



Policy title: SCHOOL SWIMMING CARNIVALS

Published: 2012

Identifier: To be added by PPB post endorsement

Legislation: Nil

Procedures: School Swimming Carnival Procedures and Checklists

1. POLICY STATEMENT

- 1.1. School swimming carnivals are important school activities that are part of the Physical Education curriculum. Swimming carnivals are generally whole school events that promote health, fitness and social interaction.
- 1.2. As the safety of students is important, school swimming carnivals must be planned, conducted and evaluated within a risk management framework that manages the safety of all staff and students at all times.
- 1.3. The Directorate supports school swimming carnivals and requires this policy and the supporting procedures be followed when planning, conducting school swimming carnivals.

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2. RATIONALE

- 2.1. This policy and associated *School Swimming Carnivals Procedures and Checklists* outlines the responsibilities of school principals, swimming carnival coordinators, parents/carers, and school staff for the provision of a safe and effective swimming carnival.

3. DEFINITIONS

- 3.1. *Duty of Care* is a legal duty that requires that teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists.
- 3.2. *Swimming Carnival Coordinator* is a competent teacher with experience in coordinating all facets of a swimming carnival. This person may also have had experience as a swimming competitor, instructor or similar.
- 3.3. *Venue* is an aquatic location (swimming pool) in which water activity is to take place.
- 3.4. *Informed Consent* means that parents/carers 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.

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- 3.5. **First Aid Officer** must hold a current senior first aid certificate.
- 3.6. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.
- 3.7. **Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria prior to the commencement of the swimming carnival.
- 3.8. **Wristbands** are a waterproof band placed on a student's wrist to identify proficiency against the Survival Challenge Proficiency Test criteria. Blue wrist bands for proficient swimmers and yellow wrist bands for non-proficient swimmers.
- 3.9. **Proficient Swimmer** is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can:
 - perform a slide entry and walk 5m through the water
 - continuously swim 25m using an action that resembles a stroke
 - complete a survival sequence (survival skill, float or tread water and call for help) in deep water for 1 minute
 - exit the water unassisted, and
 - perform a voice rescue.

3.10. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage Survival Challenge Proficiency Test.

3.11. **Unsupervised Aquatic Activity** – Such as free swimming with no direct teacher instruction or supervision – Not allowed

3.12. **Unstructured Aquatic Activity** – Is aquatic activity in water of an appropriate depth with teacher supervision but no direct instruction. Such as free swimming, aqua runs, diving boards/towers and water play

3.13. **Appropriate depth** – below waist depth for non-proficient swimmers.
Structured Aquatic Activity – Is aquatic activity in water of an appropriate depth with direct teacher supervision and instruction. Such as novelty events and water slides

4. PROCEDURES

- 4.1. The procedures associated with planning, conducting and evaluating a school swimming carnival are detailed in the *School Swimming Carnivals Procedures and Checklists*.
- 4.2. All schools must implement the mandatory procedures identified in the *School Swimming Carnivals Procedures and Checklists*.
- 4.3. The principal must oversee and approve all activities and personnel.
- 4.4. When developing a swimming carnival program, the Swimming Carnival Coordinator should refer to the *Swimming Carnivals Procedures and Checklists*. The Principal and/or Swimming Carnival Coordinator must induct all staff and students according to the *risk assessment and management plan*.
- 4.5. The school must record electronically the results of the Survival Challenge Proficiency Test.

Supporting Documentation

4.6. The *Swimming Carnivals Procedures and Checklists* document is available at: http://www.det.act.gov.au/publications_and_policies/policy_a-z

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DRAFT



Policy Owner: Director, Teaching and Learning

Related Documents: *ETD Excursions policy*
ETD First Aid policy
ETD Sun Protection policy
ETD Student Accidents / Incidents policy
ETD Physical Education and Sport policy
ETD Swimming Carnival Risk Assessment and Risk Management Plan
ETD Safety and Emergency Contingency Plan
ETD Risk Management Framework

DRAFT

Date	Action	Responsible person
21 December	Education and Training Directorate and Royal Life Saving meet to discuss outcomes from 18 December key stakeholder meeting.	Darryl, Sean, Martin
2 January	First draft with proposed changes to Executive Director, Director and Senior Manager, Learning and Teaching for preliminary feedback.	Sean, Martin, Leanne, Steve, Darryl
9 January	Education and Training Directorate sends updated documents out to key stakeholder group for feedback.	Darryl
16 January	Feedback from key stakeholder group due.	Consultation group
18 January	Education and Training Directorate collates feedback from the key stakeholder group. Final draft completed.	Darryl
21 January	Final draft sent to Executive Director and Director Learning and Teaching for final approval. Advice to schools generated.	Martin
29 January	Advice to schools sent out with revised policy, procedures and checklists	Leanne, Martin

From: Taber, Emma
Sent: Thursday, 3 January 2013 4:04 PM
To: King, Ashley
Cc: Wright, Leanne
Subject: FW: MIN12/1112 update on swimming carnival policy
Attachments: 20130103132833980.pdf

Importance: High

Categories: Information

Ashley

As discussed, attached is update on the swimming carnival policy, has been cleared by Leanne Cover. I will send through hard copy in the morning bag.

Thanks
Emma

Emma Taber | Government Business Coordinator
Phone: 6205 9444 | Fax: 6205 5425 | Email: Emma.Taber@act.gov.au Ministerial and Commonwealth Relations | Education and Training | ACT Government Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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BRIEF

Ref: 2012/06066

SUBJECT: UPDATE ON SWIMMING CARNIVAL POLICY

To: Minister for Education and Training

From: Executive Director, Learning, Teaching and Student Engagement;

Director: Leanne Wright
Branch: Learning and Teaching
Ph: 6205 9205

Recommendation

That you note the information contained in this brief.

*Joy Burch MLA / /
NOTED/PLEASE DISCUSS*

Action Officer: Martin Hine
Branch: Learning and Teaching
Extension: 6205 4685

Critical date and reason

Nil.

Purpose

To update you on the progress in the revision of the Education and Training Directorate's *Swimming Carnival Policy and Procedures and Checklists*.

Background

On the 18 December 2012, Executive Director, Teaching, Learning and Student Engagement Division, facilitated a meeting attended by key stakeholders to provide input into and outline the next steps in revising the Education and Training Directorate *Swimming Carnival Policy and Procedures and Checklists*.

In attendance were:

Stephen Gniel, Education and Training Directorate

Martin Hine, Education and Training Directorate

Sean Hodges, Royal Life Saving Society

[REDACTED] Senior secondary college sector

[REDACTED] Secondary school sector

[REDACTED] Primary school sector

Chris Graham, Swimming pool operators

Mark Cartwright, ACT Sport and Recreation

Lorraine Wuth, Swimming ACT

Mark Sterland, School Sport ACT

Issues

The key stakeholder group identified the following areas for revision to the current policy:

- the policy should encourage student participation at swimming carnivals.
- the policy supports all schools in running safe swimming carnivals.
- the policy provides clarity around the types of activities that could be run at swimming carnivals and levels of appropriate supervision.
- the policy clarifies when, and for what types of activities, students are required to complete a Proficiency Test.

The Directorate is seeking written clarification from the Royal Life Saving Society on key policy areas, including the proficiency testing.

The timeline for the policy revision is at Attachment A.

Consultation

N/A

Financial

Nil.

Media

Nil.

[REDACTED]
Stephen Gniel

Executive Director

Learning, Teaching and Student Engagement

3 January 2013

Attachment A

Timeline for policy revision

Date	Action
21 December	Education and Training Directorate and Royal Life Saving met to discuss outcomes from 18 December key stakeholder meeting.
Week commencing 7 January	First draft with proposed changes to Executive Director, Director and Senior Manager, Learning and Teaching for preliminary feedback.
	Written clarification sought from by the Royal Life Saving Society on key policy areas.
	Education and Training Directorate sends updated documents out to key stakeholder group for feedback.
Week commencing 14 January	Feedback from key stakeholder group collated.
	Education and Training Directorate collates feedback from the key stakeholder group. Final draft completed.
Week commencing 21 January	Final draft sent to Executive Director and Director Learning and Teaching for final approval.
	Advice to schools generated.
	Full briefing to the Minister and copy of changes to the policy.
Week commencing 29 January	Advice to schools sent out with revised policy, procedures and checklists



ACT
Government
Education and Training



BRIEF

Ref: 2012/06066

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To: Minister for Education and Training

From: Executive Director, Learning, Teaching and Student Engagement;

Director: Leanne Wright
Branch: Learning and Teaching
Ph: 6205 9205

Recommendation

That you note the information contained in this brief.

