



Swimming Pool and Water Park Based Aquatic Activities

Procedures

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

January 2013

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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 carnivals. These events play an important role in developing students' confidence in and around water, building capacity to improve health and fitness, and contributing to a positive school culture. The *Swimming Pool and Water Park Based Aquatic Activities Policy* and accompanying Procedures 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 for planning swimming pool and water park based aquatic activities.

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Swimming Pool and Water Park Based Aquatic Activities Mandatory Procedures

These mandatory procedures must be implemented for all swimming pool and water park based aquatic activities and schools are required to:

- 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 the Royal Life Saving Society (RLSS) Australia Guidelines for Safe Pool Operation
- activities for the swimming pool or water park based aquatic event have been planned and unstructured activities identified, including those utilising specialised water play equipment
- complete a risk assessment and management plan
- appoint an Aquatic Activity Coordinator
- determine appropriate staff supervision ratios for activities
- obtain informed parent/carer 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
- conduct proficiency tests for students participating in unstructured aquatic activities in at or above waist deep water and classify students as having passed or not passed the proficiency test
- ensure tested students are provided with appropriate identification to differentiate whether they as have passed or not passed the proficiency test
- ensure Proficiency Test results are recorded on MAZE
- ensure records of planning and implementation of aquatic activities are kept for a period of not less than 2 years.

Principals must ensure these mandatory procedures are followed and complete and sign the checklist for mandatory procedures for swimming pool and water park based aquatic activities located in the appendices.

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

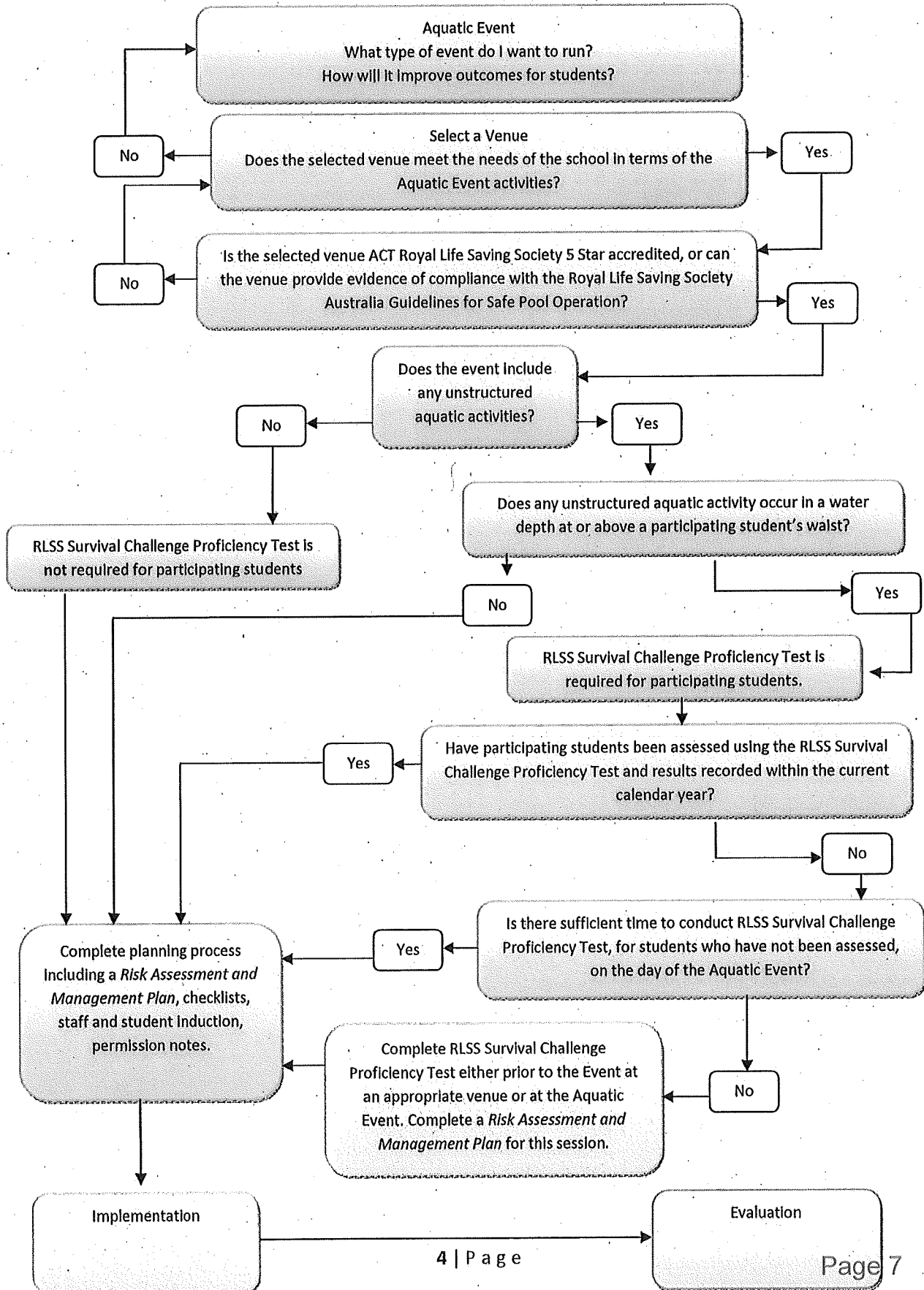
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Definitions

Activity leader	<ul style="list-style-type: none"> • is the teacher in charge of a specific activity
Aquatic activity	<ul style="list-style-type: none"> • is a water based activity
Aquatic event	<ul style="list-style-type: none"> • is a school program that involves one or more water based activities at a swimming pool or water park
Aquatic Activity Coordinator	<ul style="list-style-type: none"> • is the teacher designated to coordinate the planning and implementation of swimming pool and water park based aquatic activities
Duty of Care	<ul style="list-style-type: none"> • is a legal duty that requires teachers to 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
Emergency	<ul style="list-style-type: none"> • is any incident that may lead to injury or death of a student or staff member and requires an emergency response
First Aid Officer	<ul style="list-style-type: none"> • is a responsible adult who holds a current Senior First Aid Certificate
Informed consent	<ul style="list-style-type: none"> • means that parents/carers give consent to their child's participation in an event after they have been made aware of the details of that event
Parents	<ul style="list-style-type: none"> • refers to adults with parental responsibilities, including carers
Risk assessment and management plan	<ul style="list-style-type: none"> • is the directorate planning template to support identification and analysis of risk
Royal Life Saving Society Survival Challenge Proficiency Testing	<ul style="list-style-type: none"> • is a proficiency test that assesses a student's aquatic skill level against predetermined criteria
Specialised water play equipment	<ul style="list-style-type: none"> • is any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity
Supervision ratio	<ul style="list-style-type: none"> • refers to the minimum supervisor to student ratio: <ul style="list-style-type: none"> ○ 1 teacher : 20 students ○ 1 lifeguard : 100 students
Swimming pool	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. • the definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
Unstructured Aquatic Activity	<ul style="list-style-type: none"> • is an activity that is non-directed and does not include planned activities. • free swim time and unstructured pool play are considered unstructured aquatic activities.
Venue	<ul style="list-style-type: none"> • is any swimming pool or water park as defined in this table
Water Park	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. • the definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.

