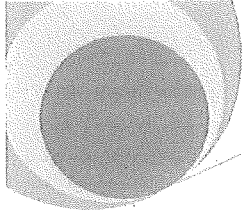




# School Aquatic Activities

## Procedures and checklists

*Key points and best practice procedures for the safe and effective coordination of a school aquatic activity*



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## 1. Introduction

School aquatic activities can be a positive part of the school's extra-curricular program provided that they are planned and implemented safely. Aquatic Activity Coordinators must liaise with staff, students, parents and venue management and comply with Directorate policies and procedures to ensure that staff and students have a positive and safe experience.

A list of policies, procedures and checklists integral to the successful organisation of a school aquatic activity can be found towards the back of this document.

## 2. School Aquatic Activity Procedures

To ensure a safe environment for all participants in school aquatic activities, schools are supported with the following:

### 1. Mandatory Procedures

These mandatory procedures must be implemented for all swimming and aquatic activities.

- Select Aquatic Activity Coordinator.
- Directorate Swimming and Aquatic Activities Risk Assessment and Risk Management Plan.
- Obtain parent/carer permission including medical information.
- Organise sufficient staff to implement supervision ratios.
- Induct staff.
- Principal mandatory checklist.
- Conduct proficiency tests.
- Classify students and record results: proficient and non-proficient.
- Ensure ALL students wear appropriately coloured wristbands.
- Ensure proficiency results are recorded on MAZE.

### 2. Supporting Procedures

These are included to support schools when planning and conducting a swimming and aquatic activities.

More information is available on the Royal Life Saving Society ACT website at:

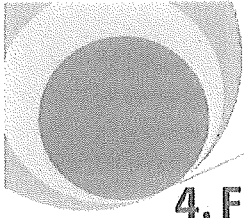
<http://www.royallifesaving.com.au>

There must be no unstructured or free swimming during a school organised aquatic activity.

Aquatic Activity  
Procedures and Checklists

### 3. Definitions

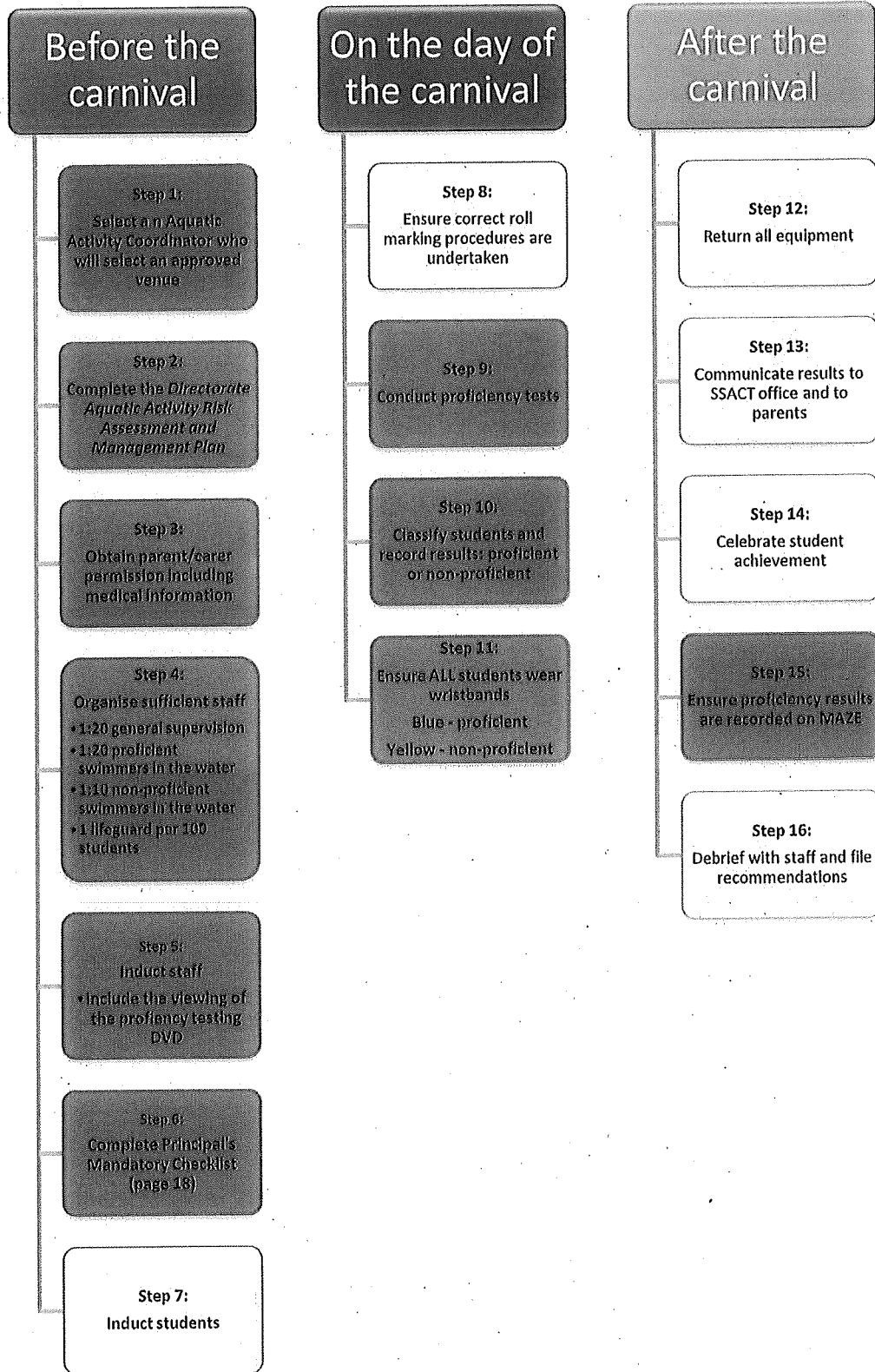
Accompanying adults	<ul style="list-style-type: none"> <li>• include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character</li> </ul>
Activity leader	<ul style="list-style-type: none"> <li>• is the teacher in charge of a specific activity</li> </ul>
Aquatic Activity Coordinator	<ul style="list-style-type: none"> <li>• is the teacher appointed by the Principal to organise the aquatic activity</li> <li>• must have experience in organising aquatic events</li> </ul>
Duty of care	<ul style="list-style-type: none"> <li>• is a legal duty that requires teachers to take all reasonable measures to prevent harm to any school student under their care.</li> <li>• this duty of care arises whenever a student-teacher relationship exists</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>• is any incident that may lead to injury or death of a student or staff member that requires an emergency response</li> </ul>
First Aid Officer	<ul style="list-style-type: none"> <li>• must hold a current senior first aid certificate</li> </ul>
Free Swimming	<ul style="list-style-type: none"> <li>• is unstructured swimming or water play</li> </ul>
Informed consent	<ul style="list-style-type: none"> <li>• means that parents give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs</li> </ul>
Non-proficient swimmer	<ul style="list-style-type: none"> <li>• is a student who has not successfully passed the five stage Survival Challenge Proficiency Test</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• refer to adults with parental responsibilities, including carers</li> </ul>
Proficient swimmer	<ul style="list-style-type: none"> <li>• is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can: <ul style="list-style-type: none"> <li>✓ perform a slide entry and walk 5m through the water</li> <li>✓ continuously swim 25m using an action that resembles a stroke</li> <li>✓ complete a survival sequence (survival skull, float or tread water and call for help) in deep water for 1 minute</li> <li>✓ exit the water unassisted, and</li> <li>✓ perform a voice rescue</li> </ul> </li> </ul>
Risk management planning	<ul style="list-style-type: none"> <li>• is defined by the standards in the Directorate's Risk Management Framework</li> </ul>
Roll group teacher	<ul style="list-style-type: none"> <li>• is the teacher designated by the Principal to have ultimate responsibility for a class group of students</li> <li>• will take student attendance at the allocated times before, during and after the aquatic activity</li> </ul>
Structured Aquatic Activity	<ul style="list-style-type: none"> <li>• is a directed, supervised water activity</li> </ul>
Supervision ratio	<ul style="list-style-type: none"> <li>• refers to the supervisor to student ratio: <ul style="list-style-type: none"> <li>○ 1 teacher : 20 students - general supervision</li> <li>○ 1 teacher : 20 students - proficient swimmers in the water</li> <li>○ 1 teacher : 10 students - non-proficient swimmers in the water</li> <li>○ 1 lifeguard : 100 students</li> </ul> </li> </ul>
Unstructured Aquatic Activity	<ul style="list-style-type: none"> <li>• Unstructured activity in the water such as free swimming.</li> </ul>

