



# Swimming Pool and Water Park Based Aquatic Activities

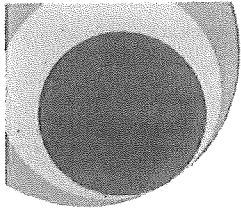
## Procedures and checklists

*Key points and best practice procedures for the safe and effective coordination of swimming pool and water park based aquatic activities*

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

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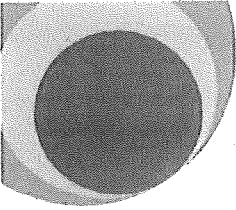
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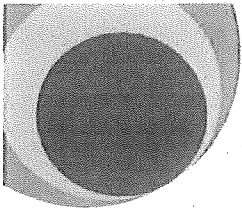


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## Introduction

The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing students' confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists*, and associated Policy, aims to encourage participation of all students in aquatic activities in a safe and supportive environment.

The following document provides a list of mandatory procedures that schools are required to follow and a range of supporting materials for planning swimming pool and water park based aquatic activities.



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## Swimming Pool and Water Park Based Aquatic Activities Procedures

### Mandatory Procedures

These mandatory procedures must be implemented for all swimming pool and water park based aquatic activities.

- Ensure that selected venues for swimming pool or water park based aquatic activities are Royal Life Saving Society ACT (RLSSACT) 5 star approved, or able to provide evidence of compliance with, or audit against, the Royal Life Saving Society (RLSS) Australia Guidelines for Safe Pool Operation
- Identify any unstructured activities
- Complete Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Risk Management Plan
- Determine appropriate staff supervision ratios for activities
- Obtain informed consent and medical information for all students participating in the Swimming Pool or Water Park Based Aquatic Event
- Induct staff, including ensuring all staff understand their obligations in maintaining Duty of Care.
- Induct students
- Complete Principal mandatory checklist
- Conduct proficiency tests for students participating in unstructured aquatic activities in at or above waist deep water and classify students as either proficient or non-proficient swimmers
- Ensure tested students are provided with appropriate identification to differentiate whether they are proficient or non-proficient swimmers
- Ensure Proficiency Test results are recorded on MAZE

### Supporting Material

These are included to provide guidance and support schools when planning and conducting swimming pool and water park based aquatic activities.

More information is available on the Royal Life Saving Society ACT website at:  
<http://www.royallifesaving.com.au>

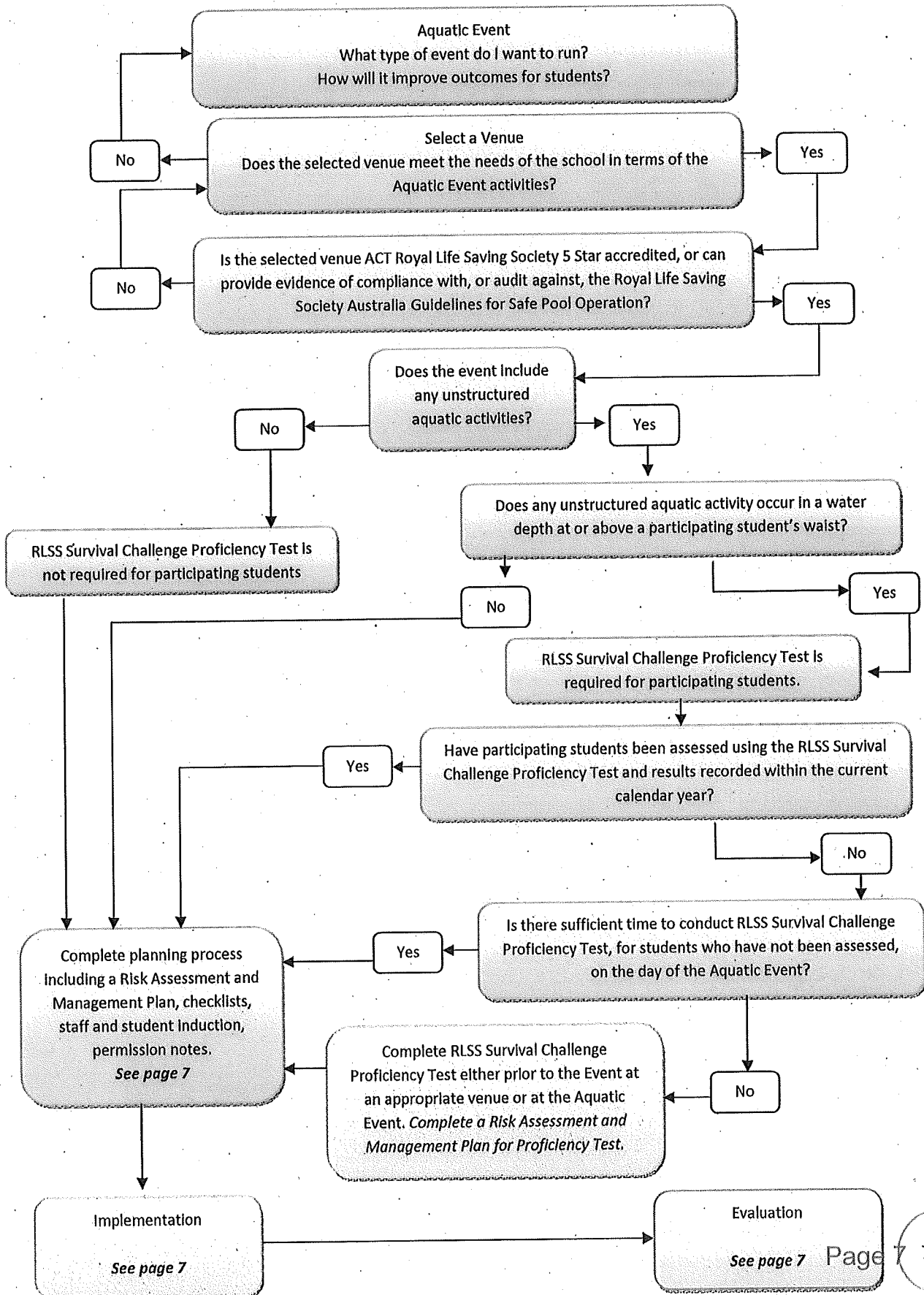
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## Definitions