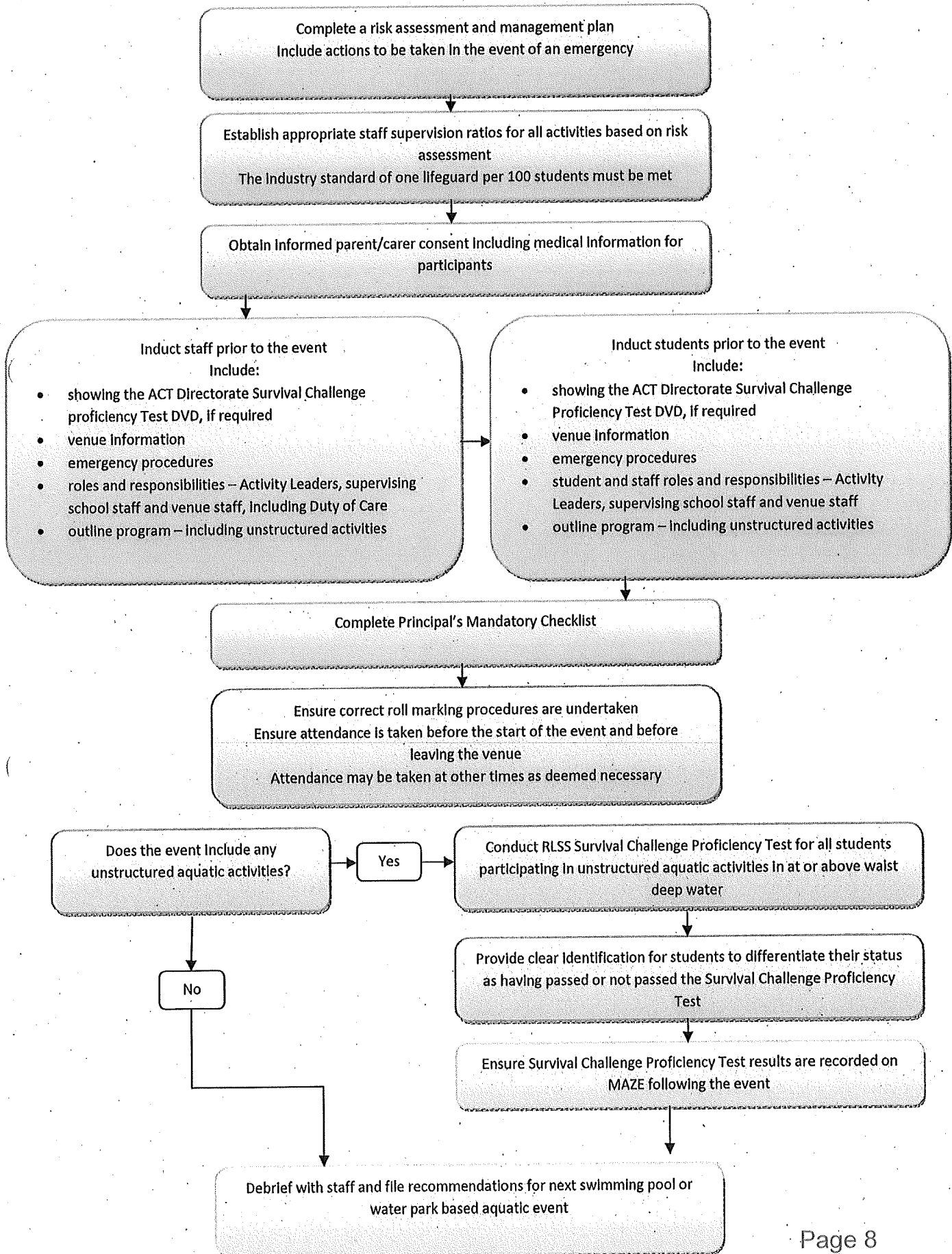
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Planning Flowcharts



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Implementing swimming pool and water park based aquatic activities procedures

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 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 that 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

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 minimum industry standard of a of one lifeguard per 100 students is met
- planned activities, including specific unstructured activities
- procedures and risk management around individual activities
- appropriate supervisory ratios and the supervisory positioning for individual activities
- life saving aids required, supplied by the venue, and their location
- Royal Life Saving Society Survival Challenge Proficiency Test procedures if required
- identification method used to distinguish students who have passed or not passed the Royal Life Saving Society ACT Survival Challenge Proficiency Test (if applicable)
- out-of-bound areas.

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Small scale commercial learn to swim facilities used for running swimming lessons (or other small group aquatic educational programs) do not require '5 star rating' approval. However, the following 5 star criteria should be applied and verified by the school prior to attending the venue:

- All program leaders, including swim teachers, hold appropriate and current swim teaching qualifications, and
- The facility has a formal Emergency Action Plan (EAP) which includes different scenarios and locations.

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

Determine which, if any, planned activities are unstructured, including activities involving specialised water play equipment.

Use of inflatables, such as aqua runs, and other specialised water play equipment

Consideration for using inflatables, such as aqua runs, or other specialised water play equipment as part of an aquatic activity must be based on general staff supervision considerations coupled with specific issues related to the equipment.

With obstacle courses incorporating the use of inflatables, there should be a minimum of two qualified Lifeguards with a suitable number of additional supervisors to adequately supervise inflatable play equipment. A supervisor should control despatch onto the inflatable at the start of the course, and another should be responsible for the safety of students on the inflatable from the time they enter the water until they are clear of the pool.