Thank you for this work & quick actions

Joy Burch MLA

[Signature] 8/1/13
NOTED/PLEASE DISCUSS

Action Officer: Martin Hine
Branch: Learning and Teaching
Extension: 6205 4685

Critical date and reason

Nil.

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To update you on the progress in the revision of the Education and Training Directorate's *Swimming Carnival Policy and Procedures and Checklists*.

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[REDACTED] Senior secondary college sector

[REDACTED] Secondary school sector

[REDACTED] Primary school sector

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The timeline for the policy revision is at Attachment A.

Consultation

N/A

Financial

Nil.

Media

Nil.

For [REDACTED]
Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
3 January 2013

Attachment A

Timeline for policy revision

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	Advice to schools generated.
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E-mail Message

From: Taber, Emma [REDACTED]
To: King, Ashley [REDACTED]
Cc: Wright, Leanne [REDACTED]
Sent: 03/01/2013 at 4:04 PM
Received: 03/01/2013 at 4:04 PM
Subject: FW: MIN12/1112 update on swimming carnival policy

Attachments: 20130103132833980.pdf

Ashley

As discussed, attached is update on the swimming carnival policy, has been cleared by Leanne Cover. I will send through hard copy in the morning bag.

Thanks
Emma

Emma Taber | Government Business Coordinator
Phone: 6205 9444 | Fax: 6205 5425 | Email: Emma.Taber@act.gov.au
Ministerial and Commonwealth Relations | Education and Training | ACT Government
Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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[REDACTED]

From: Wright, Leanne
Sent: Friday, 23 November 2012 11:16 AM
To: Wright, Leanne; Joseph, Diane
Cc: Gniel, Stephen; Cover, Leanne; [REDACTED] Gniel, Stephen; Hine, Martin; Stuckey, Darryl
Subject: RE: Aquatic Policy

Hi Diane

Here is an update:

- I have spoken to [REDACTED] and have scheduled a meeting [REDACTED] for next Tuesday 27 November at 10.30am
- We are currently finalising information to clarify points were Interpretation or misperceptions [REDACTED] [REDACTED] have been identified – this work will be completed by Monday and to further gain insight into other jurisdictions and the processes by Royal Life Saving for accreditation
- We are preparing a table to highlight where the new policy has different requirements from the old in terms of the recommendations from the Forrest investigation
- I have spoken to Leanne Cover to discuss where we are at.

Regards
Leanne

Leanne Wright | Director | Learning and Teaching
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: leanne.wright@act.gov.au
Learning, Teaching and Student Engagement | Education and Training | ACT Government
Hedley Beare Centre for Teaching and Learning - 51 Fremantle Drive STIRLING ACT 2611 | GPO Box 158
Canberra ACT 2601 | www.act.gov.au

From: Wright, Leanne
Sent: Thursday, 22 November 2012 12:52 PM
To: Joseph, Diane
Cc: Gniel, Stephen; Cover, Leanne; [REDACTED] Gniel, Stephen; Hine, Martin; Stuckey, Darryl
Subject: RE: Aquatic Policy

Hi Diane

My actions

- I am organising urgent dot points about all the key issues and [REDACTED] highlighted in the letter.
- This will also include practices in other jurisdictions.
- I will also call [REDACTED] and schedule a meeting [REDACTED] for next Tuesday [REDACTED]
- There are some very clear misconceptions in some areas which we should be able to clear up quite quickly
- It appears that the interpretation of the Interim/draft policy at an individual school level is an issue we will need to address appropriately

Regards
Leanne

Leanne Wright | Director | Learning and Teaching
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: leanne.wright@act.gov.au
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Canberra ACT 2601 | www.act.gov.au

From: Joseph, Diane
Sent: Thursday, 22 November 2012 11:47 AM
To: Wright, Leanne
Cc: Gniel, Stephen; Cover, Leanne; [REDACTED] Gniel, Stephen
Subject: FW: Aquatic Policy

[REDACTED]
Please TRIM to Leanne Wright.

Leanne,
This is an urgent response in light of time of year. We at least need to make contact [REDACTED] and offer an initial meeting ASAP.

Can you also brief me on if [REDACTED] perception of the policy is correct?

Diane

From: [REDACTED]
Sent: Wednesday, 21 November 2012 7:46 PM
To: Joseph, Diane
Subject: FW: Aquatic Policy

From: [REDACTED]
Sent: Wednesday, 21 November 2012 6:53 PM
To: 'dianne.joseph@act.gov.au'
Cc: 'joy.burch@act.gov.au'; 'vic.smorhun@act.gov.au'
Subject: Aquatic Policy

Please find attached comments on the revised aquatic policy for your information and response.

Thank you
[REDACTED]

From: Wright, Leanne
Sent: Friday, 23 November 2012 1:52 PM
To: Springett, Emily; Joseph, Diane; Cover, Leanne
Subject: RE: Aquatic Policy

Hi Emily
Dot points being prepared now
Leanne

Leanne Wright | Director | Learning and Teaching
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: leanne.wright@act.gov.au
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From: Springett, Emily
Sent: Friday, 23 November 2012 12:14 PM
to: Joseph, Diane; Cover, Leanne; Wright, Leanne
Subject: RE: Aquatic Policy

Leanne W

I have TRIMed a request for dot points for the Minister's Office to your area. They are due today.

Please clear through DDG if Steve is unavailable.

I would advise the dot points cover the following:

- When the concerns were raised to the Directorate and the nature of the concerns
- If any other concerns from aquatic operators have been raised to the Directorate about the policy
- What, if any, consultation took place with such operators in the creation of draft policy; or if their concerns will be incorporated and or address as the policy is finalised
- A brief background on why policy has changed and when it will be finalised

Thank you.

Emily.

Emily Springett | Policy Advisor
Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au
Office of the Director-General | Education and Training | ACT Government
Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Joseph, Diane
Sent: Friday, 23 November 2012 11:51 AM
To: Springett, Emily
Subject: Re: Aquatic Policy

Can you follow up with Leanne please?

Letter came yesterday and was also sent to MO

Sent from my iPhone

On 23/11/2012, at 11:13 AM, "Springett, Emily" <Emily.Springett@act.gov.au> wrote:

Has the Minister's Office been briefed?

This has high media risk - [REDACTED]

[REDACTED] Have any other operators expressed concern or in a similar situation?

Thanks.
Emily.

Emily Springett | Policy Advisor
Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au
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Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Wright, Leanne
Sent: Friday, 23 November 2012 11:16 AM
To: Wright, Leanne; Joseph, Diane
Cc: Gniel, Stephen; Cover, [REDACTED] Lynn; Gniel, Stephen; Hine, Martin; Stuckey, Darryl
Subject: RE: Aquatic Policy

Hi Diane

Here is an update:

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- We are currently finalising information to clarify points were interpretation or misperceptions [REDACTED] have been identified – this work will be completed by Monday and to further gain insight into other jurisdictions and the processes by Royal Life Saving for accreditation
- We are preparing a table to highlight where the new policy has different requirements from the old in terms of the recommendations from the Forrest investigation
- I have spoken to Leanne Cover to discuss where we are at.

Regards
Leanne

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From: Wright, Leanne
Sent: Thursday, 22 November 2012 12:52 PM
To: Joseph, Diane
Cc: Gniel, Stephen; Cover, [REDACTED] Lynn; Gniel, Stephen; Hine, Martin; Stuckey, Darryl
Subject: RE: Aquatic Policy

Hi Diane

My actions

- I am organising urgent dot points about all the key issues and [REDACTED] interpretations highlighted in the letter.
- This will also include practices in other jurisdictions.
- I will also call [REDACTED] and schedule a meeting [REDACTED] for next Tuesday to hear/discuss [REDACTED] concerns first hand.