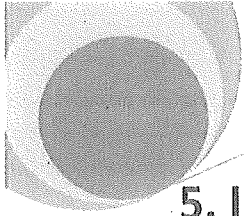


Aquatic Activity  
Procedures and Checklists

### 4. Flowchart: School Aquatic Activity Procedures

Red steps are mandatory





## 5. Implementation Procedures for School Aquatic Activity

Schools must implement the Directorate Aquatic Activity Procedures to ensure a safe environment for all participants. These procedures have been adapted from the ACT Royal Life Saving Society (RLSSACT) framework. Steps 1-6, 9-11 and 15 must be implemented for all swimming and aquatic activities. The other remaining steps are highly recommended; steps 12-16 are implemented after completion of the aquatic activity.

### ***Step 1: Select a Aquatic Activity Coordinator and an approved venue***

The Aquatic Activity Coordinator will take responsibility to oversee the process of organising and conducting the Aquatic Activity. Student safety is paramount in any planning process.

The Aquatic activity Coordinator must select an aquatic venue that:

- has been approved by RLSSACT
- has been approved by the Principal
- meets the needs of the school.

Royal Life Saving Society ACT provides Aquatic Facility Safety Assessments which audit aquatic facilities on an annual basis to ensure they provide the minimum industry safety standards. A list of '5 star approved venues' that are compliant with these industry standards is available from Royal Life Saving Society ACT on (02) 6260 5800 or at: [www.act.royallifesaving.com.au](http://www.act.royallifesaving.com.au)

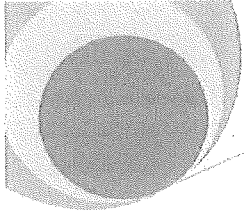
Prior to booking a venue, the Aquatic Activity Coordinator must liaise with the venue management to ensure the venue can cater to the policy requirements of the school visit. Issues to be discussed with the venue management include:

- the venue is RLSSACT 5 star approved
- the industry standard of one lifeguard per 100 students is met
- areas for non-proficient and non-swimmers are clearly marked
- out-of-bound areas are clearly marked.

### ***Step 2: Complete the Directorate Aquatic Activity 'Risk Assessment and Management Plan'***

All schools are required to complete the Risk Assessment and Management Plan prior to conducting a aquatic activity. Free swimming time is not permitted during school aquatic activities.

Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at the aquatic activity.



### ***Step 3: Obtain parent/carer permission including medical information***

Schools are required to obtain parents/carers consent for all students participating in aquatic activities. The consent form must indicate the child's swimming ability. In addition schools must obtain relevant medical information about the student from the parent.

The appendices contain sample consent forms in the seven most commonly spoken languages other than English across Canberra schools.

### ***Step 4: Organise sufficient staff***

The Principal-approved Aquatic Activity Coordinator must arrange for sufficient staff to control and supervise both dry land and water activities. The number of supervising teachers will depend on student numbers, the type of activity and the conditions at the venue.

- ✓ For Pre-school to year 6 the minimum teacher/student ratio is 1:20.
- ✓ For years 7-12 the minimum teacher/student ratio is 1:20.