The type of specialised water play equipment that constitutes 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'.

Given the restricted visibility under some inflatables, supervisors should be aware of the possibility of a student experiencing difficulties in an obscured part of the pool, either underneath the structure or on the bottom of the pool.

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Supervisors should:

- liaise with the venue operator to determine supervision points
- have a clear view of the equipment and the surrounding water
- make sure they can see underneath the equipment
- be familiar with and enforce the rules relating to the equipment
- only allow students of similar age use the equipment at the same time

The decision to include the use of and risk management around specialised water play equipment must be documented within a 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 a risk assessment and management plan prior to conducting swimming pool and water park based aquatic activities.

Risk assessment and management plans must include emergency procedures at swimming pool and water park based aquatic activities.

4. Appoint an Aquatic Activity Coordinator and determine appropriate staff supervision ratios and supervision positioning for activities

Appoint an Aquatic Activity Coordinator to oversee the process of organising and conducting the swimming pool or water park based aquatic event.

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

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 and supervisor positioning 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 minimum supervision ratio of 1 teacher:20 students is met

Schools are required to ensure there are sufficient lifeguards supervising the pool area. *The minimum lifeguard to patron ratio of 1 lifeguard to 100 swimmers must be met.* Lifeguards at the pool must hold a current pool RLSSA lifeguard qualification.

5. Obtain informed consent including medical information for participants

Schools are required to obtain informed parent/carer consent and relevant medical information for all students attending the event. Schools are encouraged to provide additional information to parents outlining the planned event activities.

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.

Swimming Pool and Water Park Based Aquatic Activities
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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
- showing the Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying any unstructured activities planned
- obligations for staff in maintaining Duty of Care.

7. Induct students

Schools are 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 students and school staff, including Aquatic Activity Coordinators and Activity Leaders, where applicable
- showing the Survival Challenge Proficiency Test DVD and process, if required
- Swimming Pool and Water Park Based Aquatic Activities program, identifying any unstructured activities planned.

8. Complete Principal's Checklist

Complete and sign the Principal's Checklist included in these procedures.

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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. Conduct Royal Life Saving Society ACT Survival Challenge Proficiency Test *(required only for aquatic events that include unstructured aquatic activities in water at or above waist height)*

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 identified as having passed the Royal Life Saving Society ACT Survival Challenge Proficiency Test and may participate in unstructured activities in water at or above waist height:

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 scull, 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 may only participate in unstructured activities in water below waist height or structured activities.

The Royal Life Saving Society ACT 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 having passed or not passed the proficiency test if tested

Ensure students are provided with identification that clearly distinguishes them having passed or not passed the Royal Life Saving Society ACT Survival Challenge Proficiency Test where unstructured aquatic activities at or above waist depth water are planned. Schools are responsible for informing the venue operator of the Identification method used to distinguish students who have passed or not passed the Royal Life Saving Society ACT Survival Challenge Proficiency Test.

12. Ensure Royal Life Saving Society ACT Survival Challenge Proficiency Test results are recorded on MAZE

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

The results of the Royal Life Saving Society ACT Survival Challenge Proficiency Test remain current for 12 months after the test is conducted. Once a student has successfully completed the proficiency test, in following years they must update their proficiency test by either:

- Completing the Royal Life Saving Society ACT Survival Challenge Proficiency Test, or
- Successfully swimming 50 meters (continuous forward movement obvious) without stopping.

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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
- 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.

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

- ETD *Swimming Pool and Water Park Based Aquatic Activities* policy
- ETD *Excursions* policy
- ETD *First Aid* policy
- ETD *Sun Protection* policy
- ETD *Physical Education and Sport* policy
- ETD *Risk Assessment and Management Plan*
- ETD *Safety and Emergency Contingency Plan*
- ETD *Risk Management Framework*

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Appendices



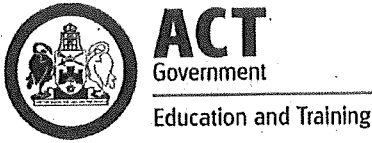
Swimming Pool and Water Park Based Aquatic Activities Checklist

Principal must complete and sign

Action	Date achieved	Initials
1. Selected venue for the event is RLSSACT '5 Star' approved, or is able to provide evidence of compliance with the RLSS Australia Guidelines for Safe Pool Operation		
2. Activities for the swimming pool or water park based aquatic event have been planned and unstructured activities identified		
3. Risk assessment and management plan completed and retained at the school		
4. Aquatic Activity Coordinator appointed		
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 completed induction		
8. All students completed induction		
9. Royal Life Saving Society ACT Survival Challenge Proficiency Test and identification procedures for students who have either passed or not passed have been completed (if required)		
10. Royal Life Saving Society ACT Survival Challenge Proficiency Test results recorded on MAZE		
11. Records of planning and implementation of the event are captured on file (to be retained for a period of two years).		

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

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: _____

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 \$ _____

Code of Conduct and Parental Agreements:

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
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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: / /

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

Medical Information and Consent Form



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Education and Training

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**

ARABIC

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

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)

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

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 दे:

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.

पिता / माता / अभिभावक/ अभिरक्षक के नाम: _____

हस्ताक्षर: _____

दिनांक: _____

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.

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

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 තහවරු 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: _____

SUDANESE (Dinka)

Päl në kuaŋ ku kä ye ke looi në pïu yiic

Dupiöc aakoör bik kë them bik kä ke kuaŋ yenne meth kuaŋ lööm në piöc koor ben piöc ke kuany ke den de piöc cök të wen noŋ piu yenneke kuaŋ/ka kä yenneke kuaŋ.

Në biäk de ye themë ku kuony ku tiit në ke bë meth yök, ku yin 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 baŋde looi ne kuaŋic në ke thiäak kennë yee ajuieere.

Rink ke koodit ke meth/Dugël/Raan tiët nyin

Rinku-----

Thäänydu-----

Peei nin-----

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 khoanh 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 khoanh 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).