- There are some very clear misconceptions in some areas which we should be able to clear up quite quickly
- It appears that the interpretation of the interim/draft policy at an individual school level is an issue we will need to address appropriately

Regards
Leanne

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Sent: Thursday, 22 November 2012 11:47 AM
To: Wright, Leanne
Cc: Gniel, Stephen; Cover, Leanne; [REDACTED] Gniel, Stephen
Subject: FW: Aquatic Policy

[REDACTED]
Please TRIM to Leanne Wright.

Leanne,
This is an urgent response in light of time of year. We at least need to make contact [REDACTED] and offer an initial meeting ASAP.

Can you also brief me on if [REDACTED] perception of the policy is correct?

Diane

From: [REDACTED]
Sent: Wednesday, 21 November 2012 7:46 PM
To: Joseph, Diane
Subject: FW: Aquatic Policy

From: [REDACTED]
Sent: Wednesday, 21 November 2012 6:53 PM
To: 'dianne.joseph@act.gov.au'
Cc: 'joy.burch@act.gov.au'; 'vic.smorhun@act.gov.au'
Subject: Aquatic Policy

Please find attached comments on the revised aquatic policy for your information and response.

Thank you
[REDACTED]

[REDACTED]

From: Springett, Emily
Sent: Monday, 26 November 2012 8:47 AM
To: Wright, Leanne
Cc: Cover, Leanne; Burkevics, Nancye
Subject: FW: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points
Attachments: Response to aquatic policy.PDF.PDF

Importance: High

Categories: Urgent action required

Leanne

Can you please start working on these additional questions from the Minister's Office?

You can just send me the answers in an email and I will put in template. Response required today.

Emily

Emily Springett | Policy Advisor
Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au
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Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Tardif, Phillip
Sent: Sunday, 25 November 2012 10:44 AM
To: King, Ashley
Cc: Emerson, Marc; Burch, Joy
Subject: RE: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points

Thanks Ashley

Could you get a response to the following questions:

- Is it the case that [REDACTED] has not been consulted in the development of the policy?
- What about other pool operators?
- If consultation has now commenced, and will not close until 16 February, why is the policy already in operation (as suggested in the [REDACTED] letter)?
- Is the \$1400 charge by the RLSS a one-off, or an annual fee?
- Are any of the other pool operators in the ACT accredited?

I understand that the RLSS has data comparing the swimming ability of government and non-government students in the ACT. Could I see a copy?

Phil

From: King, Ashley
Sent: Friday, 23 November 2012 5:34 PM
To: Tardif, Phillip; Emerson, Marc
Subject: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points
Importance: High

FYI

From: Springett, Emily
Sent: Friday, 23 November 2012 5:30 PM
To: King, Ashley
Cc: Cover, Leanne; Joseph, Diane
Subject: It is MIN12/988 but also below

Ashley, below as discussed. Approved by DDG. Leanne Wright is main contact.

BACKGROUND

In response to a near drowning incident at an ACT public school swimming carnival in March 2012 the Education and Training Directorate undertook a comprehensive review of policies and procedures around aquatic activities.

As part of this work, the Directorate issued an interim Draft Swimming Carnival Procedures and Checklists to schools on 20 September 2012.

School communities were invited on 6 November 2012 to provide feedback on the draft policy. Broader consultation with stakeholders commences on 28 November 2012. As consultation is required to take place over six weeks of school term time, feedback will not close until 16 February 2013.

The new policy procedures require public schools to use a Royal Life Saving Society ACT 5 Star accredited venue. The cost to operators for accreditation from the Royal Lifesaving is \$1400.

On 21 November 2012 the Directorate received an email from [REDACTED]
[REDACTED] Your office was also copied into this email.

[REDACTED]

[REDACTED]

The Directorate understands that the use of Royal Life Saving Society accredited pools by schools is not mandatory in NSW but their use is encouraged.

ISSUES

[REDACTED]

[REDACTED]

The Directorate believes it would be premature to remove the requirement for schools to select venues that are Royal Life Saving Society accredited at this time.

An update will be provided to your office [REDACTED]

Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au
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Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[REDACTED]

From: Wright, Leanne
Sent: Monday, 26 November 2012 9:35 AM
To: Springett, Emily
Subject: RE: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points

Hi Emily

Happy to discuss:

- Is it the case that [REDACTED] has not been consulted in the development of the policy?
The current policy is an interim policy that was developed in response to recommendations made by an internal investigation into a near drowning incident that occurred during a [REDACTED] School swimming carnival in March 2012.

When the investigation report became available in late June, the seriousness of the incident required an immediate response to ensure schools were given appropriate direction in planning swimming carnivals with a focus on improved risk assessment and management procedures. The interim policy was developed internally taking into consideration the NSW Water Safety Guidelines for Unstructured Aquatic Activity. The interim policy is now out for broader consultation, including consultation with pool operators.

- What about other pool operators?
All pool operators will be consulted as part of the consultation process.
- If consultation has now commenced, and will not close until 16 February, why is the policy already in operation (as suggested in the [REDACTED] letter)?
It is imperative that immediate steps are taken to address issues in all Directorate policies that impact on the safety and wellbeing of students. In this case, the policy in existence at the time of the incident, was found to be requiring clarification around appropriate processes for non-proficient swimmers, particularly in unstructured activities.

The Directorate believes that the seriousness of the incident in March and the clarification of the guidelines around risk assessment and management is causing schools to examine unstructured water activities. The issue is not just about whether a venue is accredited by the RLSS. As in the previous policy schools are required to have students undergo swimming proficiency tests and are guided by a DVD created in consultation with the RLSS. These requirements have now be clarified in the new policy and whilst there are no changes from the previous policy in respect of the requirement for swimming proficiency testing, it may be that these requirements have also impacted on school decision making.

The previous policy encouraged schools to use an accredited venue, the interim policy mandates the use of an accredited venue. This change sets the Directorate standard for choosing a venue, ensures consistency and removes the responsibility from individual principals.

- Is the \$1400 charge by the RLSS a one-off, or an annual fee?
This is an annual fee that covers both the five star accreditation and a full safety inspection report.
- Are any of the other pool operators in the ACT accredited?
It is understood that [REDACTED] are the only non-accredited ACT pools.

Leanne Wright | Director | Learning and Teaching
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Subject: FW: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points
Importance: High

Leanne

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Emily

Emily Springgett | Policy Advisor
Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springgett@act.gov.au
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Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Tardif, Phillip
Sent: Sunday, 25 November 2012 10:44 AM
To: King, Ashley
Cc: Emerson, Marc; Burch, Joy
Subject: RE: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points

Thanks Ashley

Could you get a response to the following questions:

- Is it the case that [REDACTED] has not been consulted in the development of the policy?
- What about other pool operators?
- If consultation has now commenced, and will not close until 16 February, why is the policy already in operation (as suggested in the [REDACTED] letter)?
- Is the \$1400 charge by the RLSS a one-off, or an annual fee?
- Are any of the other pool operators in the ACT accredited?

I understand that the RLSS has data comparing the swimming ability of government and non-government students in the ACT. Could I see a copy?

Phil

From: King, Ashley
Sent: Friday, 23 November 2012 5:34 PM
To: Tardif, Phillip; Emerson, Marc
Subject: Draft Swimming Carnival Procedures and Checklists [REDACTED] Talking Points
Importance: High

FYI

From: Springett, Emily
Sent: Friday, 23 November 2012 5:30 PM
To: King, Ashley
Cc: Cover, Leanne; Joseph, Diane
Subject: It is MIN12/988 but also below

Ashley, below as discussed. Approved by DDG. Leanne Wright is main contact.

BACKGROUND

In response to a near drowning incident at an ACT public school swimming carnival in March 2012 the Education and Training Directorate undertook a comprehensive review of policies and procedures around aquatic activities.

