

## Building and Sites

### Aquatics Policy

#### I. Purpose

This policy promotes safety for students, staff, and community members while any aquatic activities are being conducted. The [school](#) district maintains swimming pools and offers a variety of aquatic experiences for students and community members.

#### II. General Statement of Policy

Water safety and swimming instruction enrich our lives. Safety for students, staff, and community members will be promoted through implementation of reasonable procedures adopted by the superintendent for any aquatic activities being conducted in pools owned or leased by ~~Edina Public Schools~~ [the school district](#).

#### III. Responsibility

- A. This policy applies to all aquatic activities. “Aquatic activities” include swimming, water safety, and any other curricular and extra-curricular activities conducted in or at any pool or other water facility that is owned or leased by the [school](#) district.
- B. In the event that any person is harmed or injured while participating in an aquatic activity, school personnel should follow the procedures [and rules for district facilities and equipment use and special area use](#) outlined in ~~administrative rules and regulations~~ [district policy](#). All aquatic activity accidents involving any person should be reported to the ~~H~~uman ~~R~~esources ~~D~~epartment as soon as possible.
- C. Responsibility for maintenance of [district-owned](#) swimming pool facilities is vested in the head building custodian.

#### IV. Lifeguards

- A. A certified lifeguard must be present on the pool deck whenever a pool is in use during the school day, Community Education classes, and, when the pool is rented to an outside user group.

B. Lifeguards will have the authority to order any person who does not comply with the pool rules or the rules of the school and the school district to leave the school.

C. See Appendix I for lifeguard requirements and duties.

V. Aquatic Activities: Teacher Led

A. For all aquatics physical education classes taking place at a pool on a K-12 school property, the school district will provide paid lifeguard supervision. The certified lifeguard will be a person in addition to the physical education teacher.

B. Each teacher is strongly recommended to have a Red Cross lifeguard certification or equivalent and be responsible for user supervision, safety, and sanitation at all times the pool is in use. Appropriate certificates or licenses should be filed with the Human Resources Department.

C. If, for whatever reason, the lifeguard cannot be present during the physical education class, the aquatic activities may not take place and an alternate non-aquatic activity outside of the pool area must be conducted.

VI. Aquatic Activities: Coach Led

A. Every person who coaches an aquatic activity must have on file with the Human Resources Department an appropriate certificate or license for the program they are coaching. This can be Red Cross Lifeguard training certification, Safety Training for Swim Coaches or USA Diving Safety Certification. A minimum of two (2) coaches are required to be present during swim and diving practices.

B. A lifeguard is required for swim and diving competitions. If, for whatever reason, a lifeguard cannot be present for a competition, the Activities Director may permit the practice or competition to occur when adequate supervision is provided.

VII. Aquatic Activities: Community Education

A. For all aquatics community education classes taking place at a pool on a K-12 school property, the school district will provide paid lifeguard supervision.

B. If, for whatever reason, the lifeguard cannot be present during the curricular aquatics activity, the aquatic activities may not take place and an alternate non-aquatic activity outside of the pool area must be conducted.

VIII. Lifeguards during Non-District Aquatics Activities (rental)

- A. A certified lifeguard is required for all facility rental aquatic activities. ~~The school district will find a lifeguard at the renter's expense.~~
- B. If, for whatever reason, the lifeguard cannot be present during the facility rental of the pool, the aquatic activities may not take place.

IX. Renewal of Lifeguard and Water Safety Instruction Certificates

- A. The school district will provide opportunities for aquatic teachers and aquatic coaches and assistant coaches to obtain their lifeguard's certificate or license at no cost to the employee.

Staff and coaches must provide the Human Resource Department a copy of their lifeguard certificate or license.

X. Water Safety Equipment

- A. Aquatic activities will not be conducted, unless safety equipment complying with the ~~district~~ [the provisions set forth in Appendix I](#) is readily available for emergency use at all times the pool is open to use.
- B. The classroom teacher and/or coach will be responsible to ensure that all safety equipment is in place before any aquatic activity takes place.
- C. See Appendix I for use of Water Safety Equipment.

Cross Reference:

[Policy 902 \(Use of School District Facilities and Equipment\)](#)

Policy  
adopted: 08/15/16  
revised: \_\_/\_\_/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Appendix I to Policy 813

### Lifeguards and Water Safety Equipment Use

#### I. Lifeguards

##### A. Minimum Requirements:

1. Must have a Red Cross lifeguard certification or equivalent
2. All lifeguards must wear appropriate swimming attire and be identified as a lifeguard at all times while on duty
3. No lifeguard, while assigned to supervise a pool, may be used as a teacher, teacher's aide, coach, assistant coach, or have any additional duties that would distract their attention from proper observation of the pool area.
4. Lifeguards will have the authority to order any person who does not comply with pool rules or the rules of the school district to leave the pool.

##### B. Duties of the Lifeguard

###### The lifeguard will:

1. ~~The lifeguard will~~ be responsible for the safety and conduct of all pool users under ~~his/her~~ **their** supervision. If an instructor is in charge of a period, the lifeguard may receive special instructions from the instructor.
2. ~~In~~ in the event of an anticipated absence, notify the supervisor or instructor well in advance.
3. ~~Know~~ know and enforce pool regulations.
4. ~~Never~~ never leave the pool unguarded.
5. ~~The safety of the people using the pool depends upon vigilance of the lifeguard. He/she should not allow anything to distract him/her~~ **them** from ~~his/her~~ **their** obligation. **The safety of the people using the pool depends upon vigilance of the lifeguard.**
6. ~~Do not~~ open the pool unless ~~you~~ **they** have access to a telephone and first aid equipment.

#### II. Water Safety Equipment Use

- A. Rescue Equipment: Rescue equipment that complies with the requirements of Hennepin County must be present in the pools at all times.
- B. Automated External Defibrillator: An automated external defibrillator must be located near the pool area and must be accessible by the lifeguard at all times.
- C. Emergency Telephone and Emergency Contact List: A pool with a lifeguard present must have a telephone in or immediately adjacent to the pool area. When a telephone is provided, the emergency number must be posted. When a telephone is not located in the pool enclosure, a sign placed in plain view must indicate the location of the nearest telephone available to a pool user and the emergency number.
- D. Emergency Action Plans: Aquatic Emergency procedures are established and available to all staff and pool patrons. In addition, an Aquatic Emergency Action Plan is posted by the emergency phone in the pool enclosure.
- E. Buoyed Safety Ropes: Pool depth changes are clearly marked for all pools, and there is an effective barrier, such as stanchions and ropes to notify swimmers of pool depth changes. These safety ropes are used when it does not interfere with programming, and the barrier must permit easy removal for emergency access or maintenance.
- F. Posted Pool Rules: Pool rules that comply with the requirements of Hennepin County must be present in the pools at all times.
- G. Locked Access: Pool doors will remain locked at all times when the pools are not in use. This will include time between classes when a pool is being used for instruction. No one is allowed in the pool without qualified personnel present.

When the pools are used by non-district users, the pool doors will not be unlocked until an authorized/qualified representative from the user group as well as the lifeguard are present. In all cases, authorized/qualified personnel representing the pool user will be the last to leave the pool area and will be responsible for the doors being locked.

Appendix  
revised: \_\_/\_\_/24