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**



Policy title: Swimming Pool and Water Park Based Aquatic Activities

Published: January 2013

Identifier: To be added by PPB post endorsement

Legislation: Nil

Procedures: School Swimming Pool and Water Park Aquatic Based Activities Procedures

1. POLICY STATEMENT

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

2. RATIONALE

2.1. This policy and accompanying procedures outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity.
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and events, and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities and events that may or may not include provision for formal swimming-race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Unstructured Aquatic Activity** is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities.
- 3.9. **Informed Consent** means that parents/carers give consent to their child's participation in an event after they have been made aware of the details of that event.
- 3.10. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a five stage test that assesses a student's aquatic skill level against predetermined criteria.
- 3.11. **Risk Assessment and Management Plan** is the directorate planning template to support identification and analysis of risk

4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the *Swimming Pool and Water Park Based Aquatic Activities Procedures*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator.
- 4.3. The venue selected for any swimming pool and water park aquatic based activities must be either *ACT Royal Life Saving Society* 5 star accredited, or can provide evidence of compliance with the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.4. Principals are responsible for identifying which aquatic activities at an aquatic event are considered unstructured, including those involving specialised water play equipment.
- 4.5. Principals are responsible for ensuring a risk management and assessment plan is completed for the proposed event.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to a risk assessment and management plan.
- 4.8. Principals must ensure swimmers who have not passed the *Royal Life Saving Society Survival Challenge Proficiency Test* do not participate in unstructured activities in water depths at or above the student's waist.
- 4.9. The school must record on MAZE the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 4.10. Principals are responsible for ensuring records of planning and implementation of aquatic activities are kept for a period of not less than 2 years.

Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures* document is available at: http://www.det.act.gov.au/publications_and_policies/policy_a-z

Policy Owner: Director, Learning and Teaching

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 Pool and Water Park Based Aquatic Activities Procedures*

ETD *Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Risk Management Plan*

ETD *Safety and Emergency Contingency Plan*

ETD *Risk Management Framework*

DRAFT

Hine, Martin

From: Cover, Leanne
Sent: Wednesday, 30 January 2013 12:46 PM
To: Hine, Martin
Subject: RE: Latest version aquatic policy and associated procedures and guidelines

Martin

Thanks. I can see the changes and they all make sense. Its looking really good (in my opinion!) . Dougal Wilson has answered my question on the risk wording – all fine as it is.

Leanne

Leanne Cover | Deputy Director General
Phone: +61 2 62052360 | Email: Leanne.Cover@act.gov.au
Education and Training | ACT Government
Level 6 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

From: Hine, Martin
Sent: Tuesday, 29 January 2013 5:28 PM
To: Cover, Leanne
Subject: Latest version aquatic policy and associated procedures and guidelines

Hi Leanne,

Latest version of aquatic policy and associated procedures and guidelines attached for your feedback, Sean has a copy also and will get back to me at 9:00 am.

We would like to be in a position to brief the Minister tomorrow at midday.

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
Learning and Teaching | 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



BRIEF

Ref: 2012/06066

SUBJECT: SWIMMING POOL AND WATER PARK BASED AQUATIC ACTIVITIES POLICY, AND ASSOCIATED PROCEDURES AND SUPPORT MATERIALS

To: Minister for Education and Training

From: Executive Director, Learning, Teaching and Student Engagement

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

Recommendations

That you:

- Note the new *Swimming Pool and Water Park Based Aquatic Activities Policy*

NOTED/PLEASE DISCUSS

- Note the new *Swimming Pool and Water Park Based Aquatic Activities Procedures*

NOTED/PLEASE DISCUSS

- Note the letter from Royal Life Saving Society ACT (Attached A) endorsing the Policy and the co-badging of the accompanying Procedures document.

NOTED/PLEASE DISCUSS

Joy Burch MLA / /

Action Officer: Martin Hine
Branch: Learning and Teaching
Extension: 54685

Critical date and reason

You will be launching the *Swimming Pool and Water Park Based Aquatic Activities Policy (Attachment B)* and accompanying Procedures (*Attachment C*) on Thursday 7 February 2013 at Manuka Pool.

Purpose

To provide you with the new *Swimming Pool and Water Park Based Aquatic Activities policy* and accompanying procedures and outline the main changes from the previous *Swimming Carnival Policy, Procedures and Checklists* document.

Background

In March 2012, the ACT public primary school student [REDACTED] attending a school swimming carnival was involved in a near drowning incident. An investigation into this incident made a recommendation to review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnivals.

On 20 September 2012 the interim draft *Swimming Carnival Policy, Procedures and Checklists* was provided to all ACT Principals. In response a number of schools made changes to planned aquatic activities including the cancellation of end of year fun days.

The cancellation of school aquatic activities attracted significant negative media attention and resulted in a number of concerns being raised with your office by community members. Pool operators also raised concerns about the impact of the policy and subsequent cancellations with your office and the Directorate.

To address these concerns you requested that the Directorate relook at the policy and work with stakeholders, in particular the Royal Life Saving Society ACT, to develop a revised policy that encouraged student participation in aquatic activities in safe environments.

You requested that the revised policy be ready for the start of the 2013 school year.

Issues

In revising the policy the Directorate identified key stakeholder groups to engage in consultation including representatives from The Royal Life Saving Society ACT, swimming pool operators, ACT Sport and Recreation, School Sport ACT and college, high school and primary school teachers and principals. These stakeholders identified the main concerns with the interim policy as:

1. The policy did not focus on participation of all students in aquatic activities
2. There was confusion about the relationship between school swimming 'fun days' and school swimming carnivals
3. The impact of a requirement for swimming pools to be rated as a five according to Royal Life Saving Society accreditation process
4. The removal of the option for unstructured activities at swimming carnivals
5. Clarity of when the Royal Life Saving Society Survival Challenge Proficiency Test was required
6. How students were to be identified as proficient and non-proficient swimmers
7. Supervision ratios of teachers and students.

The following table summarises the key elements of the new policy that address these concerns.