As part of this work, the Directorate issued an Interim Draft Swimming Carnival Procedures and Checklists to schools on 20 September 2012.

School communities were invited on 6 November 2012 to provide feedback on the draft policy. Broader consultation with stakeholders commences on 28 November 2012. As consultation is required to take place over six weeks of school term time, feedback will not close until 16 February 2013.

The new policy procedures require public schools to use a Royal Life Saving Society ACT 5 Star accredited venue. The cost to operators for accreditation from the Royal Lifesaving is \$1400.

On 21 November 2012 the Directorate received an email from [REDACTED]

[REDACTED] Your office was also copied into this email.

[REDACTED]

[REDACTED]

The Directorate understands that the use of Royal Life Saving Society accredited pools by schools is not mandatory in NSW but their use is encouraged.

ISSUES

[REDACTED]

[REDACTED]

The Directorate believes it would be premature to remove the requirement for schools to select venues that are Royal Life Saving Society accredited at this time.

An update will be provided to your office [REDACTED]

Emily Springett | Policy Advisor

Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au

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Burkevics, Nancye

From: Wright, Leanne
Sent: Tuesday, 27 November 2012 6:18 PM
To: Springett, Emily
Cc: Joseph, Diane; Gniel, Stephen
Subject: Dot points following meeting [REDACTED]
Attachments: Dot points following meeting [REDACTED]

Follow Up Flag: Follow up
Flag Status: Completed

Hi Emily

I have attached dot points regarding today's meeting [REDACTED] I am not sure of how/if you want to pass these onto the Minister's Office at this stage. I am also trying to complete the letter [REDACTED] for response to [REDACTED] - I hope to have this cleared by Steve in the morning. I am still working through a full brief /update for Diane which I hope to complete tomorrow morning to accompany the letter.
Hope this keeps you up to date with where we are at.

Regards
Leanne

Leanne Wright | Director | Learning and Teaching
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: leanne.wright@act.gov.au
Learning, Teaching and Student Engagement | Education and Training | ACT Government
Hedley Beare Centre for Teaching and Learning - 51 Fremantle Drive STIRLING ACT 2611 | GPO Box 158
Canberra ACT 2601 | www.act.gov.au

ny the letter up.

On 21 November [redacted] forwarded an email [redacted] to Diane Joseph, Director General, Education and Training Directorate (with a copy to your office) to request a meeting to discuss [redacted] concerns about the policy.

On Tuesday 27 November a meeting was held with [redacted] Mr Stephen Gniel, Executive Director Learning, Teaching and Student Engagement and Ms Leanne Wright, Director Learning and Teaching from the Directorate.

The following issues were discussed:

- [redacted]
- [redacted] was advised that under the given set of circumstances that the consultation process was now underway and that [redacted] inputs into the process and feedback would be welcomed.
- [redacted] was advised that a copy of the Interim policy and procedures would be forwarded [redacted]
- Discussion also highlighted that [redacted] interpretation of the ratio requirements of the policy were not correct and [redacted] was advised that changes only related to ratios of non proficient swimmers upon entry into the water.
- [redacted]
- [redacted]
- [redacted]
- Discussion also included factors relating to definitions of structured and unstructured aquatic activities and the difficulties in identifying activities under each term.

- [REDACTED]

Speaking Points

- [REDACTED] has been invited to participate in the formal consultation processes currently underway relating to the interim policy and procedures and checklists and has indicated that [REDACTED] is willing to participate.

Leanne Wright
Director
Learning and Teaching
27 November 2012

Burkevics, Nancye

From: Wright, Leanne
Sent: Tuesday, 27 November 2012 7:15 PM
To: Gniel, Stephen
Subject: Swimming brief and letter
Attachments: [REDACTED] Letter to [REDACTED].docx; Advice re update on Swimming Carnival Policy and Procedures and Checklists Manual.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi Steve
My 'before i go home drafts'
Headed out the door
Cheers
Leanne

Leanne Wright | Director | Learning and Teaching
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: leanne.wright@act.gov.au
Learning, Teaching and Student Engagement | Education and Training | ACT Government
Hedley Beare Centre for Teaching and Learning - 51 Fremantle Drive STIRLING ACT 2611 | GPO Box 158
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ACT
Government

Education and Training

BRIEF

Ref:DET12/1032

SUBJECT: INTERIM SWIMMING CARNIVAL POLICY AND PROCEDURES

To: Director General

From: Executive Director, Learning, Teaching and Student

Director: Leanne Wright
Branch: Learning and Teaching

Recommendations

That you note the information contained in this brief

NOTED/PLEASE DISCUSS

That you sign the attached letter to [REDACTED] (Attachment A)

AGREE/DISAGREE/PLEASE DISCUSS

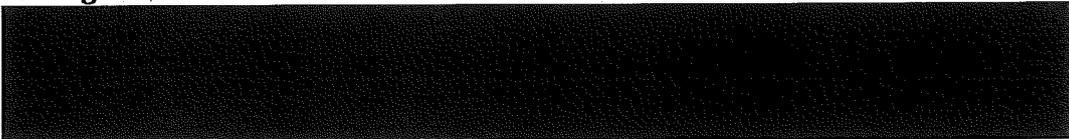
Diane Joseph
Director General
November 2012

Action Officer: Leanne Wright
Branch: Learning and Teaching
Extension: 62059205

Purpose

This brief is to provide you with information about the development and current status of the Interim Swimming Carnival Policy and Procedures and Checklists Manual that impact on the conduct of swimming carnivals and other aquatic activities.

Background



Issues

Following the near drowning of a student at a swimming carnival earlier this year the Directorate requested an investigation into the events leading to the incident. Ms Helen Burfitt was engaged to conduct the investigation. Ms Burfitt is a former school principal who has conducted similar investigations for the Directorate and was available to undertake the work at short notice.

The investigation commenced on 29 March 2012 and the final report was provided to the Director, Office for Schools, on 14 May 2012. The Directorate then developed a series of recommended actions to respond to the issues raised.

The Director, Learning and Teaching was identified as the responsible officer to action recommendations relating to the review of all Directorate policies, procedures and guidelines relating to the planning and conduct of a swimming carnival.

These recommendations included specific reference to addressing the following areas:

- The assessment and identification of student swimming proficiency
- Arrangements for non-proficient swimmers during unstructured water activities (free swimming time)
- Record keeping
- Communications with staff and parents
- Requirements for supervision
- Qualifications of staff
- Safety procedures and equipment
- Cancellation of carnivals if all requirements not met
- Roll marking processes
- The reinforcement of swimming carnival procedures to schools
- Sample attendance templates
- 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
- Review of the provision of and access to policies and procedures regarding school swimming carnivals
- Review of the risk management approach to school swimming carnivals including the provision of support templates for swimming carnival specific risk assessments