Activity leader	<ul style="list-style-type: none"> <li>Is the teacher in charge of a specific activity</li> </ul>
Aquatic activity	<ul style="list-style-type: none"> <li>Is a water based activity</li> </ul>
Aquatic event	<ul style="list-style-type: none"> <li>Is a school program that involves one or more water based activities at a swimming pool or water park</li> </ul>
Aquatic Activity Coordinator	<ul style="list-style-type: none"> <li>Is the teacher designated to coordinate the planning and implementation of swimming pool and water park based aquatic activities</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>Is a responsible adult who holds a current Senior First Aid Certificate</li> </ul>
Informed consent	<ul style="list-style-type: none"> <li>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</li> </ul>
Non-proficient swimmer	<ul style="list-style-type: none"> <li>Is a student who has not successfully passed the five stage Royal Life Saving Society Survival Challenge Proficiency Test</li> </ul>
Parents	<ul style="list-style-type: none"> <li>refers 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 Royal Life Saving Society Survival Challenge Proficiency Test</li> </ul>
Risk Assessment and Management Plan	<ul style="list-style-type: none"> <li>Is defined by the standards in the Directorate's Risk Management Framework</li> </ul>
Royal Life Saving Society Survival Challenge Proficiency Testing	<ul style="list-style-type: none"> <li>Is a proficiency test that assesses a student's aquatic skill level against predetermined criteria: <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>
Specialised water play equipment	<ul style="list-style-type: none"> <li>Is any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity</li> </ul>
Structured Aquatic Activity	<ul style="list-style-type: none"> <li>Is any activity that does not meet the definition of an unstructured activity</li> </ul>
Supervision ratio	<ul style="list-style-type: none"> <li>refers to the maximum supervisor to student ratio: <ul style="list-style-type: none"> <li>o 1 teacher : 20 students</li> <li>o 1 lifeguard : 100 students</li> </ul> </li> </ul>
Swimming pool	<ul style="list-style-type: none"> <li>Is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events.</li> <li>The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.</li> </ul>
Unstructured Aquatic Activity	<ul style="list-style-type: none"> <li>Is an activity that is non-directed and does not include planned activities.</li> <li>Free swim time, and unstructured pool play are considered unstructured aquatic activities.</li> <li>Participating students in unstructured activities in water depth at or above waist deep water must have undertaken and passed the <i>Royal Life Saving Society Survival Challenge Proficiency Testing</i>.</li> </ul>
Venue	<ul style="list-style-type: none"> <li>Is any swimming pool or water park as defined in this table</li> </ul>
Water Park	<ul style="list-style-type: none"> <li>Is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events.</li> <li>The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.</li> </ul>

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**Planning and Implementation**



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Complete the Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan  
Include actions to be taken in the event of an emergency

Establish appropriate staff supervision ratios for all activities based on risk assessment  
The Industry standard of one lifeguard per 100 students must be met

Obtain Informed consent including medical information for participants

Induct staff prior to the event  
Include:

- showing the ACT Directorate Survival Challenge Proficiency Test DVD
- venue information
- emergency procedures
- roles and responsibilities – Activity Leaders, supervising school staff and venue staff
- outline program – including structured and unstructured activities

Induct students prior to the event  
Include:

- showing the ACT Directorate Survival Challenge Proficiency Test DVD
- venue information
- emergency procedures
- roles and responsibilities – Activity Leaders, supervising school staff and venue staff
- outline program – including structured and unstructured activities

Complete Principal's Mandatory Checklist

Ensure correct roll marking procedures are undertaken  
Ensure attendance is taken before the start of the event and before leaving the venue  
Attendance may be taken at other times as deemed necessary

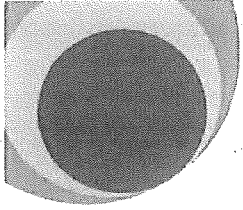
Conduct five step Survival Challenge Proficiency Test for all students participating in unstructured aquatic activities in at or above waist deep water

Classify students as proficient or non-proficient swimmers. Provide clear identification for students to differentiate their status as proficient or non-proficient swimmers

Ensure Survival Challenge Proficiency Test results are recorded on MAZE following the event

Debrief with staff and file recommendations for next swimming pool or water park based aquatic event





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# Mandatory Procedures

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## Implementation Procedures for Swimming Pool and Water Park Based Aquatic Activities

Schools are required to implement the Directorate Swimming Pool and Water Park Based Aquatic Activities Procedures to ensure a safe environment for all participants.

### 1. Select an approved venue.

Schools are required to select an aquatic venue that:

- has been approved by RLSSACT, or can provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation
- 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, schools are required to liaise with the pool operator to ensure the venue can cater to the policy requirements of the school visit. Issues to be discussed with the pool operators include:

- the industry standard of one lifeguard per 100 students is met
- planned structured and unstructured activities
- procedures and risk management around individual activities
- Proficiency Test procedures
- out-of-bound areas

### 2. Classify planned activities at Swimming Pool and Water Park Based Aquatic Events

Determine whether planned activities are structured or unstructured.