Issue	New policy revisions
<p>1. Participation</p>	<ul style="list-style-type: none"> • The policy statement has been strengthened to reflect the Directorate's intent to encourage maximum student participation in aquatic activities. • Policy text: <i>The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming carnivals. These events play an important role in developing students' confidence in and around water, building capacity to improve health and fitness and contributing to a positive school culture. The Swimming Pool and Water Park Based Aquatic Activities Policy and accompanying procedures, aims to encourage participation of all students in aquatic activities in a safe and supportive environment.</i>
<p>2. Relationship between swimming carnivals and aquatic activity days</p>	<ul style="list-style-type: none"> • In response to the confusion the policy scope has been revised to include swimming pool and water park aquatic based events and associated aquatic activities. The new policy name is <i>Swimming Pool and Water Park Based Aquatic Activities Policy</i> and covers school swimming carnivals and school 'fun days'.
<p>3. Royal Life Saving Society 5 Star Accreditation</p>	<ul style="list-style-type: none"> • The new policy maintains that all ACT based aquatic venues must be Royal Life Saving Society five star accredited. • When using interstate swimming pools or water parks, schools must be provided with evidence from the venue of compliance with the Royal Life Saving Society Australia Guidelines for Safe Pool Operation, on which the five star accreditation is based. • All major ACT pools used by schools for aquatic activities covered by the policy are now five star rated by the Royal Life Saving Society ACT. • Queanbeyan pool had been used by ACT schools for aquatic activities. It is currently <u>not</u> 5 star accredited.

<p>4. Types of Activities</p>	<ul style="list-style-type: none"> • Unstructured activities are now permitted at swimming carnivals. • The definition for unstructured aquatic activity has been clarified and now reads as 'an unstructured aquatic activity is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities'.
<p>5. Proficiency testing</p>	<ul style="list-style-type: none"> • The Royal Life Saving Society Survival Challenge Proficiency Test is not required for structured activities at swimming carnivals and other aquatic events. • The Royal Life Saving Society Survival Challenge Proficiency Test continues to be mandatory for all unstructured aquatic activities except when the unstructured aquatic activity is conducted in water depth below a student's waist. • Royal Life Saving Society ACT advice currently identifies that proficiency testing is valid for a maximum of 12 months.
<p>6. Identification of students who have passed the Royal Life Saving Society Survival Challenge Proficiency Test</p>	<ul style="list-style-type: none"> • Students who are participating in unstructured aquatic activities in water depth at or above students' waists must complete the Royal Life Saving Society Survival Challenge Proficiency Test and be clearly identified so that supervising staff can identify them. • Previously the procedures required schools to identify students with coloured bands. • The new policy allows schools to use identifying tools that are suitable for their school context.
<p>7. Supervision</p>	<ul style="list-style-type: none"> • The new policy enables schools to determine appropriate supervision ratios for each activity based on a number of risk factors, which could be greater than the minimum required. • Previously supervision ratios for students who had passed the Survival Challenge Proficiency Test was a minimum of 1 teacher: 20 students and 1 teacher: 10 students for students who had not passed the test. • The minimum supervision ratio of 1 teacher: 20 students has been implemented for all activities and students.

The new *Swimming Pool and Water Park Based Aquatic Activities Policy* has been endorsed by the Royal Life Saving Society ACT and that the accompanying Procedures have been co-badged as a collaborative initiative between the ACT Education and Training Directorate and the Royal Life Saving Society ACT.

Consultation

Key stakeholder group representatives:

Financial

Nil.

Media

There is ongoing media interest in this policy and related issues. A media release has been prepared for your office.

Stephen Gniel
Executive Director
Learning, Teaching and Student Engagement
February 2013

EVERYONE CAN BE A LIFESAVER



Royal Life Saving

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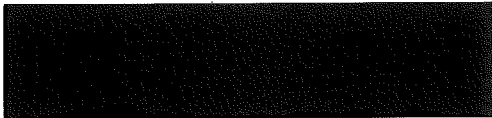
Dear Minister Burch

Royal Life Saving Society ACT appreciates the opportunity to work with the Education and Training Directorate on the swimming policy for ACT public schools. The collaboration between the Directorate and the Society on the policy has resulted in procedures we believe will encourage maximum participation and will give schools clear guidance to ensure the safety of all students.

The Society is pleased to endorse the policy and co-badge the procedures as a collaborative initiative. The logos of the Education and Training Directorate and the Society will appear on the procedures. The Society is also pleased to be involved in a joint launch next week.

Thank you for the opportunity to be involved in this process. The Society looks forward to continuing to work with the Education and Training Directorate in all matters relating to water safety and learn to swim programs.

Yours sincerely



Chief Justice Terence Higgins AO
President
Royal Life Saving Society – ACT Branch



Sean Hodges
Executive Officer
Royal Life Saving Society – ACT Branch

30/1/13



Policy title: Swimming Pool and Water Park Based Aquatic Activities.

Published: January 2013

Identifier: To be added by PPB post endorsement

Legislation: Nil

Procedures: School Swimming Pool and Water Park Aquatic Based Activities Procedures

1. POLICY STATEMENT

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

2. RATIONALE

2.1. This policy and accompanying procedures outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity.
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and events, and includes provision for formal swimming race events. The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities and events that may or may not include provision for formal swimming-race events. The definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Unstructured Aquatic Activity** is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities.
- 3.9. **Informed Consent** means that parents/carers give consent to their child's participation in an event after they have been made aware of the details of that event.
- 3.10. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a five stage test that assesses a student's aquatic skill level against predetermined criteria.
- 3.11. **Risk Assessment and Management Plan** is the directorate planning template to support identification and analysis of risk

4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the *Swimming Pool and Water Park Based Aquatic Activities Procedures*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator.
- 4.3. The venue selected for any swimming pool and water park aquatic based activities must be either *ACT Royal Life Saving Society* 5 star accredited, or can provide evidence of compliance with the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.4. Principals are responsible for identifying which aquatic activities at an aquatic event are considered unstructured, including those involving specialised water play equipment.
- 4.5. Principals are responsible for ensuring a risk management and assessment plan is completed for the proposed event.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to a risk assessment and management plan.
- 4.8. Principals must ensure swimmers who have not passed the *Royal Life Saving Society Survival Challenge Proficiency Test* do not participate in unstructured activities in water depths at or above the student's waist.
- 4.9. The school must record on MAZE the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 4.10. Principals are responsible for ensuring records of planning and implementation of aquatic activities are kept for a period of not less than 2 years.

Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures* document is available at: http://www.det.act.gov.au/publications_and_policies/policy_a-z

Policy Owner: Director, Learning and Teaching

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 Pool and Water Park Based Aquatic Activities Procedures

ETD Risk Assessment and Risk Management Plan

ETD Safety and Emergency Contingency Plan

ETD Risk Management Framework



Swimming Pool and Water Park Based Aquatic Activities

Procedures

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

January 2013

Swimming Pool and Water Park Based Aquatic Activities
Procedures

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Swimming Pool and Water Park Based Aquatic Activities
Procedures

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 carnivals. These events play an important role in developing students' confidence in and around water, building capacity to improve health and fitness, and contributing to a positive school culture. The *Swimming Pool and Water Park Based Aquatic Activities Policy* and accompanying Procedures 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 for planning swimming pool and water park based aquatic activities.