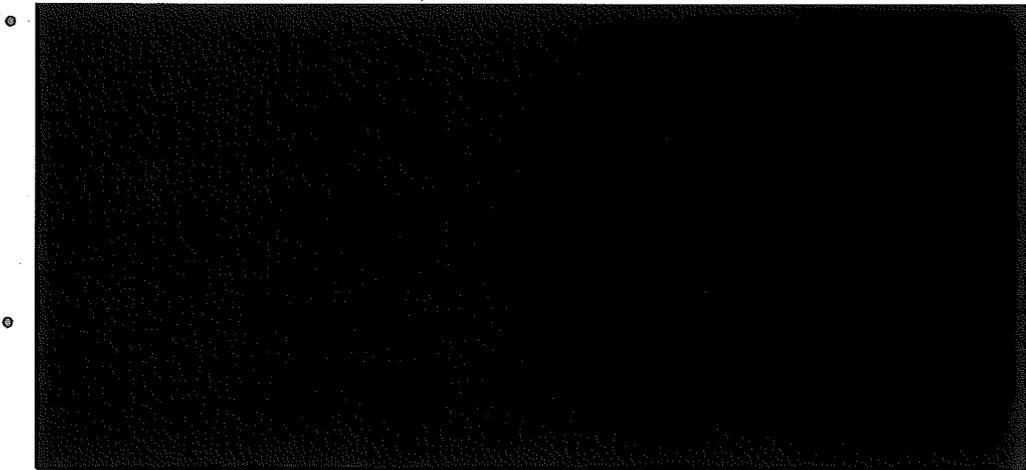
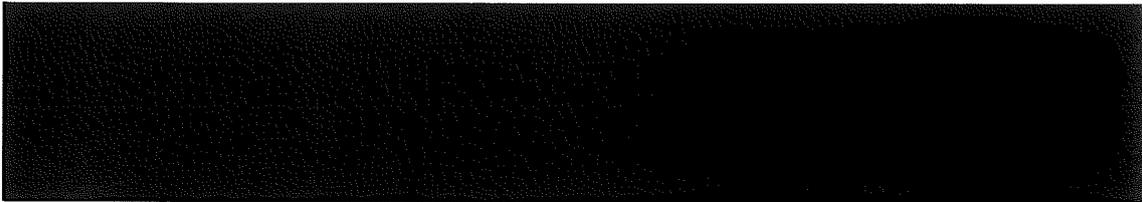
- The conduct of regular audits by the Directorate on Risk Management Planning for swimming carnivals and water based activities
- Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities

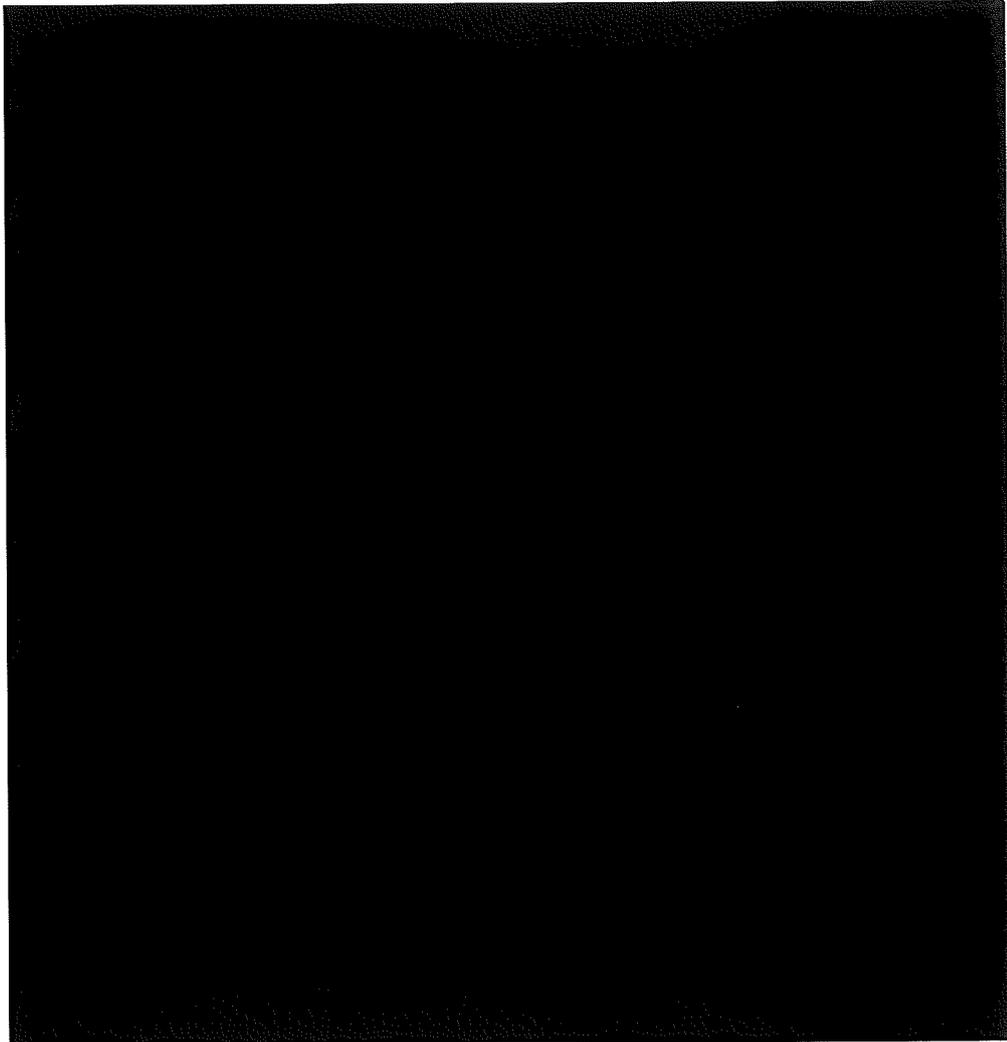
The interim policy was developed internally taking into consideration the NSW Water Safety Guidelines for Unstructured Aquatic Activity. The interim policy is now out for broader consultation, including consultation with pool operators. Consultation closes on 16 February 2013.

The time frame for completion of this work was set with Schools to be provided with an interim policy by the end of Term 3 2012. All schools Principal were provided with copies of the interim policy, procedures and checklists manual and instructional DVD outlining the correct procedures for conducting swimming proficiency testing. The DVD was made in cooperation with the ACT Royal Life Saving Society and is the same proficiency testing procedure used in NSW.

Due to the seriousness of the incident in March and the clarification of the guidelines around risk assessment and management many schools are now more closely examining planned unstructured water activities. This is positive however the Directorate believes this may also be contributing to schools rethinking end of year water-based activities.

A difference between policies is that the previous policy encouraged schools to use an accredited venue, the interim policy mandates the use of an accredited venue for swimming carnivals.





Next Steps

- [redacted] has been invited to participate in the formal consultation processes current underway relating to the interim policy and procedures and checklists [redacted]
- All identified stakeholders will receive electronic copies of the invitation to participate in the formal consultation process no later than Wednesday 28 November 2012 following review of the consultation documentation by Performance and Planning staff.
- The Education and Training Directorate consultation processes will include a focus group that includes primary and secondary Physical Education teachers, an ACT Pool operator, The ACT Royal Life Saving Society to identify challenges and solutions to ensure the final policy provides supports schools to safely and successfully implement a full variety of swimming carnival and aquatic activities with appropriate risk mitigation processes in place. The initial meeting of the group is scheduled for..... and will be chaired by.....

Consultation

Performance and Planning

Proposed stakeholders (to be consulted)

- School Network Leaders
- School Principals
- Royal Life Saving ACT
- ACT Pool Managers (includes aquatic activity providers such as [REDACTED])
- Safe Water ACT
- ACT Sport
- Australian Education Union
- CORPEX members
- P&C Association

Financial

Nil

Media

[REDACTED]

Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
November 2012

[REDACTED]

From: Wright, Leanne
Sent: Wednesday, 28 November 2012 8:34 AM
To: [REDACTED]
Subject: Letter [REDACTED]
Attachments: Letter [REDACTED]



ACT
Government
Education and Training

BRIEF

Ref: DET12/[REDACTED]

SUBJECT: LETTER [REDACTED] AQUATIC POLICY

To: Director General

From: Executive Director, Learning, Teaching and Student

RECOMMENDATION

That you sign the attached letter to [REDACTED] (Attachment A)

AGREE/DISAGREE/PLEASE DISCUSS

Diane Joseph
Director General
November 2012

Action Officer: Leanne Wright
Branch: Learning and Teaching
Extension: 62059205

Purpose

This brief is to provide you with information about the meeting between Stephen Gniel, Leanne Wright and [REDACTED]

[REDACTED] A letter of response is also attached for your signature.

Background

[REDACTED]

Issues

The Director, Learning and Teaching was identified as the responsible officer to action recommendations from the investigation into a near drowning at the [REDACTED] Schools swimming Carnival in March 2012. This included the review of all [REDACTED]

Directorate policies, procedures and guidelines relating to the planning and conduct of a swimming carnival.