The Aquatic Activity Coordinator may delegate an Activity Coordinator to be in charge of specific water or dry land activities.

### ***Step 5: Induct staff***

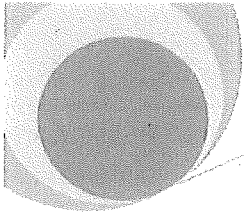
The Principal or the Aquatic Activity Coordinator must induct staff prior to the activity. This includes showing the ACT Directorate Survival Challenge Proficiency Test Testing DVD.

The induction should address:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- Survival Challenge Proficiency Test process
- aquatic activity plan, including appropriate activities for non-proficient or non-swimmers.

### ***Step 6: Complete Principal's Mandatory Checklist***

Refer to page 16.



### ***Step 7: Induct students***

The Aquatic Activity Coordinator should induct students in the same way as staff are inducted.

The student induction should include:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- Survival Challenge Proficiency Test process
- Aquatic activity plan, including activities planned for non-proficient or non-swimmers.

### ***Step 8: Ensure correct roll marking procedures are undertaken***

Teachers in charge of a class of students are mandated to take attendance:

- before leaving the school
- upon arrival at the pool venue
- once during the aquatic activity (e.g. during a whole school eating break)
- before leaving the venue, and
- upon arrival back at school.

Schools should use the Directorate sample attendance record (attached) for aquatic activities.

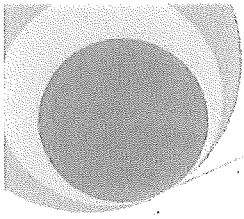
### ***Step 9: Conduct Survival Challenge Proficiency Test***

The Survival Challenge Proficiency Test should be completed prior to or on the day of the aquatic activity so that all children can be assessed for swimming proficiency. All students will wear wristbands based on the results of the assessment so staff can easily identify non-proficient swimmers.

The children must successfully complete the following steps to be given a **blue wristband**:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and coordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and;





5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

Any child who cannot complete all those steps should be given a yellow wristband.

The Survival Challenge Proficiency Test is not a learn-to-swim program. Contact Royal Life Saving Society ACT on (02) 6260 5800 for more details.

### ***Step 10: Classify students and record results***

After completing the Survival Challenge Proficiency Test, all students must be categorised. The results must be recorded on MAZE following the aquatic activity.

### ***Step 11: Ensure all students wear wristbands***

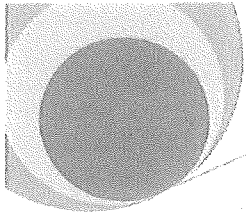
Proficient swimmers are given a blue wristband and non-proficient swimmers are given a yellow wristband. Wristbands should be single use so that if they are removed they cannot be worn again.

### ***Step 12: Ensure Survival Challenge Proficiency Test results are recorded on MAZE***

The Aquatic Activity Coordinator will ensure all Survival Challenge Proficiency Test results are entered onto MAZE.

### ***Step 13: Debrief with staff and file recommendations for next aquatic activity***

The Principal and the Aquatic Activity Coordinator will debrief with staff following the activity. All recommendations should be recorded and filed for use in planning the next aquatic activity.

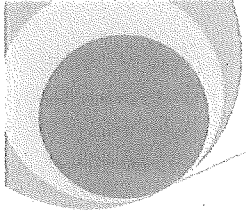


## 6. Policies and Documents Related to Organising a Aquatic Activity

- Aquatic Activity Policy
- Excursions Policy
- First Aid Policy
- Sun Protection Policy
- Physical Education and Sport
- Risk Assessment and Management Plan
- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework

## 7. Procedures for Non-Proficient Swimmers during an Aquatic Activity

All of these procedures <b>MUST</b> be followed:
❖ All students must be fully supervised at all times and non-proficient swimmers must wear a yellow wrist band.
❖ An area for supervision and conduct of activities for non-proficient swimmers must be identified and designated at the aquatic venue prior to the commencement of the aquatic activity in consultation with aquatic venue staff including an appropriately qualified lifeguard.
❖ The Principal must approve the designated area.
❖ Supervision of the designated area must include supervision by an appropriately qualified lifeguard.
❖ Additionally, non-proficient swimmers must be supervised by school staff with a maximum ratio of 1:20.
❖ When non-proficient students enter the water for activities they must be supervised by school staff in small groups with a maximum ratio of 1:10 giving due consideration of the student's age, height and depth of water.
❖ <b>FREE SWIMMING ACTIVITIES ARE <u>NOT PERMITTED</u></b>



## 8. Staff Qualifications

In most schools, a group of teachers will take responsibility for conducting a school aquatic activity. However, the Principal should appoint an Aquatic Activity Coordinator to oversee the process of organising and conducting the activity. Student safety is paramount in any planning process.

The Aquatic Activity Coordinator should have had leadership experience organising or assisting with the organisation of an aquatic activity before attempting this position. Consideration should be given to appointing an Assistant Aquatic Activity Coordinators.

At least two of the adults present at the aquatic activity (including pool supervisory staff on pool deck) must have the ability to:

- effect a recovery of a student from the water at the venue
- perform first aid (hold a current senior first aid certificate), and
- perform cardio pulmonary resuscitation (hold a current CPR award).

## 9. Risk Assessment and Management

All schools are required to complete a Risk Assessment and Management Plan prior to conducting an aquatic activity. Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at the aquatic activity.

***Please note:*** Free swimming is not permitted at school swimming carnivals or aquatic activities. Appropriate structured aquatic activities may be conducted.

## 10. Supervision

Adequate supervision must be provided as follows:

- all students must be supervised at **all times** during the aquatic activity
- all teachers at the aquatic activity must be aware of their collective and individual responsibilities as outlined in their induction
- where proficient swimmers are engaged in a swimming activities, teachers must have a clear view of the students at all times. A ratio of 1:20 must be adhered to, and
- where non-proficient swimmers are engaged in water activities, a ratio of 1:10 applies with due consideration of the students' age, height and depth of the water.