Swimming Pool and Water Park Based Aquatic Activities
Procedures

Swimming Pool and Water Park Based Aquatic Activities Mandatory Procedures

These mandatory procedures must be implemented for all swimming pool and water park based aquatic activities and schools are required to:

- 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 the Royal Life Saving Society (RLSS) Australia Guidelines for Safe Pool Operation
- activities for the swimming pool or water park based aquatic event have been planned and unstructured activities identified, including those utilising specialised water play equipment
- complete a risk assessment and management plan
- appoint an Aquatic Activity Coordinator
- determine appropriate staff supervision ratios for activities
- obtain informed parent/carer 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
- conduct proficiency tests for students participating in unstructured aquatic activities in at or above waist deep water and classify students as having passed or not passed the proficiency test
- ensure tested students are provided with appropriate identification to differentiate whether they as have passed or not passed the proficiency test
- ensure Proficiency Test results are recorded on MAZE
- ensure records of planning and implementation of aquatic activities are kept for a period of not less than 2 years.

Principals must ensure these mandatory procedures are followed and complete and sign the checklist for mandatory procedures for swimming pool and water park based aquatic activities located in the appendices.

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

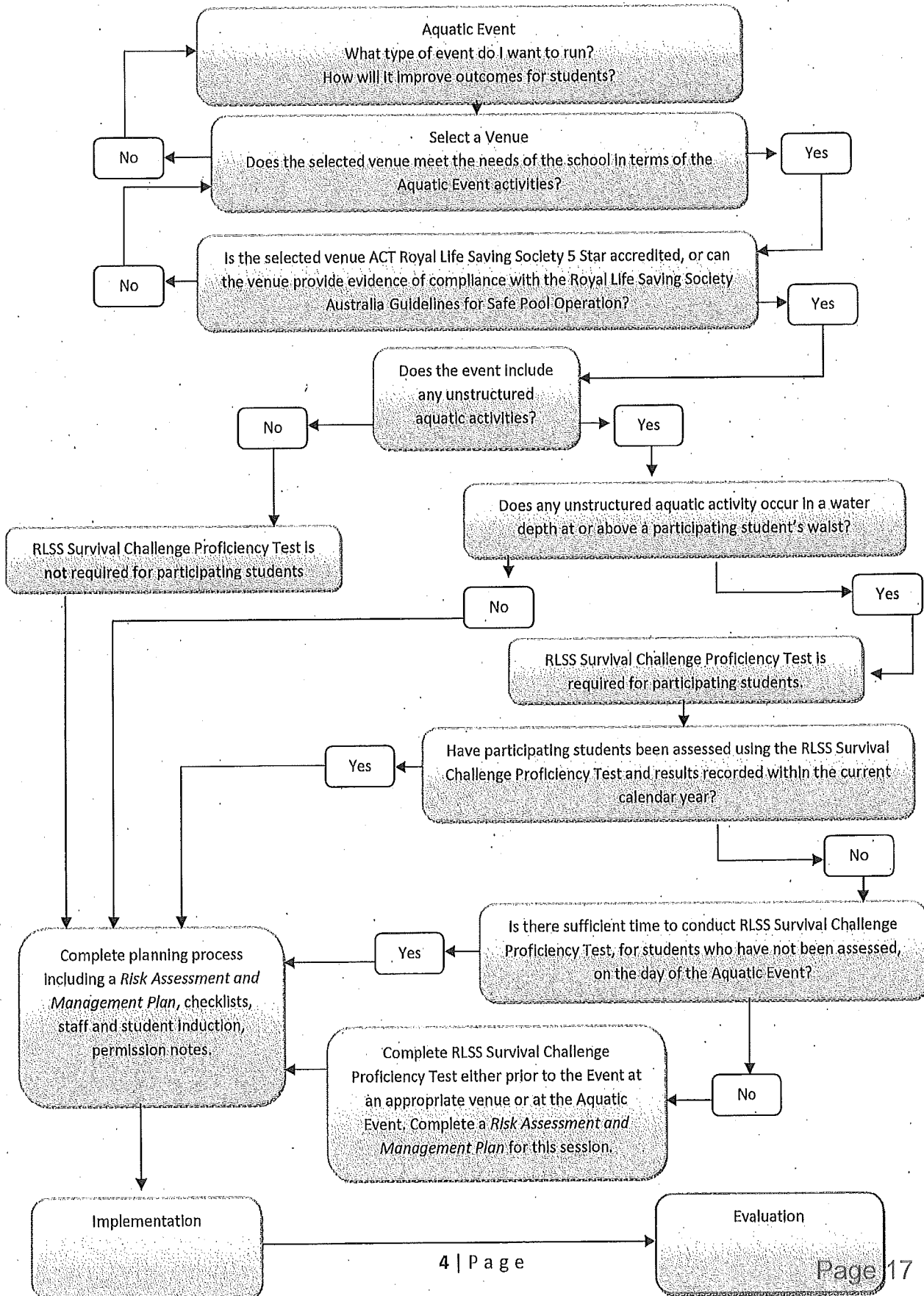
Swimming Pool and Water Park Based Aquatic Activities
Procedures