These recommendations included specific reference to addressing the following areas:

- The assessment and identification of student swimming proficiency
- Arrangements for non-proficient swimmers during unstructured water activities (free swimming time)
- Record keeping
- Communications with staff and parents
- Requirements for supervision
- Qualifications of staff
- Safety procedures and equipment
- Cancellation of carnivals if all requirements not met
- Roll marking processes
- The reinforcement of swimming carnival procedures to schools
- Sample attendance templates
- 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
- Review of the provision of and access to policies and procedures regarding school swimming carnivals
- Review of the risk management approach to school swimming carnivals including the provision of support templates for swimming carnival specific risk assessments
- The conduct of regular audits by the Directorate on Risk Management Planning for swimming carnivals and water based activities
- Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities

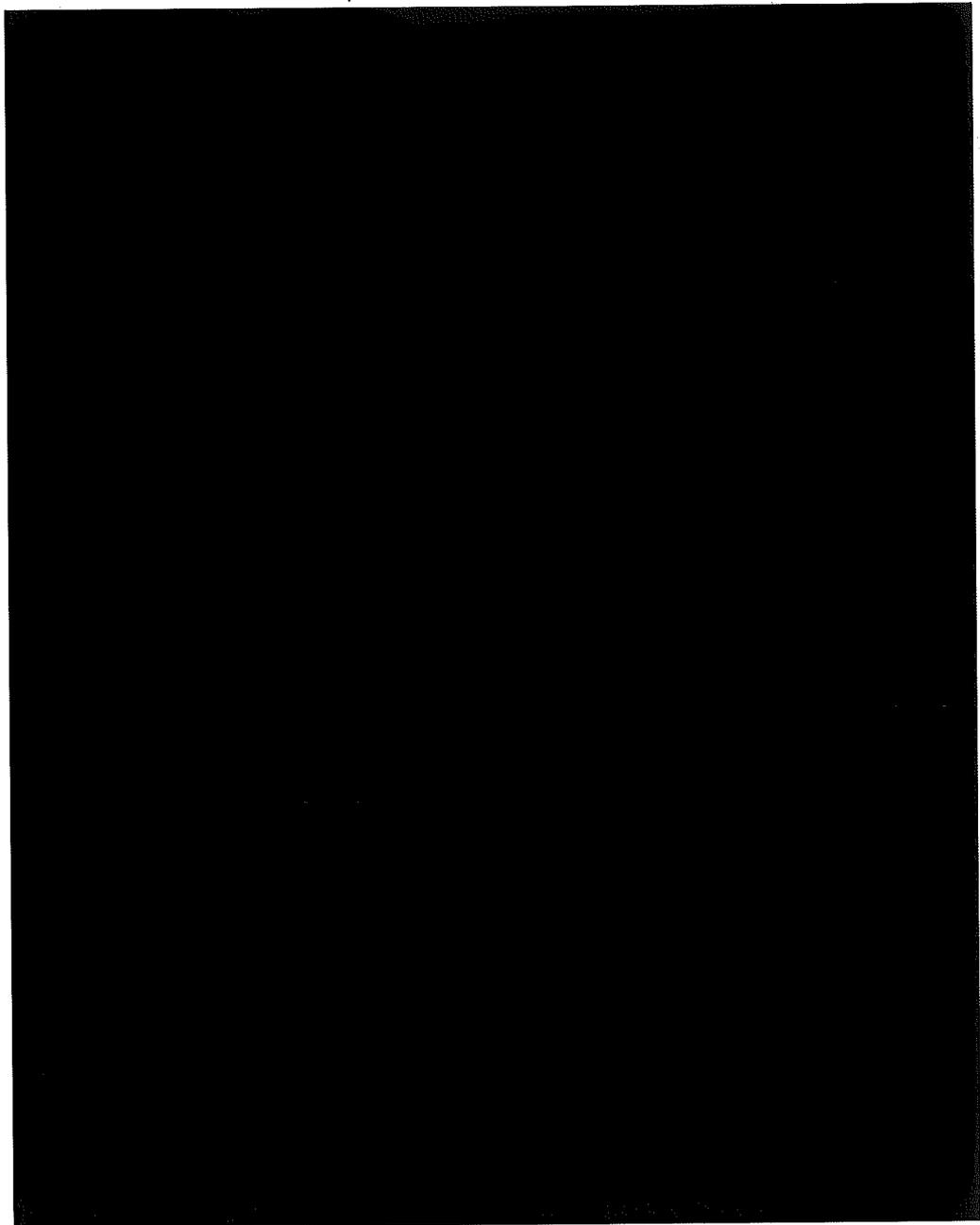
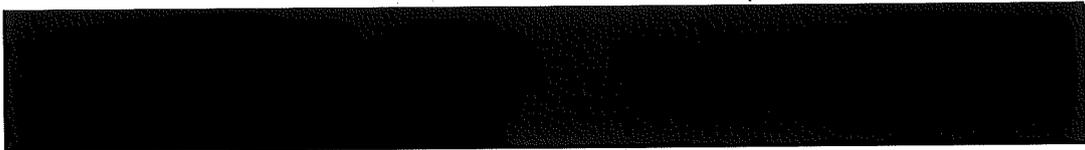
The interim policy was developed internally taking into consideration the NSW Water Safety Guidelines for Unstructured Aquatic Activity. The interim policy is now out for broader consultation, including consultation with pool operators. Consultation closes on 16 February 2013.

The time frame for completion of this work was set with Schools to be provided with an interim policy by the end of Term 3 2012. All schools Principal were provided with copies of the interim policy, procedures and checklists manual and instructional DVD outlining the correct procedures for conducting swimming proficiency testing. The DVD was made in cooperation with the ACT Royal Life Saving Society and is the same proficiency testing procedure used in NSW.

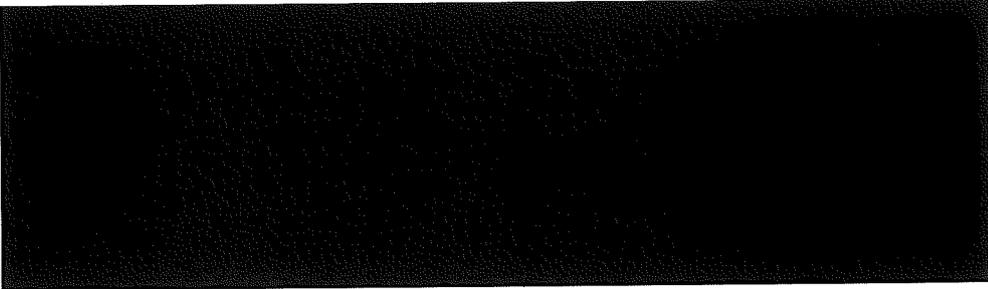
Due to the seriousness of the incident in March and the clarification of the guidelines around risk assessment and management many schools are now more closely

examining planned unstructured water activities. This is positive however the Directorate believes this may also be contributing to schools rethinking end of year water-based activities.

A difference between policies is that the previous policy **encouraged** schools to use an accredited venue, the interim policy **mandates** the use of an accredited venue for swimming carnivals.



- Discussion also included factors relating to definitions of structured and unstructured aquatic activities and the difficulties in identifying activities under each term.

- 
- 

Consultation

Meeting with 

Financial

Nil

Media



Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
November 2012

[REDACTED]

From: Wright, Leanne
Sent: Wednesday, 28 November 2012 8:35 AM
To: [REDACTED]
Subject: Advice re update on Swimming Carnival Policy and Procedures and Checklists Manual
Attachments: Advice re update on Swimming Carnival Policy and Procedures and Checklists Manual.docx



Ref:

SUBJECT: INTERIM SWIMMING CARNIVAL POLICY AND PROCEDURES UPDATE

To: Director General
From: Executive Director, Learning, Teaching and Student

Recommendation

That you note the information contained in this brief

NOTED/PLEASE DISCUSS

Diane Joseph
Director General
November 2012

Action Officer: Leanne Wright
Branch: Learning and Teaching
Extension: 62059205

Purpose

This brief is to provide you with information about the development and current status of the Interim Swimming Carnival Policy and Procedures and Checklists Manual that impact on the conduct of swimming carnivals and other aquatic activities.