The Aquatic activity Coordinator must ensure there are sufficient lifeguards supervising the pool area. ***The industry standard of one lifeguard per 100 students must be met.*** Lifeguards at the pool must hold a current pool lifeguard qualification.

## 11. Survival Challenge Proficiency Test

Teachers are required to assess all students' swimming ability prior to the commencement of an aquatic activity.

The Directorate has created a DVD which explains how teachers will conduct the Survival Challenge Proficiency Test. The DVD must be shown and discussed with relevant staff before each aquatic activity to ensure teachers understand their role in conducting the Survival Challenge Proficiency Test.

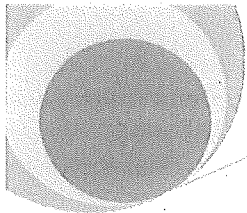
The results of the Survival Challenge Proficiency Test must be recorded on MAZE and kept at the school. A sample recording sheet is in the appendix. Once students have completed the Survival Challenge Proficiency Test they will be banded – **blue for proficient** and yellow for non-proficient. Students must then display these bands when participating in the aquatic activity.

**The student must successfully complete the following steps to be given a blue wristband:**

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and coordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skill, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

**Any child who cannot complete all those steps should be given a yellow wristband.**

The Survival Challenge Proficiency Test is not a learn-to-swim program. Contact Royal Life Saving Society ACT on (02) 6260 5800 for more details.



## 12. Safety

### ***Key Points for Best Practice***

The Aquatic Activity Coordinator must ensure that:

- qualified lifeguards monitor all aquatic events
- teachers not expected to enter the water to assist students must be briefed on appropriate communication should they observe a student needing assistance (whistles should be used for this purpose)
- safety checks are built into procedures e.g. a buddy system, roll checks
- approved procedures are implemented in the event of an emergency
- sun protection measures such as suitable clothing and hats are promoted to students
- adequate shaded areas are available for students whilst not participating in the aquatic activity
- sunscreen is available for all students and staff in outdoor venues
- regular reminders to use the sunscreen are given during the aquatic activity
- the dangers of ultra violet radiation are repeated throughout the day and included in any advice to parents, and
- a public address system is available.

## 13. Personal Safety Issues

Students, teachers and other participants must:

- remove jewellery and other ornaments where it is deemed to present a threat to safety
- secure long hair to avoid interference with sight or breathing, and
- have reached a proficient level of swimming competency to participate in swimming as part of an aquatic activity.

## 14. Equipment

Equipment at the venue must include the following:

- life saving aids readily available within the venue – teachers supervising aquatic activities must know their whereabouts and be confident to use them
- first aid kit
- SPF30+ sunscreen for staff and students.

## 15. Checklists for Aquatic Activities



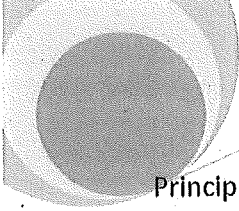
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## MANDATORY CHECKLIST FOR AQUATIC ACTIVITIES

*Principal to complete*

Action	Date	Completed
1. Select Aquatic Activity Coordinator and check the coordinator has skills and experience to organise aquatic activity. <b>Consideration should be given to appointing an Assistant Aquatic Activity Coordinator</b>	3 months before aquatic activity	
2. Check progress of aquatic activity planning with Coordinator	2 months before aquatic activity	
3. Check planning complies with Directorate policies and procedures	6 weeks before aquatic activity	
4. Complete the Risk Assessment and Management Plan and retain at the school	8-6 weeks before aquatic activity	
5. Review the Risk Assessment and Management Plan to determine if aquatic activity will go ahead	5 weeks before aquatic activity	
6. Check arrangements for Survival Challenge Proficiency Test to ensure all participating students will be ability tested	At least 1 week before aquatic activity	
7. Check parents have been informed of arrangements and given opportunity to provide informed consent	At least 1 week before aquatic activity	
8. Check all staff are well briefed on their responsibilities and that they are represented on the supervision roster/aquatic activity supervision plan	At least 1 week before aquatic activity	
9. Ensure the Survival Challenge Proficiency Test DVD is shown and discussed with relevant staff	At least 1 week before aquatic activity	
10. Ensure that all arrangements for the aquatic activity are discussed at a staff meeting	At least 1 week before aquatic activity	
11. Review and discuss each item on the Risk Assessment and Management Plan with staff	At least 1 week before aquatic activity	
12. Sign Principal's checklist and retain a copy at the school	1 week before aquatic activity	

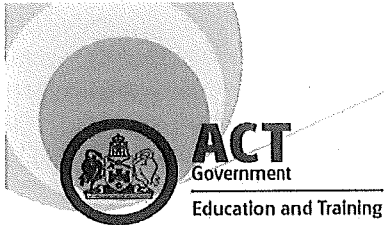
Aquatic Activity  
Procedures and Checklists



Principal's Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Aquatic Activity  
Procedures and Checklists



## CHECKLIST FOR AQUATIC ACTIVITIES

### Stage 1: Aquatic Activity Coordinator to complete

Action - 3-12 months prior to aquatic activity	Date achieved	Initial
1. Choose aquatic activity date and back-up date		
2. Discuss at an executive team meeting and seek approval		
3. Select and book approved venue		
4. Add date to school yearly planner		
5. Clarify cost of entry for students, teachers and parents		
6. Book transport		
7. Liaise with venue manager to ensure they have:		
• RLSSACT 5 Star Approval		
• Lifeguard ratios of 1 lifeguard per 100 students		
• Clearly identified area for non-proficient swimmers and non-swimmers		
• Clear out-of-bound markings		
• Appropriate pool depth for diving starts		
• Shade areas		
• BBQs/tables if required		
• Flotation devices e.g. kickboards, noodles if required		
• Audible loud speaker system		



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## CHECKLIST FOR AQUATIC ACTIVITY