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***Use of aqua runs and other specialised water play equipment***

Consideration for using Aqua Runs or other specialised water play equipment must be based on general staff supervision considerations coupled with specific issues related to the equipment.

The type of specialised water play equipment that constitutes an aqua run varies considerably. Aqua runs that allow for students to exit the run at undefined points and/or contain 'blind spots' constitute a higher risk than those with a single exit point and/or do not contain 'blind spots'.

The decision to include the use of and risk management around specialised water play equipment must be documented within the Risk Assessment and Management Plan.

**3. Complete Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan**

All schools are required to complete the Risk Assessment and Management Plan prior to conducting swimming pool and water park based aquatic activities.

Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at swimming pool and water park based aquatic activities.

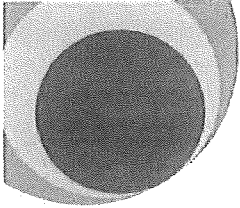
A sample Risk Assessment and Management Plan is provided in the support materials to adapt as needed to suit school and event contexts.

**4. Determine appropriate staff supervision ratios for activities**

Where appropriate appoint an Aquatic Activity Coordinator to oversee the process of organising and conducting the swimming pool or water park based aquatic event. The accompanying support materials may provide a useful resource for staff considering undertaking this role.

Activity Leaders may also be appointed to manage individual activities at swimming pool or water park based aquatic events. Activity Leaders should be inducted by Aquatic Activity Coordinators.

Schools are required to arrange for sufficient staff to supervise both dry land and water activities. Planned supervision arrangements should be recorded on a supervision roster and communicated to staff.



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Adequate supervision should be provided as follows:

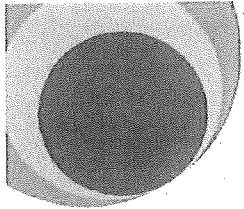
- all students must be supervised **at all times** during swimming pool and water park based aquatic events
- all teachers at swimming pool and water park based aquatic activities must be aware of their collective and individual responsibilities, including obligations in maintaining Duty of Care
- determining appropriate supervision ratios for activities should be based on:
  - ✓ activity type
  - ✓ assessment of water depth and conditions
  - ✓ general conditions at the venue, including weather
  - ✓ visibility
  - ✓ students' age and height
  - ✓ students' ability to understand and follow instructions
  - ✓ students' physical ability and swimming proficiency
  - ✓ any medical conditions
- a maximum ratio of 1:20 applies

Schools are required to 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.

## 5. Obtain informed consent including medical information for participants

Schools are required to obtain informed consent and relevant medical information for all students attending the event.

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



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## 6. Induct staff

Schools are required to induct staff prior to swimming pool and water park based aquatic activities.

The induction should address:

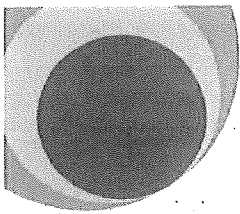
- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff, including Aquatic Activity Coordinators and Activity Leaders, where applicable
- Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying structured and any unstructured activities planned
- obligations for staff in maintaining Duty of Care

## 7. Induct students

Schools are also required to 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, including Aquatic Activity Coordinators and Activity Leaders, where applicable
- Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying structured and any unstructured activities planned



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## 8. Complete Principal's Mandatory Checklist

Refer to page 19.

## 9. Ensure correct roll marking procedures are undertaken

Schools are required to ensure that attendance is recorded:

- before the start of the swimming pool or water park based aquatic event
- before leaving the venue

Schools may record attendance at other times during the day as deemed necessary.

## 10. Where appropriate conduct Survival Challenge Proficiency Test

The Survival Challenge Proficiency Test should be completed prior to or on the day of the swimming pool or water park based aquatic event where unstructured aqua activities at or above waist depth water are planned.

Students must successfully complete the following steps to be provided with clear identification as a proficient swimmer:

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.

Students who cannot complete all those steps should be provided with clear identification as a non-proficient swimmer distinguishable from proficient swimmers and may not participate in any unstructured activities at or above waist deep water.

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.

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**11. Ensure all students are clearly distinguishable as proficient and non-proficient swimmers**

Ensure students are provided with identification that clearly distinguishes them as proficient or non-proficient swimmers where unstructured aqua activities at or above waist depth water are planned.

**12. Ensure Survival Challenge Proficiency Test results are recorded on MAZE**

The results of the Survival Challenge Proficiency Test must be recorded on MAZE following the Swimming Pool or Water Park Based Aquatic Event.

The Education and Training Directorate is currently engaged in ongoing discussion with Royal Life Saving Society ACT around the length of time Survival Challenge Proficiency Testing remains current.

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## Procedures for Non-Proficient Swimmers Engaged in Unstructured Aquatic Activities at Swimming Pool and Water Park Based Aquatic Events

All of these procedures <b>MUST</b> be followed:
❖ Non-proficient swimmers must be provided with Identification that distinguishes them from proficient swimmers.
❖ Identify areas for conducting unstructured activities for non proficient swimmers at the venue prior to the commencement of aquatic activities in consultation with swimming pool or water park venue staff.
❖ Provide appropriate staff supervision ratios for unstructured activities involving non-proficient swimmers.

### Staff Qualifications

At least two of the adults present at swimming pool and water park based aquatic activities (including pool and water park supervisory staff) are required to 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).

### Equipment

Equipment at the venue must include the following:

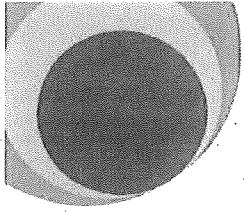
- life saving aids readily available within the venue – teachers supervising swimming activities must know their whereabouts and be confident to use them
- first aid kit
- safe storage of starting pistols and caps
- public address system (if the venue does not have one Aquatic Activity Coordinators can borrow one from School Sport ACT), and
- SPF30+ sunscreen for staff and students.