Background

The interim Swimming Carnival Policy and Procedures and Checklists were distributed to schools in hard copy on 20 September 2012 prior to a formal consultation process being undertaken. The formal consultation process commenced with schools via a School's Bulletin on 6 November 2012. Stakeholder consultation commenced formally on 27 November and the closing date for consultation will be 22 February 2013 to allow the full six weeks of consultation in term time.

Issues

Following the near drowning of a student at a swimming carnival earlier this year the Directorate requested an investigation into the events leading to the incident. Ms Helen Burfitt was engaged to conduct the investigation. Ms Burfitt is a former school principal who has conducted similar investigations for the Directorate and was available to undertake the work at short notice.

The investigation commenced on 29 March 2012 and the final report was provided to the Director, Office for Schools, on 14 May 2012. The Directorate then developed a series of recommended actions to respond to the issues raised.

The Director, Learning and Teaching was identified as the responsible officer to action recommendations relating to the review of all Directorate policies, procedures and guidelines relating to the planning and conduct of a swimming carnival.

These recommendations included specific reference to addressing the following areas:

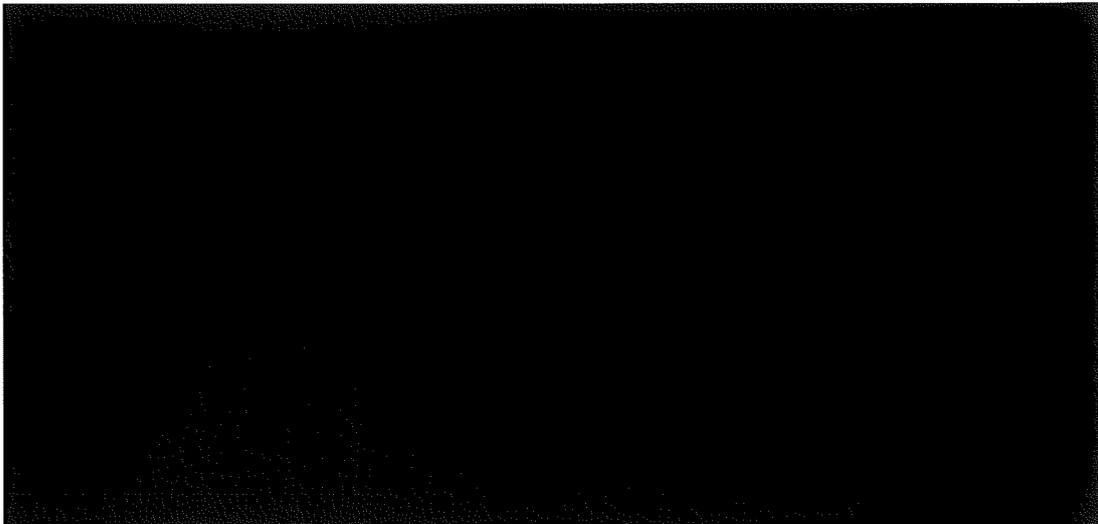
- The assessment and identification of student swimming proficiency
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- Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities

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A difference between policies is that the previous policy encouraged schools to use an accredited venue, the interim policy mandates the use of an accredited venue for swimming carnivals.



Next Steps

- All identified stakeholders have received electronic copies of the Invitation to participate in the formal consultation process sent via email on 27 November 2012 following review of the consultation documentation by Performance and Planning staff.
- The Education and Training Directorate consultation processes will include a focus group that includes primary and secondary Physical Education teachers, an ACT Pool operator, The ACT Royal Life Saving Society to identify challenges and solutions to ensure the final policy provides supports schools to safely

and successfully implement a full variety of swimming carnival and aquatic activities with appropriate risk mitigation processes in place. The initial meeting of the group is scheduled for..... and will be chaired by.....

Consultation

Meeting with [REDACTED]

Performance and Planning

Proposed stakeholders (to be consulted)

- School Network Leaders
- School Principals
- Royal Life Saving ACT
- ACT Pool Managers (includes aquatic activity providers such as [REDACTED])
- Safe Water ACT
- ACT Sport
- Australian Education Union
- CORPEX members
- P&C Association

Financial

Nil

Media

[REDACTED]

Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
November 2012

King, Ashley

From: Springett, Emily
Sent: Wednesday, 28 November 2012 9:58 AM
To: King, Ashley
Subject: Dot points on Meeting

Ashley

An update on the meeting between ETD and [REDACTED] below. It covers key issues raised.

Leanne Wright is main contact. Please advise if you require anything further.

Background:

- [REDACTED]
- On Tuesday 27 November 2012 a meeting was held with [REDACTED] Mr Stephen Gniel, Executive Director Learning, Teaching and Student Engagement and Ms Leanne Wright, Director Learning and Teaching from the Directorate.

Issues:

At this meeting the following issues were discussed:

- [REDACTED]
- [REDACTED] was advised that under the given set of circumstances that the consultation process was now underway and that [REDACTED] inputs into the process and feedback would be welcomed.
- [REDACTED] was advised that a copy of the interim policy and procedures would be forwarded to the [REDACTED]
- Discussion also highlighted that [REDACTED] and [REDACTED] that changes only related to ratios of non-proficient swimmers upon entry into the water.

• [REDACTED]

• [REDACTED]

- [REDACTED]
- Discussion included definitions of structured and unstructured aquatic activities and the difficulties in identifying activities under each term.
- [REDACTED]

Speaking Point:

- [REDACTED] has been invited to participate in the formal consultation processes currently underway relating to the interim policy and procedures and checklists [REDACTED]
[REDACTED]

Emily Springett | Policy Advisor

(Phone: 6205 4388 | Mobile: [REDACTED] | Email: emily.springett@act.gov.au

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Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Wright, Leanne
Sent: Wednesday, 28 November 2012 2:10 PM
To: Springett, Emily
Subject: Advice re update on Swimming Carnival Policy and Procedures and Checklists Manual - old
Attachments: Advice re update on Swimming Carnival Policy and Procedures and Checklists Manual - old.docx

Hi Emily
My draft brief – a start



ACT
Government

Education and Training

BRIEF

Ref:

SUBJECT: INTERIM SWIMMING CARNIVAL POLICY AND PROCEDURES UPDATE

To: Director General **DRAFT**

From: Executive Director, Learning, Teaching and Student

Recommendation

That you note the information contained in this brief

NOTED/PLEASE DISCUSS

Diane Joseph
Director General
November 2012

Action Officer: Leanne Wright
Branch: Learning and Teaching
Extension: 62059205

Purpose

This brief is to provide you with information about the development and current status of the Interim Swimming Carnival Policy and Procedures and Checklists Manual that impact on the conduct of swimming carnivals and other aquatic activities.

Background

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Issues

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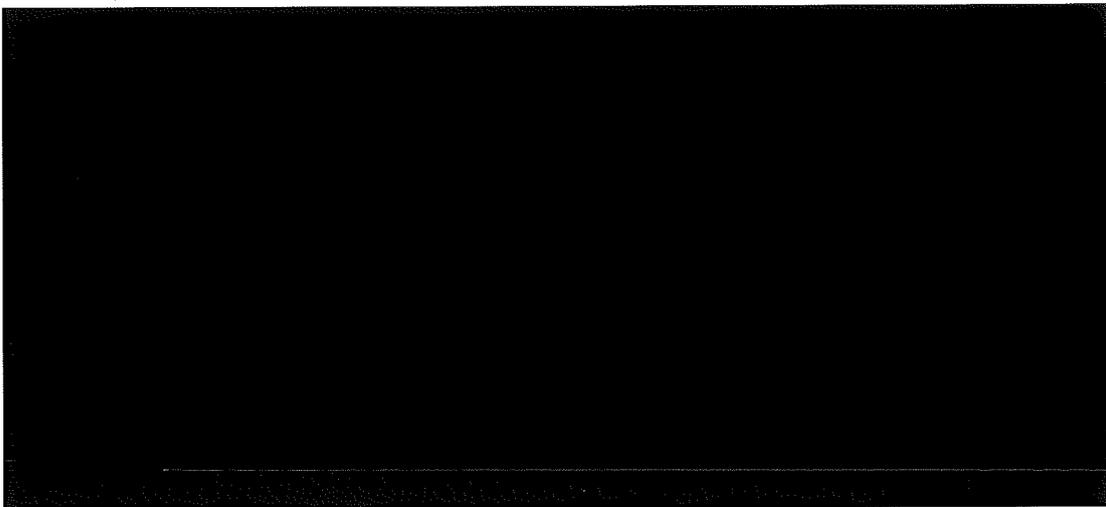
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A difference between policies is that the previous policy encouraged schools to use an accredited venue, the interim policy mandates the use of an accredited venue for swimming carnivals.