### Stage 2: Aquatic Activity Coordinator to complete

Action – 6 weeks prior to the aquatic activity	Date achieved	Initial
1. Confirm the venue booking and above approval information		
2. Confirm transport		
3. Advise staff of the date		
4. Liaise with canteen staff to advise date		
5. Publicise the aquatic activity to school community		
6. Access Directorate parental permission forms including alternative language options (check which ones your school needs)		
7. Send forms home to obtain parental permission		
8. Complete the Risk Assessment and Management Plan using the template in the appendix, including emergency procedures		
9. Send the Risk Assessment and Management Plan to Principal for approval		
10. Discuss the Risk Assessment and Management Plan with staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment e.g. noodles, whistles, result sheets		
12. Develop a staff supervision roster/aquatic activity supervision plan		
13. Obtain Principal's approval for roster and then communicate it to staff		
14. Let staff know when to undertake the Survival Challenge Proficiency Test		
15. Arrange for students undertaking swimming Survival Challenge Proficiency Test to have their results recorded and filed		
16. Arrange for first aid officer to attend the aquatic activity		

Aquatic Activity  
Procedures and Checklists



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## CHECKLIST FOR AQUATIC ACTIVITIES

### Stage 3: Aquatic Activity Coordinator to complete

Action – <u>At least 1 week prior to the aquatic activity</u>	Date achieved	Initial
1. Start collecting money, medical and permission notes		
2. Make program and organisational arrangements available to parents		
3. Ensure that all arrangements for the swimming aquatic activity are discussed at a staff meeting		
4. Communicate aquatic activity itinerary to staff		
5. Brief staff on their roles and responsibilities		
6. Outline a communication plan if aquatic activity needs to be cancelled		

Aquatic Activity  
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## CHECKLIST FOR AQUATIC ACTIVITIES

### Stage 4: Aquatic Activity Coordinator to complete

Action – <u>1 week prior to the aquatic activity</u>	Date achieved	Initial
1. Explain the Risk Assessment and Management Plan to staff, including emergency procedures		
2. Ensure all permission notes and money have been collected		
3. Make arrangements for students not attending or participating		
4. Recheck transport details		
5. Speak to students about how aquatic activity is organised and what the expectations are (including no free swimming)		
6. Finalise and communicate transport arrangements		

Aquatic Activity  
Procedures and Checklists



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## CHECKLIST FOR AQUATIC ACTIVITIES

### Stage 5: Aquatic Activity Coordinator to complete

Action – 1 day prior to the aquatic activity	Date achieved	Initial
1. Check and pack all equipment		
2. Check all attendance marking sheets are ready and distributed		
3. Ensure that all elements of emergency procedures are prepared (e.g. emergency phone numbers)		
4. Brief student helpers		
5. Check weather forecast and remind staff and students about communication arrangements if aquatic activity is cancelled		

Aquatic Activity  
Procedures and Checklists



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## CHECKLIST FOR AQUATIC ACTIVITIES

### Stage 6: Aquatic Activity Coordinator to complete

Action – <u>On the day of the aquatic activity</u>	Date achieved	Initial
1. Set up early to allow time for anticipated problems		
2. Check and supervise staff and parent officials and staff on supervision duty roster		
3. Ensure correct roll marking protocols and procedures are undertaken		
4. Ensure teachers take all medical and permission notes with them		
5. Ensure students undertake the Survival Challenge Proficiency Test		
6. Check that Survival Challenge Proficiency Test results are recorded in MAZE and paper records are stored on an official Directorate file		
7. Ensure that all students are wearing wristbands		
8. Ensure that no free swimming takes place		
9. Remind staff and students about emergency procedures and implement as required		
10. Ensure there is a designated area for non-proficient swimmers		
11. Ensure all students and staff have access to sunscreen		
12. Ensure toilets/ change rooms are supervised		

Aquatic Activity  
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## 16. School Aquatic Activity Permission Note



Insert School Logo Here

Click here to enter a date

Dear Parents and Carers

The following details relate to an educational excursion to click here to enter venue which will be the venue for this year's school aquatic activity.

The teacher in charge of this event will be Click here to enter teacher in charge name.

**IMPORTANT INFORMATION:**

**Event:** Click here to enter event title

**Venue:** Click here to enter venue details

**Date:** Click here to enter a date

**Time:** Click here to enter departure and arrival times

**Transport:** Click here to enter mode of transport

**Cost:** Click here to enter total cost of excursion

**Food:** Click here to enter food requirements including canteen details

**Clothing:** Click here to enter clothing and sunscreen requirements

**Safety/Emergency procedures**

If needed, the school can be contacted at Click here to enter pool venue. In an emergency the school has access to all pool facilities and the appropriate emergency services.

It is important that staff are aware of your child's swimming ability prior to the event. Please ensure you carefully complete the attached permission note indicating your child's swimming ability.

Kind Regards

Click here to enter Principal's name

*School Principal*

Click here to enter school name **School Aquatic Activity**

**Permission to participate in a School Aquatic Activity**

Teachers are required to assess the swimming ability of every child they take on an excursion where there is water for swimming or aquatic activities. This is called the **Survival Challenge Proficiency Test**.

As a part of this assessment and to help ensure the safety of your child, please provide the following information:

1. Name of Child: \_\_\_\_\_

2. School Year: \_\_\_\_\_

3. My child can swim:  No

Yes

4. Distance my child can confidently swim:

10m

25m

50m

100m

5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Carer: *(please print)* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The **Survival Challenge Proficiency Test** is a five step process. A student will be deemed a proficient swimmer if they can:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and co-ordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.



Click here to enter school name **School Aquatic Activity**

**Permission Note**

Ledger Code: Click here to enter ledger code

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_  
to attend the Enter school name here swimming /aquatic activity at Enter venue name here on Click  
here to enter a date travelling by Enter mode of transport here.