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**Policies and Documents Related to Organising  
Swimming Pool and Water Park Based Aquatic  
Activities**

- Swimming Pool and Water Park Based Aquatic Activities Policy
- Excursions Policy
- First Aid Policy
- Sun Protection Policy
- Physical Education and Sport
- Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan
- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework



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# Appendices



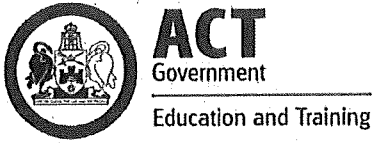
## Mandatory Checklist for Swimming Pool and Water Park Based Aquatic Activities

*Principal to complete*

Action	Date achieved	Initials
1. Selected venue for the event is RLSSACT '5 Star' approved, or is able to provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation		
2. Activities planned for the swimming pool or water park based aquatic event have been identified and classified as either structured or unstructured		
3. The Directorate Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Risk Management Plan completed and retained at the school		
4. Arrangements for Survival Challenge Proficiency Test are in place for all students participating in unstructured activities in water at or above their waists (if applicable)		
5. Appropriate staff supervision ratios for all planned activities determined and represented on a supervision roster		
6. Informed consent and relevant medical information for students attending the event obtained		
7. All staff briefed on their responsibilities. All staff understand their obligations in maintaining Duty of Care. Reviewed emergency procedures with staff.		
8. All students briefed on the format and safety issues and emergency procedures at the swimming pool or water park based aquatic event		
9. Ensure the Survival Challenge Proficiency Test DVD is shown and discussed with all staff and students (if applicable)		
10. Sign Principal's checklist and retain a copy at the school		

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

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



Insert School Logo Here

## Swimming Pool and Water Park Based Aquatic Activities Student Permission Form

Click here to enter a date

Dear Parents and Carers

The following details relate to an educational excursion to click here to enter venue.

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 **Swimming Pool or Water Park Based Aquatic Event**

### Permission for Aquatic Activities

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 **Swimming Pool or Water Park Based Aquatic Event**

**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 pool or water park based aquatic event 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 1:20.*

*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.



**ACT**  
Government

Education and Training

## Swimming Pool and Water Park Based Aquatic Activities

### Medical Information and Consent Form

Dear Parents and Carers,

I am attaching a Swimming Pool and Water Park Based Aquatic Activities 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

**Swimming Pool and Water Park Based  
Aquatic Activities**

**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 pool and water park based aquatic event.

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?  
\_\_\_\_\_

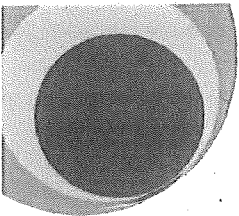
**Consent to medical attention.** In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate 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*



**Translations of letter for  
permission for swimming and  
aquatic activities.**

**In the following order:  
ARABIC, CHINESE, HINDI,  
KOREAN, SINHALESE,  
SUDANESE and VIETNAMESE**

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

ARABIC

إخطار موافقة الأنشطة المائية المنظمة
<p>فيما يتعلق بالأنشطة المائية المنظمة المقترحة (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>أسمح لولدي بالنزول في الماء لا أسمح لولدي بالنزول في الماء</p> <p>توقيع الوالد أو مقدم الرعاية .....</p>
<p>أسمح لولدي بالنزول في الماء (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>غير قادر على السباحة: ولدي لا يستطيع السباحة ضعيف في السباحة: ولدي يستطيع السباحة بشكل مريح وواثق في المياه الضحلة قليلة العمق ولكنه لا يستطيع السباحة بشكل جيد يستطيع السباحة بشكل معتدل: ولدي يستطيع السباحة بشكل معقول ولكنه لا يستطيع السباحة بشكل قوي أو واثق في المياه العميقة يستطيع السباحة بشكل قوي: ولدي يستطيع السباحة بشكل قوي وواثق في المياه العميقة</p> <p>توقيع الوالد أو مقدم الرعاية .....</p>

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

CHINESE

许可通知:自由水上活动

自由水上活动是在庆祝日或发奖日和学校竞赛日进行的自由游泳活动。

自由 - 水上活动 - 回答

在以下两项中, 请用画圈方式明确选择其中一项回答:

我允许我的孩子下水

我不允许我的孩子下水

如果您允许您的孩子下水 (请画圈选择下面一项回答):

我的孩子会游泳\*

我的孩子不会游泳\*

.....

父母/监护人签名

(\*请注意: 不会游泳的孩子只允许在浅水(齐腰)区内活动。会游泳的孩子允许进入深水区)

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

许可通知：有组织的水上活动

有关提议中的有组织的水上活动(请画圈选择下面一项回答)：

我允许我的孩子下水

我不允许我的孩子下水

.....

父母/监护人签名

.....  
.....

我允许我的孩子下水(请画圈选择下面回答)：

完全不会游泳：我的孩子完全不会游泳

不大会游泳：我的孩子可以在浅水区活动，但不大会游泳

一般游泳水平：我的孩子游泳水平一般，但在深水区游泳能力不强或信心不足

游泳水平高：我孩子具备高水平游泳能力而且在深水区游泳的信心十足。

.....

父母/监护人签名

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

## HINDI

## तैराकी और जलीय गतिविधियों के लिए अनुमति

शिक्षकों को हर बच्चे की तैराकी की क्षमता का आकलन करना आवश्यक है। वे एक भ्रमण जहां तैराकी या जलीय गतिविधियों के लिए पानी है, पर बच्चे को ले जाएगा।

तैराकी का मूल्यांकन और अपने बच्चे की सुरक्षा को सुनिश्चित करने के लिए, कृपया निम्नलिखित जानकारी दें:

1. बच्चे का नाम: \_\_\_\_\_

2. स्कूल वर्ष: \_\_\_\_\_

3. मेरे बच्चे तैर कर सकते हैं?