Next Steps

- All identified stakeholders have received electronic copies of the invitation to participate in the formal consultation process sent via email on 27 November 2012 following review of the consultation documentation by Performance and Planning staff.

Consultation

Meeting with 
Performance and Planning

Proposed stakeholders (to be consulted)

- School Network Leaders
- School Principals
- Royal Life Saving ACT
- ACT Pool Managers (includes aquatic activity providers such as [REDACTED])
- Safe Water ACT
- ACT Sport
- Australian Education Union
- CORPEX members
- P&C Association

Financial

Nil

Media

[REDACTED]

Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
November 2012



ACT
Government
Education and Training

BRIEF

Ref: DET12/1032

SUBJECT: LETTER [REDACTED] AQUATIC POLICY

To: Director General
From: Executive Director, Learning, Teaching and Student

RECOMMENDATION

That you sign the attached letter to [REDACTED] (Attachment A)

AGREE/DISAGREE/PLEASE DISCUSS

[REDACTED]

Diane Joseph
Director General

29 November 2012

Action Officer: Leanne Wright
Branch: Learning and Teaching
Extension: 62059205

Purpose

[REDACTED]

A letter of response is also attached for your signature.

Background

[REDACTED]

Issues

The Director, Learning and Teaching was identified as the responsible officer to action recommendations from the investigation into a near drowning at the [REDACTED] Schools swimming Carnival in March 2012. This included the review of all [REDACTED]

Directorate policies, procedures and guidelines relating to the planning and conduct of a swimming carnival.

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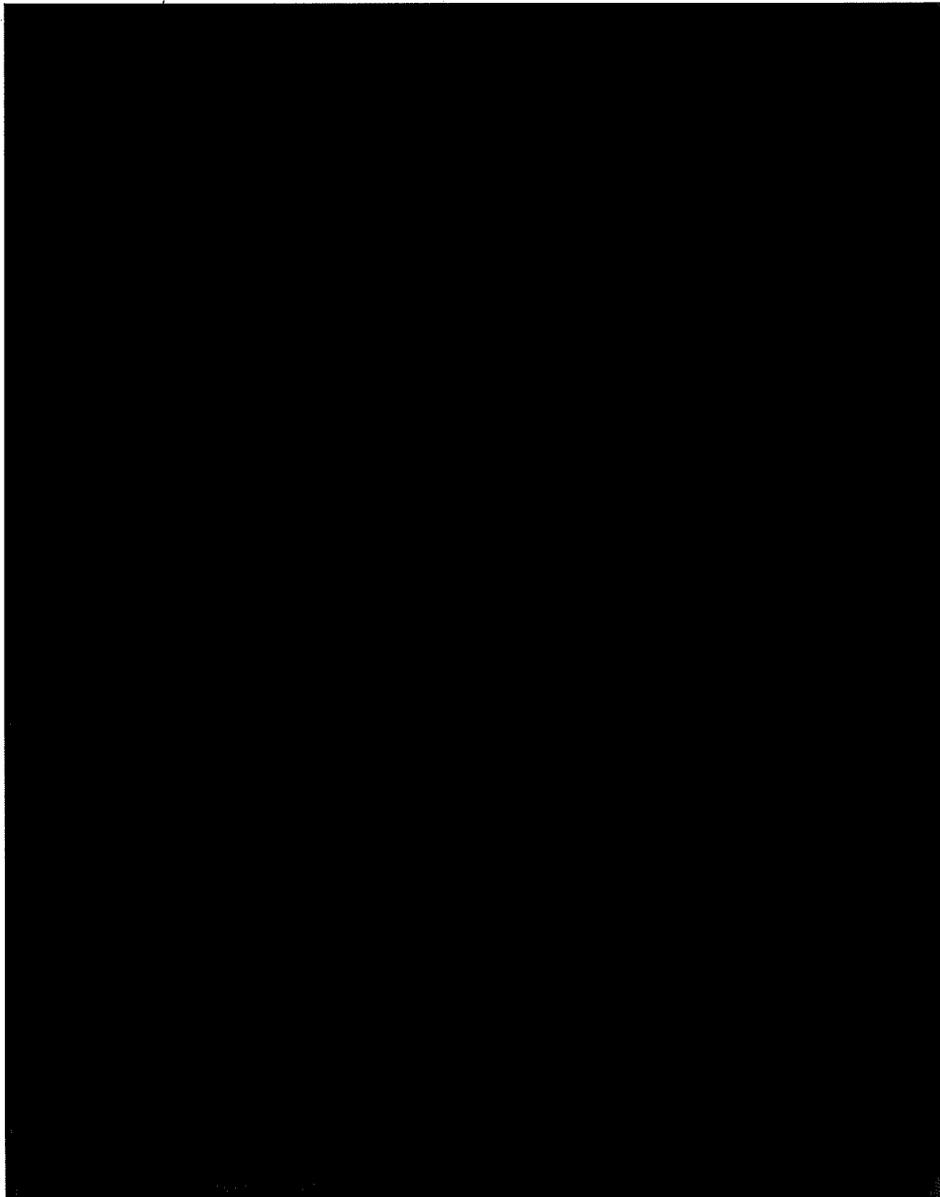
The interim policy was developed internally taking into consideration the NSW Water Safety Guidelines for Unstructured Aquatic Activity. The interim policy is now out for broader consultation, including consultation with pool operators. Consultation closes on 16 February 2013.

The time frame for completion of this work was set with Schools to be provided with an interim policy by the end of Term 3 2012. All schools Principal were provided with copies of the interim policy, procedures and checklists manual and instructional DVD outlining the correct procedures for conducting swimming proficiency testing. The DVD was made in cooperation with the ACT Royal Life Saving Society and is the same proficiency testing procedure used in NSW.

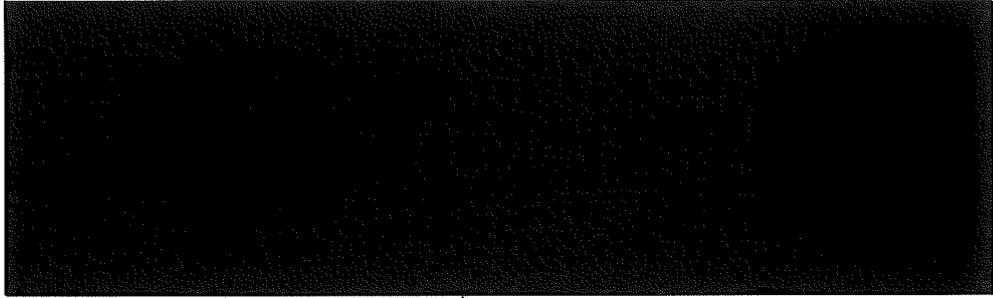
Due to the seriousness of the incident in March and the clarification of the guidelines around risk assessment and management many schools are now more closely

examining planned unstructured water activities. This is positive however the Directorate believes this may also be contributing to schools rethinking end of year water-based activities.

A difference between policies is that the previous policy encouraged schools to use an accredited venue, the interim policy mandates the use of an accredited venue for swimming carnivals.



- Discussion also included factors relating to definitions of structured and unstructured aquatic activities and the difficulties in identifying activities under each term.



Consultation



Financial

Nil

Media



Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement

28 November 2012