Definitions

Activity leader	<ul style="list-style-type: none"> • is the teacher in charge of a specific activity
Aquatic activity	<ul style="list-style-type: none"> • is a water based activity
Aquatic event	<ul style="list-style-type: none"> • is a school program that involves one or more water based activities at a swimming pool or water park
Aquatic Activity Coordinator	<ul style="list-style-type: none"> • is the teacher designated to coordinate the planning and implementation of swimming pool and water park based aquatic activities
Duty of Care	<ul style="list-style-type: none"> • is a legal duty that requires teachers to 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
Emergency	<ul style="list-style-type: none"> • is any incident that may lead to injury or death of a student or staff member and requires an emergency response
First Aid Officer	<ul style="list-style-type: none"> • is a responsible adult who holds a current Senior First Aid Certificate
Informed consent	<ul style="list-style-type: none"> • means that parents/carers give consent to their child's participation in an event after they have been made aware of the details of that event
Parents	<ul style="list-style-type: none"> • refers to adults with parental responsibilities, including carers
Risk assessment and management plan	<ul style="list-style-type: none"> • is the directorate planning template to support identification and analysis of risk
Royal Life Saving Society Survival Challenge Proficiency Testing	<ul style="list-style-type: none"> • is a proficiency test that assesses a student's aquatic skill level against predetermined criteria
Specialised water play equipment	<ul style="list-style-type: none"> • is any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity
Supervision ratio	<ul style="list-style-type: none"> • refers to the minimum supervisor to student ratio: <ul style="list-style-type: none"> ○ 1 teacher : 20 students ○ 1 lifeguard : 100 students
Swimming pool	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. • the definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
Unstructured Aquatic Activity	<ul style="list-style-type: none"> • is an activity that is non-directed and does not include planned activities. • free swim time and unstructured pool play are considered unstructured aquatic activities.
Venue	<ul style="list-style-type: none"> • is any swimming pool or water park as defined in this table
Water Park	<ul style="list-style-type: none"> • is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. • the definition excludes a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.

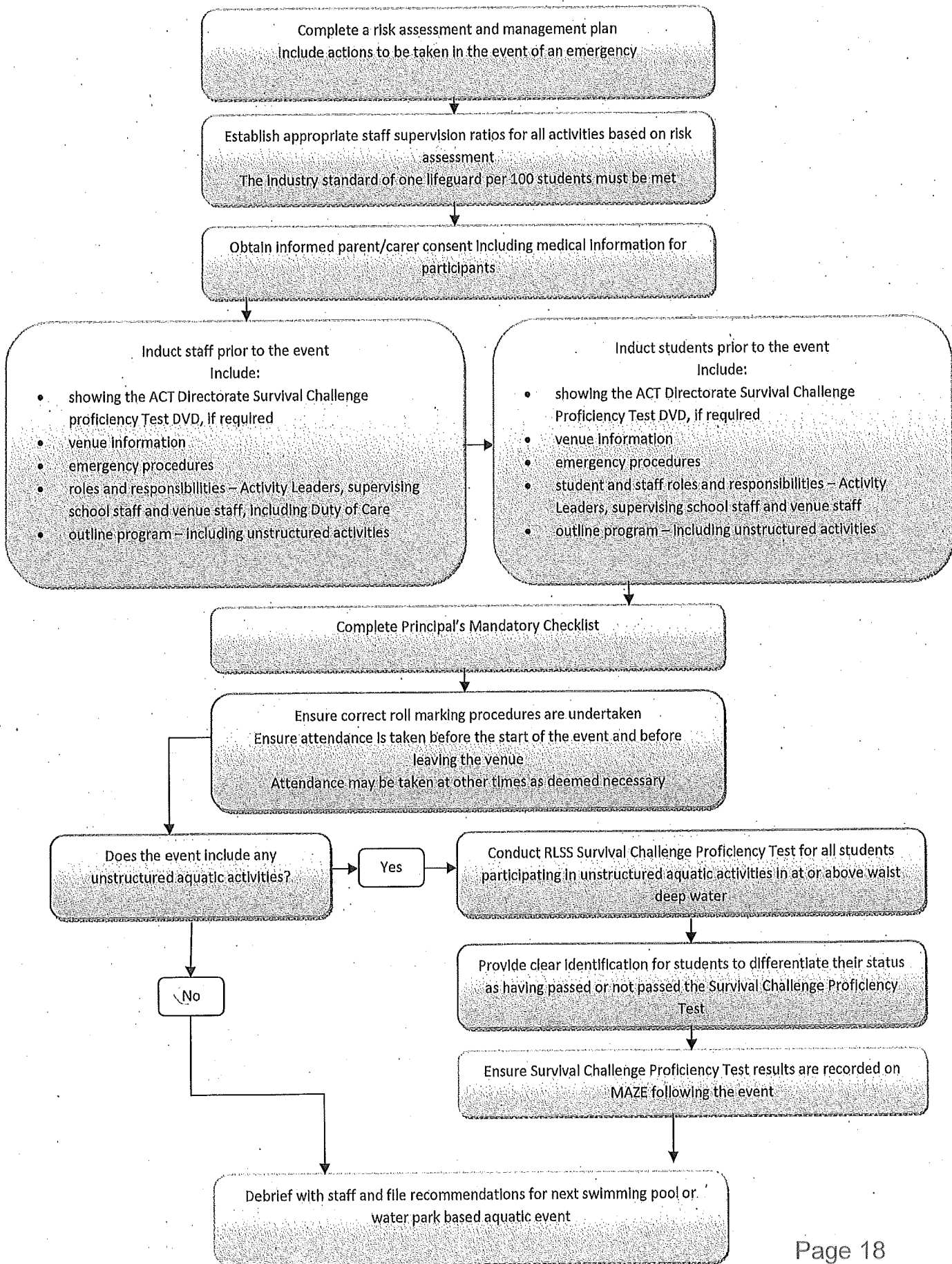
Swimming Pool and Water Park Based Aquatic Activities Procedures

Planning Flowcharts



Swimming Pool and Water Park Based Aquatic Activities Procedures

From previous page



Swimming Pool and Water Park Based Aquatic Activities
Procedures

Implementing swimming pool and water park based aquatic activities procedures

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 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 that 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

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 minimum industry standard of a of one lifeguard per 100 students is met
- planned activities, including specific unstructured activities
- procedures and risk management around individual activities
- appropriate supervisory ratios and the supervisory positioning for individual activities
- life saving aids required, supplied by the venue, and their location
- Royal Life Saving Society Survival Challenge Proficiency Test procedures if required
- identification method used to distinguish students who have passed or not passed the Royal Life Saving Society ACT Survival Challenge Proficiency Test (if applicable)
- out-of-bound areas.

Swimming Pool and Water Park Based Aquatic Activities
Procedures

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

Determine which, if any, planned activities are unstructured, including activities involving specialised water play equipment.

Use of inflatables, such as aqua runs, and other specialised water play equipment

Consideration for using inflatables, such as aqua runs, or other specialised water play equipment as part of an aquatic activity must be based on general staff supervision considerations coupled with specific issues related to the equipment.

With obstacle courses incorporating the use of inflatables, there should be a minimum of two qualified Lifeguards with a suitable number of additional supervisors to adequately supervise inflatable play equipment. A supervisor should control despatch onto the inflatable at the start of the course, and another should be responsible for the safety of students on the inflatable from the time they enter the water until they are clear of the pool.