नहीं

हां

4. मेरे बच्चे विश्वास के साथ तैर कर सकते हैं:

10 मीटर

20 मीटर

30 मीटर

40 मीटर

5. मैं सहमत हूँ कि मेरे बच्चे स्विमिंग / जलीय इस कार्यक्रम / भ्रमण के साथ जुड़े गतिविधियों में भाग ले सकते हैं।

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

पिता / माता / अभिभावक/ अभिरक्षक के नाम: \_\_\_\_\_

हस्ताक्षर: \_\_\_\_\_

दिनांक: \_\_\_\_\_



Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

KOREAN

허가 확인서 : 수영장내 비계획적 활동

-----  
비계획적 수영이란 기념일 혹은 상급으로 받는 날 등에 하는 자유로운 감독 받지 않는 수영 활동입니다.

-----  
비계획적 - 수영장내활동 - 아래 사항에 응답하십시오.

-----  
정확하게 동그라미 표기 하십시오.

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

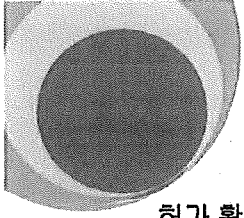
내 아이는 수영 능력이 있습니다.

내 아이는 수영 능력이 없습니다.

----- 부모 / 대리인 서명

(인지사항 : 수영 능력이 없는 아이들은 얇은 물에만 들어 갈 수 있습니다 (허리 정도 수위).

수영 능력이있는 아이들은 깊은 물에 들어 가도록 허락됩니다.



Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

허가 확인서 : 수영장내 계획적 활동

-----  
계획되고 감독받는 수영장내 활동에 관련하여(아래 중 한가지에 동그라미 표기 하십시오):

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

..... 부모 / 대리인 서명

-----  
내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

수영 능력이 없음 : 내 아이는 전혀 수영할 수 없습니다.

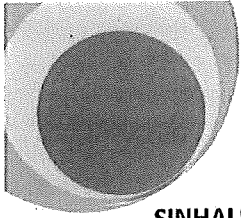
약간의 수영이 가능함 : 내 아이는 얇은 물에서는 잘 놀지만 수영 능력이 별로 없습니다.

보통 수영이 가능함 : 내 아이는 어느 정도 수영할 수 있지만 깊은 물에서는 자신있게 수영할 수  
없습니다.

수영 능력이 강함 : 내 아이는 수영 능력이 강하고 깊은 물에서도 잘 할 수 있습니다.

..... 부모 / 대리인 서명

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists



SINHALESE

**පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා සඳහා අවසර**

පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා ඇතුළත් වැඩසටහන්වලට සහභාගීවන හැම දරුවකුගේම පිහිනීමට ඇති හැකියාව ගුරුවරුන් දැන ගත යුතුයි.

මෙම වාර්තාවේ කොටසක් ලෙස සහ ඔබේ දරුවාගේ ආරක්ෂාව තහවුරු කිරීමට කරුණාකර පහත සඳහන් විස්තර සපයන්න

- 1. දරුවාගේ නම: \_\_\_\_\_
- 2. පාසලේ වසර: \_\_\_\_\_
- 3. මගේ දරුවාට පිහිනීමට  නොහැකිය  
 හැකිය
- 4. මගේ දරුවාට පහසුවෙන් පිහිනීමට හැකි දුර:
  - 10m
  - 25m
  - 50m
  - 100m

5. මෙම වැඩසටහනට ඇතුළත් පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා වලට සහභාගීවීමට මගේ දරුවාට අවසර දෙමි.

දෙමව්පිය/භාරකරු නම (පැහැදිලි අකුරෙන්) \_\_\_\_\_

අත්සන: \_\_\_\_\_

දිනය: \_\_\_\_\_

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

SUDANESE (Dinka)

**Päl në kuaŋ ku kã ye ke looi në pïu yiic**

Dupiöc aakoör bik kë them bik kã ke kuaŋ yenne meth kuaŋ lööm në piöc koör ben piöc ke kuaŋ ke den de piöc cök të wen noŋ pïu yenneke kuaŋ/ka kã yenneke kuaŋ.

Në biäk de ye themë ku kuony ku tiit në ke bë meth yök, ku yini thiëc ba kee ka ciëen ke bëi.

1. Rink e meth-----
2. Ruönde thukul-----
3. Mehndië e kuaŋ  Acii lëu  Alëu
4. Kaam lëu binnë mehndië kuaŋ.

- 10 m
- 25 m
- 50 m
- 100 m

5. Aya gam ke mehndië bi bande looi ne kuaŋic në ke thiääk kennë yee ajuiserë.

Rink ke kœdît ke meth/Dugël/Raan tiët nyin

Rinku-----

Thäänydu-----

Pëei nïn-----

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

VIETNAMESE

Thư Cho Phép: Những Hoạt Động Dưới Nước Không Hoạch Định

Việc bơi lội không hoạch định là việc tổ chức bơi lội tự do hay vào những ngày ban thường và liên hoan của trường.

Không Hoạch Định - Những hoạt động dưới nước - Câu Trả Lời

Xin khoan rõ câu trả lời:

Con tôi được phép xuống nước

Con tôi không được phép xuống nước

Nếu con quý vị được phép xuống nước (xin khoan rõ câu trả lời):

Con tôi là người biết bơi \*

Con tôi là người không biết bơi \*

..... Cha Mẹ/Người chăm sóc ký tên

(\*Xin chú ý: Người không biết bơi sẽ chỉ được xuống chỗ nước cạn (sâu đến thắt lưng). Người biết bơi sẽ được xuống chỗ nước sâu).

Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

**Thư Cho Phép: Những Hoạt Động Dưới Nước Được Hoạch Định**

**Liên quan đến những hoạt động dưới nước được hoạch định trong đề án (xin khoanh vào câu trả lời):**

**Con tôi được phép xuống nước**

**Con tôi không được phép xuống nước**

..... **Cha Mẹ/Người chăm sóc ký tên**

**Con tôi được phép xuống nước (xin khoanh vào câu trả lời):**

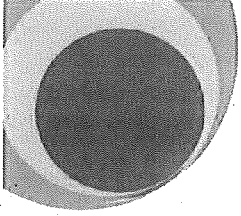
**Người không biết bơi: Con tôi không bơi được**

**Người bơi kém: Con tôi đủ sức và tự tin chỗ nước cạn nhưng không bơi giỏi lắm**

**Người bơi trung bình: Con tôi là người biết bơi vừa phải nhưng không vững hoặc tự tin lắm chỗ nước sâu**

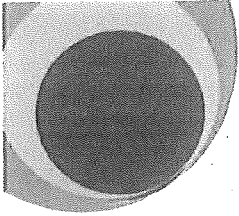
**Người bơi vững vàng: Con tôi là người bơi vững và rất tự tin chỗ nước sâu**

..... **Cha Mẹ/Người chăm sóc ký tên**



Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

# Support Materials



Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

## Safety

### *Key Points for Best Practice*

Schools should ensure that:

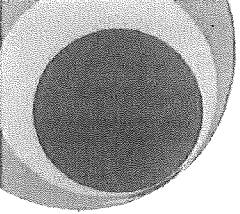
- qualified lifeguards monitor all swimming events on each side of the pool
- teachers not expected to enter the water to assist students must be briefed on appropriate communication should they observe a student needing assistance (whistles should be used for this purpose)
- safety checks are built 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 competing in races or structured and unstructured activities
- sunscreen is available for all students and staff in outdoor venues
- regular reminders to use the sunscreen are given during the Swimming Pool or Water Park Based Aquatic Event
- 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.

### *Personal Safety Issues*

Students, teachers and other participants should:

- 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 pool and water park based aquatic activities.





Swimming Pool and Water Park Based Aquatic Activities  
Procedures and Checklists

## Starting Pistols and Caps

Starting pistols and caps represent a significant danger and must be used only by teachers or other adults at the venue. If the school has no-one to act as starters, Swimming ACT ph: (02) 6257 4837, may be able to supply a person for the school, zone/district or ACT swimming carnivals.

Some schools may chose to use whistles to avoid the safety risks associated with starting pistols and caps.

### Starting pistols

Starters must use industrial type hearing protection designed for medium to high level noise (above 30 decibels). These may be either ear muffs or ear plugs. No other person is permitted to stand in the immediate vicinity of the starter while the starting pistol is used.

### Starting caps

The following safety procedures must be used with starting caps:

- always carry caps in a rigid container; never loose in a pocket or hand
- avoid friction; do not rub together, and
- use of starting caps is prohibited by persons under 18 years.



## Checklists for Swimming Pool and Water Park Based Aquatic Activities

### *3 – 12 months prior to the Aquatic Event*

Action	Date achieved	Initial
1. Choose swimming pool and water park based aquatic activities date and back-up date (when necessary)		
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. Check if school will have sole access to pool for the day (some pools have public access at lunch time so students are not allowed in the water then)		
7. Book transport		
8. Liaise with pool venue manager to ensure they have:		
<ul style="list-style-type: none"> <li>• RLSSACT 5 Star Approval, or can provide evidence of compliance with, or audit against, the RLSS Australia Guidelines for Safe Pool Operation</li> </ul>		
<ul style="list-style-type: none"> <li>• Lifeguard ratios of 1 lifeguard per 100 students</li> </ul>		
<ul style="list-style-type: none"> <li>• Clearly identified area for non-proficient swimmers and non-swimmers</li> </ul>		
<ul style="list-style-type: none"> <li>• Clear out-of-bound markings</li> </ul>		
<ul style="list-style-type: none"> <li>• Appropriate pool depth for diving starts</li> </ul>		
<ul style="list-style-type: none"> <li>• Shade areas</li> </ul>		
<ul style="list-style-type: none"> <li>• BBQs/tables if required</li> </ul>		
<ul style="list-style-type: none"> <li>• Flotation devices e.g. kickboards, noodles if required</li> </ul>		
<ul style="list-style-type: none"> <li>• Audible loud speaker system</li> </ul>		

### *6 weeks prior to the Aquatic Event*

Action	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 swimming pool or water park based aquatic event 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 relevant staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment e.g. noodles, whistles		
12. Develop the aquatics activities program - include events for swimmers and non swimmers		
13. Check previous school swimming records		
14. Liaise with staff about official jobs roster		
15. Develop a staff supervision roster		
16. Obtain Principal's approval for roster and then communicate it to staff		
17. Let staff know when to undertake the Survival Challenge Proficiency Test		
18. Arrange for students undertaking swimming Survival Challenge Proficiency Test to have their results recorded and filed		
19. Arrange for first aid officer to attend the swimming pool or water park based aquatic event		

***At least 1 week prior to Aquatic Event***

Action	Date achieved	Initial
1. Start collecting money, medical and permission notes		
2. Make program and organisational arrangements available to parents		
3. Organise perpetual trophies if required		
4. Ensure that all arrangements for the swimming pool or water park based aquatic event are discussed at a staff meeting		
5. Communicate program and jobs' roster to staff		
6. Brief officials on their roles and responsibilities		
7. Outline a communication plan if swimming pool or water park based aquatic event needs to be cancelled		
8. Organise students to assist with refreshment for officials		