I enclose Nominate amount of \$

**Arrangements for Non-Proficient Swimmers, Code of Conduct and Parental Agreements:**

*An area for supervision and conduct of activities for non-proficient swimmers will be identified and designated at the pool venue. When non- proficient students enter the water for activities they will be supervised by school staff within the pool in small groups with a maximum ratio of 1:10.*

*Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Unacceptable behaviour will be treated as it is normally treated at school, (reminders, time out in a designated spot, and exclusion from an activity) but with the additional factor that the student may be returned to school should the behaviour be extreme or overly persistent.*

*Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.*

*I agree to my child participating in the swimming/aquatic activities mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child's attending this event.*

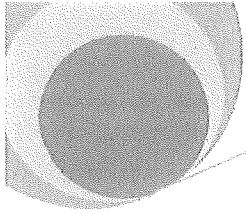
*I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency. I agree to provide any relevant medical information to the school to the excursion.*

Name of Parent / Carer: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Education and Training Directorate.



## 17. School Swimming Medical Information and Consent Form



## **Aquatic Activity Medical Information and Consent Form**

Dear Parents and Carers,

I am attaching a Swimming Aquatic activity Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form will be used to record the student's medical, accident and other details. The contents and use of this form meet the requirements of the *Privacy Act 1998 (Cwth)* and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise the school immediately of any changes that should also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

### **Management of Medical Conditions**

The Directorate is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication. In these cases, Directorate policies require Principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

### **First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy**

You are asked to indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. For students who are known sufferers of asthma, anaphylaxis, diabetes, or epilepsy, Emergency Treatment Plans must be completed, signed by both parents/carers and the student's doctor and provided to the school. Proformas for these plans are available at the school's front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

### **Emergency Treatment of an Asthma Attack**

*Please read this section carefully and seek clarification from your family doctor if necessary.* These plans will be followed where students require first aid treatment for their condition. If the student should suddenly collapse at school and/or have difficulty in breathing, as with all medical emergencies, professional help will be sought immediately.

Where indicated, a bronchodilator inhaler device ("puffer") will be administered while awaiting medical assistance, whether or not the student is known to have a pre-existing asthma or other health problems. This treatment could be life saving and ACT Health (Department of Thoracic

Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first line therapy to be used in the emergency procedures for asthma.

**Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device**

If your child suffers from anaphylaxis, you should obtain a written Anaphylaxis Treatment Plan signed by your doctor and yourself as parent or carer. In the absence of a written and signed Anaphylaxis Treatment Plan, only standard First Aid can be given in an emergency and staff will be unable to administer adrenaline. If your child is given adrenaline to treat an isolated anaphylaxis attack, it can help the anaphylaxis and is unlikely to cause any significant side effects.

**Medical Services for Students attending ACT Government Schools**

ACT Health advises that the following arrangements apply to students in ACT public schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

**Ambulance Transportation**

Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of either public hospital in the ACT. Parents and carers of students who participate in excursions and other school trips outside the ACT should note that free ambulance transportation only applies in the ACT. Free ambulance cover does not apply to students in the Jervis Bay area of the ACT.

Parents and carers are reminded to check their health cover for ambulance transportation outside the ACT.

**Casualty Treatment**

1. Under the Medicare arrangements no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.
2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.
3. If you elect to have the student treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

School Principal

Date:    /    /



**ACT**  
Government

Education and Training

## Aquatic Activity Medical Information and Consent Form

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on an excursion to a swimming aquatic activity.

A copy of each student's form must be taken on the excursion.

The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1998 (Cwth)*. Parents note that in the absence of a specific Plan standard First Aid will be administered.

Student's Surname/Family name: \_\_\_\_\_ Given/preferred name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex:  M  F

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Camp/Excursion: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone Nos - Business Hours: \_\_\_\_\_

After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

Other Contact for Emergency: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name of Student's Doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_ Membership Number \_\_\_\_\_

Ambulance Fund: **Note:** Parents are responsible for ambulance costs outside the ACT.

Please tick if your child suffers any of the following:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Anaphylaxis * | <input type="checkbox"/> Allergies      | <input type="checkbox"/> Fits or Blackouts | <input type="checkbox"/> Nose bleeds            |
| <input type="checkbox"/> Asthma *      | <input type="checkbox"/> Blood pressure | <input type="checkbox"/> Hay fever         | <input type="checkbox"/> Reaction to drugs      |
| <input type="checkbox"/> Diabetes *    | <input type="checkbox"/> Eczema         | <input type="checkbox"/> Headaches         | <input type="checkbox"/> Sight/hearing problems |
| <input type="checkbox"/> Epilepsy *    | <input type="checkbox"/> Fainting       | <input type="checkbox"/> Heart condition   | <input type="checkbox"/> Sun screen sensitivity |
| <input type="checkbox"/> Other _____   |   |  |   |

Describe what happens for any of the conditions ticked above

If you have ticked any of the boxes above, does your child require specific first aid treatment (that is, specific instructions provided by your child's doctor) in addition to standard first aid treatment?

Yes  No

If Yes, a *General First Aid Plan* is to be completed and provided to the school along with specific instructions provided by doctor. This form is available from the school.

**Note:** For anaphylaxis\*, asthma\*, diabetes\* or epilepsy\* conditions, please ask the school for the appropriate First Aid Plan for completion. In the absence of a specific First Aid Plan, standard first aid will be given in an emergency.

Date of last tetanus injection: \_\_ / \_\_ / \_\_\_\_

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last four weeks? Yes  No

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion \_\_\_\_\_

Is the student presently taking any medication? Yes  No

If Yes, please state name of medication, dosage, etc: \_\_\_\_\_

**NB. If this information should be reflected on the General Medical Information and Consent form kept at the school, please inform the school of the changes and arrange to update the form.**

Parents must give written permission and directions for the administration of any medication taken during the excursion.

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the student's name, dosage and frequency

I consent to my child receiving paracetamol for temporary pain relief. Yes  No   
of administration.

