procedures
1. Whistle
2. Hand signals
3. Leash/stay with board
4. Paddling out of a rip

Safety
1. Buddy
2. With a responsible adult
3. Make it known to a responsible adult where, when and return time
4. Sun protection
5. Site and weather conditions
6. No-one between rider and shore
7. Board not between rider and wave
8. Helmet/protect face and head
9. Self and partner rescue
10. Following a ride students must move to the up current flag before heading out again (Loop system)
11. Control of students (eg Yr. 10 high school) from the outset of a lesson is paramount.

Skills (introduced in order/instructor demos/individual help)
1. Paddling
2. Wave negotiation
3. Wave selection and catching
4. Prone to feet (standing up)
5. Turning
6. Trimming
CANOEING COMPETENCY PROFORMA

General (Tick or cross if covered or not)
- Punctual and well prepared.
- Form into small groups.
- Check medical forms/medication.
- Ensure students are dressed appropriately including for sun protection and footwear.
- Leave in small groups rather than en mass.
- All instructors to assist in supervision of students to and from the canoe shed, walking as a group on the footpaths and observing road safety rules when crossing roads.
- If canoes need shifting to or from the shed, all instructors are to assist as appropriate. Check with previous and next instructors plus TK what equipment needs to be where.
- Be an active participant, not a passive observer.
- Ensure students rinse and return PFD’s.

Familiarization
- Canoe shed key/mobile phones/First Aid Kit/club key.
- First Aid log book/fire extinguisher/trolley/Canoe Club facilities.
- Spare shoes/canoe, kayak, paddle, PFD storage, tow ropes.

Lesson Content
- PFD selection and why?
- Paddle selection and why?
- Site selection and boundaries (current and wind)

Emergency Procedures
1. Whistle
2. Capsize drill
3. Rafting up
4. Towing

Safety
1. Correctly fitted PFD
2. Functional equipment (buoyancy in canoe)
3. Buddy
4. Exposure (suitable clothing, sun)
5. Suitable footwear
6. Site and weather (eg wind and current)
7. Self and partner rescue
8. Make it known to a responsible adult, where, when and return time.
9. With a responsible adult
10. Group control.

Skills (introduced in order/instructor demos/individual help)
1. Launching, embarking, disembarking
2. Forward paddling
3. Back paddling
4. Forward and reverse sweep strokes
5. Emergency stop
6. Rafting up
7. Draw stroke
8. Low support

Games
Environment & Conservation