### *1 week prior to Aquatic Event*

Action	Date achieved	Initial
1. Explain emergency procedures to staff		
2. Ensure all permission notes and money have been collected		
3. Make arrangements for students not attending or participating		
4. Recheck transport details		
5. Prepare all programs, results and record keeping sheets		
6. Speak to students about how swimming pool or water park based aquatic event is organised and what the expectations are		
7. Finalise and communicate transport arrangements		
8. Identify which teachers, parents, students will arrive early at the venue to help with set up		

### *1 day prior to Aquatic Event*

Action	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 swimming pool or water park based aquatic event is cancelled		

### *On the day of the Aquatic Event*

Action	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. Remind staff and students about emergency procedures and implement as required		
9. Ensure there is a designated area for non-proficient swimmers		
10. Ensure all students and staff have access to sunscreen		
11. Ensure toilets/ change rooms are supervised		

### *1 week after Aquatic Event*

Action – <u>By no more than 1 week after the swimming pool or water park based aquatic event</u>	Date achieved	Initial
1. Make sure all equipment is returned or packed away appropriately		
2. Record student Survival Challenge Proficiency Test results in MAZE		
3. Debrief with staff on swimming pool or water park based aquatic event highlights and issues and record and file recommendations for the next swimming pool or water park based aquatic event		
4. Document any emergency procedures and follow-up actions		



## Swimming Carnival – Sample Primary School Program

<b>1. Survival Challenge Proficiency Test</b>
<b>100M OPEN</b>
1. Freestyle
2. Backstroke
3. Breaststroke
4. Butterfly
<b>50M FREESTYLE</b>
5. 8 yrs boys and girls
6. 9 yrs boys
7. 9 yrs girls
8. 10 yrs boys
9. 10 yrs girls
10. 11 yrs boys
11. 11 yrs girls
12. 12/13 yrs boys
13. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b> <b>Cork Scramble (non-swimmers)</b>
<b>50M BACKSTROKE</b>
14. 10 yrs & under boys
15. 10 yrs & under girls
16. 11 yrs boys
17. 11 yrs girls
18. 12/13 yrs boys
19. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b> <b>Wading Race (non-swimmers)</b>
<b>50M BREASTSTROKE</b>
20. 10 yrs & under boys
21. 10 yrs & under girls
22. 11 yrs boys
23. 11 yrs girls
24. 12/13 yrs boys
25. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b> <b>Over And Under Races (10yrs, 11yrs, 12/13yrs)</b>
<b>50M BUTTERFLY</b>
26. 10 yrs & under boys
27. 10 yrs & under girls
28. 11 yrs boys
29. 11 yrs girls
30. 12/13 yrs boys
31. 12/13 yrs girls
<b>HOUSE RELAYS-if time permits</b>
32. YEAR 3/4 boys & girls
33. YEAR 5 boys & girls
34. YEAR 6 boys & girls

**From:** Cover, Leanne  
**Sent:** Thursday, 24 January 2013 10:24 PM  
**To:** Hine, Martin; Wright, Leanne  
**Cc:** [REDACTED]  
**Subject:** Re: Swimming Pool and Water Park Aquatic Activities Procedures and Checklists Draft4

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

Thanks Martin, [REDACTED]  
Re Policy - I don't think my comments impact on the overall intent. I have no changes but I don't recall if the reference to swimming lessons was in Tuesdays version at 1.1? If not I'm interested in its addition and that it gets first billing in the list?  
Do we need page numbers in the policy?

Re the Procedures and Checklists  
I have marked up areas that I think need consistency applied (rather than overall change). Most are straight forward but a couple probably need a discussion with Leanne (understanding Martin is on leave Fri - no problems I'll discuss with Leanne). Some of my suggested edits are about the risk management templates. I assume Audit and Risk provided advice on these?

I think best approach is for me to get the docs scanned across to you Leanne Fri am and then you can see my scribbles. Happy to discuss.

I really appreciate the work and thought that has gone into all these docs.

Leanne

Sent from my iPad

On 24/01/2013, at 3:48 PM, "Hine, Martin" <[Martin.Hine@act.gov.au](mailto:Martin.Hine@act.gov.au)> wrote:

Hi Leanne,

Please find attached the current version of the *Swimming Pool and Water Park Based Aquatic Activity Policy* and associated *Procedures and Checklists*.

Leanne W would have discussed with you the timing of the documents' release dates. Based on that outcome of that discussion, can you please provide feedback to [REDACTED] as soon as is practical.

On Leanne's return this afternoon I will discuss with her circulating the two documents to our key stakeholder group, at this point I am assuming any comments will not impact on the overall intent of the documents and can be accommodated quickly.

Thanks.  
Cheers,  
Martin

Martin Hine/Senior Manager/Curriculum Support/ VET in Schools  
Phone: +61 2 6205 4685 | Fax: +61 2 6205 9340 | Mob: [REDACTED] Email:  
[martin.hine@act.gov.au](mailto:martin.hine@act.gov.au)  
Learning and Teaching | Education and Training | ACT Government  
Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive, Stirling ACT 2611

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<Swimming Pool and Water Park Aquatic Activities Procedures and Checklists  
Draft4.docx>

<Swimming Pool and Water Park Aquatic Activities Policy Draft 2401201381244.docx>

**From:** Wright, Leanne  
**Sent:** Friday, 25 January 2013 8:02 AM  
**To:** Cover, Leanne  
**Cc:** Hine, Martin  
**Subject:** Swimming policy

Hi Leanne

I got your email re revisions

Are you able to get the scanned copy across ASAP so that we can get a revised version to Sean in time for his meeting which he has now let me know is 1.00 - I have said we will get everything to him by 11.00am?

