



# Port Augusta Aquatic Centre

Cnr El Alamein Road  
& Gibson Street  
Postal: c/- 3 Stirling Road  
PORT AUGUSTA SA 5700

Phone: 08 8642 2699

Mobile : 0461 315 819

Email:  
megan.folland629@schools.sa.edu.au

## Information For Visiting Organisations

**Thank you for enrolling your students in our Aquatics Program. Please familiarize yourself with the following information.**

### Charges – Invoices sent upon completion of the program

- **Government schools** accessing Department for Education (DE) Water Safety Allocation will receive 1 invoice:
  1. Port Augusta Secondary School - total listed on Confirmation of Booking sheet next to "Operational Levy".
- **Non-Government schools** OR **Government Schools** who have already accessed their DE Water Safety Allocation will receive 2 invoices:
  1. Port Augusta Secondary School - total listed on Confirmation of Booking sheet next to "Operational Levy".
  2. Water Safety Unit for instructional time - total listed on Confirmation of Booking sheet next to "Aquatics – User pays".

### Cancellations

- **ALL CANCELLATIONS MUST BE IN WRITING AND BE ACKNOWLEDGED BY MEGAN FOLLAND**
- Program rosters will be set one week prior to the commencement of the following week's program, based on confirmed student numbers
- Rescheduling of cancelled hours, after rosters have been set, **MUST** be approved by the Manager Sport & Water Safety. Only in extenuating circumstances will rescheduling be allowed.
- For more information in regard to cancellation of programs, please refer to the DE Water Safety website <https://www.education.sa.gov.au/teaching/projects-and-programs/water-safety/water-safety-programs/cancelling-water-safety-programs>
- If your school has any policies which may result in non attendance (ie hot weather policy), please let us know as soon as is practically possible.
- A cancellation fee, (up to the total cost of booked and confirmed instructional hours) may apply for bookings cancelled within 30 days of the scheduled start time.

### Medical Consent Forms

- All students *must* provide a signed Water Safety medical consent form, failure to do so will result in exclusion from the program.
- If a student has a health care need that could affect their safety on the water:
  - this **MUST** be detailed on the Medical Consent Form; **and**
  - students **should** bring a written health care plan for the health care need (ie Asthma Health Care Plan, Diabetes Care Plan, Seizures Plan or Allergy Specialist Plan)
  - If a student has a medical condition we strongly recommend any health care plan is attached to the Consent Form.
  - If a student does not bring a written health care plan, standard first aid will be administered in the event of a medical incident (See Water Safety Consent Form for more information).





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## Unwell Students and staff – COVID 19

- In order to manage risks associated with COVID-19, all students, teachers, support staff and volunteers must not attend the Port Augusta Aquatic Centre if unwell.
- Students who are unwell will not be permitted to participate in the program.
- If a student/teacher/volunteer becomes unwell during the program, they will be directed to an isolation area inside the Centre until pick up is available (or in accordance with school protocols). The School will need to provide supervision for unwell students.

## Sign In

- All teachers, school representatives, contractors, volunteers and visitors must sign in when attending the Aquatic Centre in accordance with SA Government Protocols

## Parents/Volunteers

- Please note parents/volunteers are not permitted to participate in on water activities unless specifically agreed by the Instructor in Charge and the School Principal.

## Staff responsibilities

### *Prior to program*

- Ensure all students return a signed medical and consent form.
- Notify Centre if any extra support is required for students eg with disabilities, seizures, significant behavioral issues.
- Thoroughly check the details on the "Confirmation of Booking".
- **Fill in and sign the "Booking Confirmation" and email it to the Centre .** This will confirm your booking so must be sent as soon as is practical.
- Sign and date a School Return and On Site Staff paperwork (this will be provided on arrival at the Centre)

### *Upon Arrival*

- introduce all adults attending camp and their roles, to the Centre Manager
- after unloading, students to sit on the stage in preparation for a safety talk – notify Manager when ready
- listen to safety talk by Instructor In Charge or representative
- Camp Leader to go through induction with Instructor in Charge or representative and sign off
- sign and date a School Return (this will be provided on arrival at the Centre)

### *During program*

- Ensure students do not leave any clothing or valuables in the change rooms
- Remain at the Centre during the session times to assist with issues if they arrive, and fulfill duty of care responsibilities. Students will be in the care of teachers before and after session times, while they are using change rooms and during breaks.





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- At the end of each lesson, assist with the rinsing and hanging up of PFD's, wetsuits and any borrowed shoes, hats or T shirts.
- "The supervising teacher has a duty of care to ensure that any volunteers possess the necessary skills and is not a potential threat to the health, safety and welfare of students" (taken from DE guidelines).

## ***Before departure***

- ensure back verandah, change rooms and passage is clear of all belongings (including putting Centre shoes, t shirts and hats in appropriate places)
- ensure all furniture (including bunk beds) to original position
- stack chairs
- stack all tables
- check all front doors are locked
- turn off air conditioners
- sweep hall floorboard and under bunks
- tidy lounge area
- sweep kitchen
- wipe over kitchen benches
- wipe over any tables used for food – both inside or outside
- remove all school's food from fridge
- wipe clean fridge and microwave
- clean stove top and oven
- see Manager to sign school return for instructor hours
- collect developmental records from instructors/Centre Manager
- ensure Students have any medication and belongings

## **Student responsibilities**

### ***Compulsory items to bring***

- Personal medication in container/bag to be carried by student
- Hat (preferably broad-brimmed)
- Shirt with sleeves to elbows – NO TANK TOPS (preferably long sleeved)
- Shoes that can get wet and muddy
- Shorts or board shorts over the top of bathers are highly recommended , to prevent sunburn and for ease of movement getting in and out of boats
- Water Bottle

## **Sleeping Arrangements**

- The quote includes basic bunkhouse accommodation (\$10 per student per night).
- Students stay in our bunkhouse – on bunk beds, which have mattresses.
- Students need to bring their sleeping bags/ quilt/sheet and pillows.
- There is a separate area for teachers to sleep.





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## Facilities

- **Kitchen** with stove/oven; fridge; 2 x microwaves; 2 x toasters; Kettle; sandwich press & toastie machine; pots pans; crockery and cutlery; cooking utensils; cups; chopping boards etc;
- **Outside BBQ**
- **Outside Clothesline**
- **Male and Female Change rooms/Showers**
- **Lounge area with TV and DVD**

## Food

Whilst we have cooking facilities, we do not supply food. Woolworths is a short walk away and Coles and Foodland also have shops in Port Augusta

## COVID Checklist

Please refer to the Water Safety COVID Checklist for further risk management strategies put in place to ensure the safety of your students.

We look forward to providing your students with a safe, fun and informative aquatics program. If you require further information please give us a call on 0461 315 819 or refer to our website [www.ptaac.com.au](http://www.ptaac.com.au).

Kind regards

**Megan Folland**  
Instructor in Charge, Port Augusta Aquatic Centre  
Water Safety Program  
e [megan.folland629@schools.sa.edu.au](mailto:megan.folland629@schools.sa.edu.au)



Curriculum Programs Directorate  
Curriculum and Learning Division  
Department for Education

I acknowledge the Aboriginal and Torres Strait Islander people as the Traditional Owners of this country throughout Australia and their connection to land and community. I pay my respects to their Cultures and to the Elders both past and present.



Government of South Australia  
Department for Education