Are you aware of any physical or psychological limitations of your child? Please give details.

\_\_\_\_\_

Is there any other information which you believe may help us to provide the best possible care?  
\_\_\_\_\_

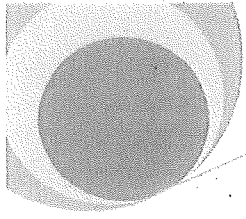
**Consent to medical attention.** In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed (Parent/Carer): ..... Date: \_\_ / \_\_ / \_\_\_\_

Signed (Parent/Carer): ..... Date: \_\_ / \_\_ / \_\_\_\_

*This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student whilst on the excursion.*

*Schools will always call an ambulance if your child's medical condition requires emergency medical assistance*



## 18. Student Attendance Record



**ACT**  
Government  
Education and Training

*Insert School Logo Here*

### STUDENT ATTENDANCE RECORD

**Event:** Click here to enter text.

**Roll Group:** Click here to enter text.

**Date:** Click here to enter a date.

Student Name	Before leaving school	Upon arrival at the venue	Mid event	Before leaving venue





File Ref: 2012/06066

Executive Director, Learning Teaching and Student Engagement

**SWIMMING CARNIVAL POLICY**

**Recommendation**

That you agree to the interim *Swimming Carnival Policy* (Attachment A) and interim *Procedures and Checklists* (Attachment B) to be circulated to key stakeholders, as the basis of broad consultation.

Yes

(AGREED/NOT AGREED/NOTED/PLEASE DISCUSS)

Why to stakeholders? will  
Because they will  
assist LC &

Stephen Gniel

Director's Name: Leanne Wright  
Phone: 59205

15/11/12

**Background**

The interim *Swimming Carnival policy* Attachment A and interim *Procedures and Checklists* Attachment B have been developed in response to a critical incident in March 2012.

The *Swimming Carnival Policy* and *Procedures and Checklists* have been developed to reflect the mandatory requirements for managing all swimming carnivals.

The *Swimming Carnival Policy* will be distributed for comment to all stakeholders listed below. This broad consultation will take place in a six week period during term 4 2012.

**Key Stakeholders**

- School Network Leaders
- School Principals
- Royal Life Saving ACT
- ACT Pool Managers
- Safe Water ACT
- Sport and Recreation Services
- Australian Education Union
- CORPEX members
- P&C Association

**Issues**

- Procedures need to be clear and unambiguous.
- Responsibilities of all parties involved in approval must be clearly defined and articulated in both the *Swimming Carnival Policy* and the *Procedures and Checklists*.
- Principals and school staff need the *Swimming Carnival Policy* and the *Procedures and Checklists* to provide them with the necessary support to develop their own risk management plans and to complete all other necessary documentation to minimise risk and cost to the Directorate.

Following consultation, the input will be considered and changes will be incorporated to the policy and procedures. The final policy will be considered by CORPEX before approval by you.

Further feedback from schools will be sought at the end of term 1 2013, after carnivals have been held, and the policy will be reviewed if required.

**Consultation with Finance and Corporate Support and Funding Implications**


Nil.

**Consultations**


Risk Management and Audit and assistance has been provided by Planning and Performance Branch.

**Media**


Nil.



Leanne Wright  
Director  
Learning and Teaching  
7 November 2012

  
**From:** Wright, Leanne  
**Sent:** Thursday, 22 November 2012 3:59 PM  
**To:** Hine, Martin  
**Subject:** Royal Life Saving - Water Safety Guidelines for Schools

<http://www.royallifesaving.com.au/www/html/2339-water-safety-guidelines-for-schools.asp>



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**From:** Hine, Martin  
**Sent:** Thursday, 22 November 2012 6:46 PM  
**To:** Wright, Leanne  
**Subject:** swimming carnival policy dot points  
**Attachments:** swimming carnival policy dot points.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

### Dot Points around the Swimming Carnival Policy

- On 20 September 2012, all ACT Education and Training Directorate (Directorate) Principals were provided all Principal's with an interim draft Swimming Carnival Procedures and Checklists (November 2012). In line with ACT Government procedure, a formal consultation with all key stakeholders will commence on the 28 November 2012. Feedback will close on the 21 December 2012.
  - Stakeholders list
    - School Network Leaders
    - School Principals
    - Royal Life Saving ACT
    - ACT Pool Managers (includes aquatic activity providers such as Big Splash)
    - Safe Water ACT
    - ACT Sport
    - Australian Education Union
    - CORPEX members
    - P&C Association
- The RLSSACT have developed a Royal Life Saving Society Guidelines for Safe Pool Operation (GSPO). The RLSSACT offer GSPO accreditation to ACT pools at a cost of \$1400. The accreditation process consists of an on-site inspection for compliance against the GSPO. Pools that meet the RLSSACT accreditation process are given a 5 Star Approved Venue rating by RLSSACT and appear on the RLSSACT website.
- The ACT
- The Physical Education and Sport Policy and Implementation Guidelines 2009 policy which contained the previous advice to schools selection of swimming carnival venues, also states that:

**“Due to the environment in which swimming and aquatic activities are undertaken, it is recommended schools implement the following framework to ensure a safe environment for all participants.**

The following steps have been recommended by Royal Life Saving Society ACT.

Steps 1 – 4 should be implemented for all swimming and aquatic activities. Steps 5 – 7 should be implemented by schools wishing to participate in unstructured aquatic activities.

#### **1. Select a venue**

Schools should select a venue that meets the identified need of the school. Prior to booking a venue, staff should liaise with pool operators to ensure that the venue can manage the school visit. Issues that should be discussed with pool operators include:

- provision of an adequate number of suitable qualified lifeguards
- clearly identified area for non-proficient and non-swimmers
- clear marking of areas that are out of bounds to students.

Schools participating in learn to swim programs must ensure that the selected venue provide suitably qualified instructors (i.e. AUSTSWIM or equivalent).