Please also let me know when the Minister's office is looking to launch after it is decided - this will drive our timelines.

Re our conversation yesterday - I will ring and invite [REDACTED] in for Tuesday afternoon to have a chat and will ring [REDACTED] today - Nancye B tells me Steve had a conversation with [REDACTED] re the shortened time line for consultation so I am pretty sure my worry has been addressed by Steve previously.

We are getting there!

Leanne

Leanne Wright | Director | Learning and Teaching  
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: [leanne.wright@act.gov.au](mailto: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](http://www.act.gov.au)

-----Original Message-----

**From:** Sean Hodges [<mailto:shodges@rlssa.org.au>]  
**Sent:** Thursday, 24 January 2013 9:55 PM  
**To:** Hine, Martin; Wright, Leanne  
**Subject:** Policy

Leanne/Martin,

I have organised to meet with my president tomorrow to discuss the policy. Could you please forward to me the current version of the policy and procedures / checklist document. Could you also send the draft letter of support you wish RLS to sign along with a letter of request from the ETD.

Please address the letter of request to; Chief Justice Terence Higgins AO, President - Royal Life Saving ACT.

Please call me if you need anything further.

Regards

Sean Hodges  
Royal Life Saving Society ACT

**From:** Sean Hodges [shodges@rlssa.org.au]  
**Sent:** Friday, 25 January 2013 8:12 AM  
**To:** Wright, Leanne  
**Subject:** RE: Policy

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

That's perfect, thanks Leanne.

Sent from Samsung Mobile

"Wright, Leanne" <Leanne.Wright@act.gov.au> wrote:

Thanks Sean  
'We will get everything to you by 11.00 at the latest – hope that is OK?  
Cheers  
Leanne

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

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**From:** Sean Hodges [<mailto:shodges@rlssa.org.au>]  
**Sent:** Friday, 25 January 2013 7:57 AM  
**To:** Wright, Leanne  
**Subject:** RE: Policy

1pm

Sent from Samsung Mobile

"Wright, Leanne" <Leanne.Wright@act.gov.au> wrote:

Hi Sean  
We are just finalising - What time is your meeting to ensure we get them to you?  
Cheers  
Leanne

Leanne Wright | Director | Learning and Teaching  
Phone: +61 2 6205 9205 | Fax: +61 2 6205 8230 | Email: [leanne.wright@act.gov.au](mailto:leanne.wright@act.gov.au)  
Learning, Teaching and Student Engagement | Education and Training | ACT Government  
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[www.act.gov.au](http://www.act.gov.au)

-----Original Message-----

**From:** Sean Hodges [<mailto:shodges@rlssa.org.au>]  
**Sent:** Thursday, 24 January 2013 9:55 PM  
**To:** Hine, Martin; Wright, Leanne  
**Subject:** Policy

Leanne/Martin,

I have organised to meet with my president tomorrow to discuss the policy. Could you please forward to me the current version of the policy and procedures / checklist document. Could you also send the draft letter of support you wish RLS to sign along with a letter of request from the ETD.

Please address the letter of request to; Chief Justice Terence Higgins AO, President - Royal Life Saving ACT.

Please call me if you need anything further.

Regards

Sean Hodges  
Royal Life Saving Society ACT

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**Hine, Martin**

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**From:** [REDACTED]  
**Sent:** Wednesday, 30 January 2013 7:56 AM  
**To:** Hine, Martin  
**Subject:** RE: Swimming policy feedback

Thanks Martin,

I will have a look at the revised copy but I did have a couple more thoughts:

- some of the recommended time frames to complete the checklists may be hard to meet as most carnivals are done in the first few weeks of school.
- who exactly is responsible for the testing? Do staff just do the testing and what if there are a number who do not feel experienced enough or confident enough to do the testing.
- what about students who go to swimming events and don't want to be tested and have been identified as parents as confident swimmers - can they just opt for a non proficient swimmer which might allow them into structured novelty events in small pools but not allow them in the big pools?
- Is the DVD being redone as there are a few things that are of concern in the DVD?

---

**From:** Hine, Martin [Martin.Hine@act.gov.au]  
**Sent:** Monday 21 January 2013 10:50  
**To:** [REDACTED]  
**Subject:** RE: Swimming policy feedback

Thanks [REDACTED]

Not too late for feedback and I appreciate you taking the effort to provide input. We are currently working on a revised version and your thoughts provide a valuable lens through which to evaluate changes, does our new policy answer your questions?

We will be releasing a second version to Principals on the 29<sup>th</sup> January, look forward to any further feedback you are able to provide.

Cheers,  
Martin

**Martin Hine/Principal/Curriculum Support/VET in Schools**

Phone: +61 2 6205 4685 | Fax: +61 2 6205 9340 | Mob: [REDACTED] Email: [martin.hine@act.gov.au](mailto:martin.hine@act.gov.au)

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GPO Box 158, Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**From:** [REDACTED]  
**Sent:** Monday, 21 January 2013 9:21 AM  
**To:** Hine, Martin  
**Subject:** Swimming policy feedback

Good morning Martin,

Attached is feedback from [REDACTED] about the draft swimming policy. I understand that the cutoff date was brought forward but I did not actually receive a new date. I hope I am not too late.

I believe the policy is a good idea and [REDACTED] has been doing majority of the guidelines for a few years now. While on the whole we think the policy is easy to follow we have made a few comments in the last section of the feedback form.

If you would like to discuss the comments please do not hesitate to call me when school returns.

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