The type of specialised water play equipment that constitutes 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'.

Given the restricted visibility under some inflatables, supervisors should be aware of the possibility of a student experiencing difficulties in an obscured part of the pool, either underneath the structure or on the bottom of the pool.

Supervisors should:

- liaise with the venue operator to determine supervision points
- have a clear view of the equipment and the surrounding water
- make sure they can see underneath the equipment
- be familiar with and enforce the rules relating to the equipment
- only allow students of similar age use the equipment at the same time

The decision to include the use of and risk management around specialised water play equipment must be documented within a risk assessment and management plan.

Swimming Pool and Water Park Based Aquatic Activities
Procedures

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

All schools are required to complete a risk assessment and management plan prior to conducting swimming pool and water park based aquatic activities.

Risk assessment and management plans must include emergency procedures at swimming pool and water park based aquatic activities.

4. Appoint an Aquatic Activity Coordinator and determine appropriate staff supervision ratios and supervision positioning for activities

Appoint an Aquatic Activity Coordinator to oversee the process of organising and conducting the swimming pool or water park based aquatic event.

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

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.

Swimming Pool and Water Park Based Aquatic Activities
Procedures

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 and supervisor positioning 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 minimum supervision ratio of 1 teacher:20 students is met.

Schools are required to ensure there are sufficient lifeguards supervising the pool area. *The minimum lifeguard to patron ratio of 1 lifeguard to 100 swimmers must be met.* Lifeguards at the pool must hold a current pool RLSSA lifeguard qualification.

5. Obtain informed consent including medical information for participants

Schools are required to obtain informed parent/carer consent and relevant medical information for all students attending the event. Schools are encouraged to provide additional information to parents outlining the planned event activities.

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.

Dot Points for Minister Burch about the changes in the new Swimming Pool and Water Park Based Aquatic Activities Policy

In revising the policy the Directorate identified key stakeholder groups to engage in consultation including representatives from The Royal Life Saving Society ACT, swimming pool operators, ACT Sport and Recreation, School Sport ACT and college, high school and primary school teachers and principals. These stakeholders identified the main concerns with the interim policy as:

1. The policy did not focus on participation of all students in aquatic activities
2. There was confusion about the relationship between school swimming 'fun days' and school swimming carnivals
3. The impact of a requirement for swimming pools to be rated as a five according to Royal Life Saving Society accreditation process
4. The removal of the option for unstructured activities at swimming carnivals
5. Clarity of when the Royal Life Saving Society Survival Challenge Proficiency Test was required
6. How students were to be identified as proficient and non-proficient swimmers
7. Supervision ratios

The following table summarises the key elements of the new policy that address these concerns.

Issue	New policy revisions
1. Participation	<ul style="list-style-type: none"> • The policy statement has been strengthened to reflect the Directorate's intent to encourage maximum student participation in aquatic activities. • Policy text: <i>The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming carnivals. These events play an important role in developing students' confidence in and around water, building capacity to improve health and fitness and contributing to a positive school culture. The Swimming Pool and Water Park Based Aquatic Activities Policy and accompanying procedures, aims to encourage participation of all students in aquatic activities in a safe and supportive environment.</i>
2. Relationship between swimming carnivals and aquatic activity days	<ul style="list-style-type: none"> • In response to the confusion the policy scope has been revised to include swimming pool and water park aquatic based events and associated aquatic activities. The new policy name is Swimming Pool and Water Park Based Aquatic Activities Policy and covers school swimming carnivals and school 'fun days'.
3. Royal Life Saving	<ul style="list-style-type: none"> • The new policy maintains that all ACT based aquatic venues

<p>Society ACT 5 Star Accreditation</p>	<p>must be Royal Life Saving Society ACT five star accredited.</p> <ul style="list-style-type: none"> • When using interstate swimming pools or water parks, schools must be provided with evidence from the venue of compliance with the Royal Life Saving Society Australia Guidelines for Safe Pool Operation, on which the ACT five star accreditation is based. • All major ACT pools used by schools for aquatic activities covered by the policy are now five star rated by the Royal Life Saving Society ACT.
<p>4. Types of Activities</p>	<ul style="list-style-type: none"> • To further encourage participation in aquatic events, the policy reinstates the option of unstructured aquatic activities at swimming pool or aquatic based events. • The definition for unstructured aquatic activity has been clarified and now reads as 'an unstructured aquatic activity is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities'.
<p>5. Proficiency testing</p>	<ul style="list-style-type: none"> • Concerns regarding the relevancy of the Royal Life Saving Society Survival Challenge Proficiency Test for some types of activities have been addressed in the policy by removing the need for mandatory Royal Life Saving Society Survival Challenge Proficiency Test for structured aquatic activities. • The Royal Life Saving Society Survival Challenge Proficiency Test continues to be mandatory for all unstructured aquatic activities except when the unstructured aquatic activity is conducted in water depth below a student's waist. • Royal Life Saving Society ACT advice currently identifies that proficiency testing is valid for a maximum of 12 months
<p>6. Identification of students who have passed the Royal Life Saving Society Survival Challenge Proficiency Test</p>	<ul style="list-style-type: none"> • Students who are participating in unstructured aquatic activities in water depth at or above students' waists must complete the Survival Challenge Proficiency Test and be clearly identified so that supervising staff can identify them. • Previously the procedures required schools to identify students with coloured bands. • The new policy allows schools to use identifying tools that are suitable for their school context.
<p>7. Supervision</p>	<ul style="list-style-type: none"> • Previously supervision ratios for students who had passed the Survival Challenge Proficiency Test was a minimum of 1 teacher: 20 students and 1 teacher: 10 students for students who had not passed the test. • The new policy emphasises the need for schools to determine appropriate supervision ratios for each activity based on a number of risk factors, which could be greater than the minimum required.

- | | |
|--|---|
| | <ul style="list-style-type: none">• The minimum supervision ratio of 1 teacher: 20 students has been implemented for all activities and students. |
|--|---|

The new *Swimming Pool and Water Park Based Aquatic Activities Policy* has been endorsed by the Royal Life Saving Society ACT (Attachment C) and that the accompanying Procedures have been co-badged as a collaborative Initiative between the ACT Education and Training Directorate and the Royal Life Saving Society ACT.