Royal Life Saving Society ACT provides Aquatic Facility Safety Assessments which audit aquatic facilities on an annual basis to ensure they are providing the minimum industry safety standards. A list of approved venues that are compliant with these industry standards is available from Royal Life Saving Society ACT on (02) 6260 5800 or at [www.act.royallifesaving.com.au](http://www.act.royallifesaving.com.au).”

- NSW DET and NSW Catholic education both share a common official recommendation when selecting a aquatic activity venue.

“Step 1 - Selecting a Venue

School principals and school aquatic/excursion coordinators are encouraged to seek out aquatic venues that have made a commitment to aquatic safety and improvement against best practice guidelines.

The Royal Lifesaving Society Guidelines for Safe Pool Operation is a venue based risk management tool for improving aquatic health and safety. These guidelines act as a voluntary guide for operators in meeting minimum best practice standards.

Pool audits are provided by a number of aquatic industry leaders, including the Royal Life Saving Society.” [http://www.sports.det.nsw.edu.au/spguide/aquatic\\_activity/section\\_2\\_steps1\\_4.php#1](http://www.sports.det.nsw.edu.au/spguide/aquatic_activity/section_2_steps1_4.php#1)  
<http://www.cecnsw.catholic.edu.au/dbpage.php?pg=view&dbase=programs&id=38>

- The ACT Education and Training Directorate developed an interim draft Swimming Carnival Procedures and Checklists (November 2012) as a result of a near drowning incident at a school carnival in March 2012. A subsequent investigation and Implementation Plan recommended a review of the Directorates Swimming Carnival Policy. The new policy was developed after in consultation with the Director General, Deputy Director General, Director Learning and Teaching and Director Governance and Legal Branch of the ACT Education and Training Directorate

**Recommendations:**

Review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnival to address:

Review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnival to Address:		
Recommendation	2009 Policy	2012 Policy
Address assessment and identification of student swimming proficiency	Mandatory only for students engaging in unstructured swimming, must be proficient	Mandatory for all students prior to undertaking any aquatic activity including swimming carnival Student swimming proficiency procedures DVD developed and distributed with interim draft Swimming Carnival Procedures and Checklists in October.
Address arrangements for non-proficient swimmers during unstructured water activities (free swimming time)	Students must have passed the swimming proficiency test	Mandatory procedures for non-proficient swimmer include No free or unstructured swimming permitted as part of a school aquatic activity Where non-proficient swimmers are engaged in water activities, a ratio of 1:10 applies with due consideration of

		the students' age, height and depth of the water.
Address record keeping	Not Included	Sample attendance record Student proficiency test results entered in maze
Address communications with staff and parents	Sample letter in English	Sample letter in English and seven most common languages
Address requirements for supervision	Adequate supervision must be provided as deemed necessary by the teacher in charge	Where proficient swimmers are involved in water activities a ratio of 1:20 applies Where non-proficient swimmers are engaged in water activities, a ratio of 1:10 applies with due consideration of the students' age, height and depth of the water.
Address qualifications of staff	Two adults on pool deck with lifesaving skills	Two adults on pool deck with lifesaving skills In addition Principal required to appoint a Carnival Coordinator to oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process. The Carnival Coordinator should have had leadership experience at other carnivals before attempting this position. Consideration should be given to appointing an Assistant or Apprentice Carnival Coordinator.
Address safety procedures and equipment	Safety steps outlined for student supervision including sun protection and supervision of unstructured swimming. The following safety strategies must be employed:	Carnival coordinator establishes a supervision plan for carnival to be approved by the principal and communicated to staff including student supervision sun protection and supervision of structure aquatic activities only.
Address cancellation of carnivals if all requirements not met	Not Included	Outline a communication plan if carnival needs to be cancelled
Address roll marking processes and procedures for swimming carnivals must be reinforced to schools. This	Not Included	Roll marking procedures and checklist outlined with sample roll marking sheet

should include the provision of sample attendance template		
Address that schools must ensure, and be supported to provide, appropriate communication with parents regarding swimming carnivals.	Sample letter in English	Sample letter in English and seven most common languages
Address the development of mandatory checklists for schools to support implementation of policies and to assist in planning and conducting swimming carnivals. A special checklist for non-swimmers should also be developed.	Not Included	Mandated checklists for Principal Coordinator 7 stages.

- In summary, in addressing the recommendations, the 2012 Swimming Carnival Procedures and Checklists have 4 key differences to the Physical Education and Sport Policy and Implementation Guidelines 2009 policy. These are;
  - use of RLSSACT 5 Star Approved Venue is now mandatory
  - unstructured or free swimming is no longer permitted as part of a school swimming carnival or aquatic activity.
  - swimming proficiency testing of all students going to a swimming carnival or undertaking and aquatic activity is now mandatory. Previously the swimming proficiency test was only necessary for students undertaking free or unstructured swimming
  - checklists have been developed and are now mandatory

#### Future directions

- To assist schools with the provision of structure swimming activities for school swimming carnivals and aquatic activities the RLSSACT and directorate curriculum support Section are collaborating to develop a resource booklet of structured aquatic activities for school.

#### Issues

New South Wales Government does not currently stipulate that pools and aquatic venues used by schools are RLSS accredited. The NSW experience suggests that when incidents have occurred around accredited venue safety, the RLSS have accepted no liability and the body recommending the venue is used due to its RLSS accreditation, the recommending body has been at risk of litigation (NSW Sport)



**From:** Hine, Martin  
**Sent:** Monday, 26 November 2012 10:25 AM  
**To:** Wright, Leanne  
**Subject:** DET12-1193 Self-generated Brief for Executive to approve circulation of draft Swimming Carnival Policy Procedures and Guidelines

**Categories:** Information

**Key Stakeholders**

School Network Leaders

School Principals

Royal Life Saving ACT

ACT Pool Managers

Safe Water ACT

Sport ACT

Australian Education Union

ORPEX members

P&C Association