

Burkevics, Nancye

From: Morthorpe, Michelle
Sent: Friday, 25 January 2013 2:15 PM
To: Gniel, Stephen
Subject: FW: Swimming Pool and Water Park Based Aquatic Activities Policy and Procedure Documents
Attachments: Swimming Pool and Water Park Aquatic Activities Policy Draft 2401201381244.docx; Swimming Pool and Water Park Aquatic Activities Procedures and Checklists Draft5.docx
Follow Up Flag: Follow up
Flag Status: Completed
Categories: EDLTSE Action/Internal

Hi Steve

Leanne Cover and Leanne Wright have both given feedback on the document and we are hoping it is now at that final draft stage. As you can see I have sent it through to Sean at Royal Lifesaving for feedback. Martin asked me to also send it through to the original stakeholders group – I have sent it through to those from the group I have been able to contact (missing 2, which is not a bad hit rate).

The Minister wants to release the document on Friday of next week and we need to get it up on the website electronically on Wednesday so we are asking stakeholders to provide feedback via track changes to me by lunchtime on Tuesday.

You are on the list Martin sent me as being part of the stakeholder group. Would you like to add your feedback?

Cheers

Michelle

From: Morthorpe, Michelle
Sent: Friday, 25 January 2013 11:56 AM
To: 'shodges@rlssa.org.au'
Cc: Hine, Martin; Wright, Leanne
Subject: Swimming Pool and Water Park Based Aquatic Activities Policy and Procedure Documents

Hello Sean

As discussed, please find attached the two documents for your feedback.

If you can use track changes in the document and email back to me I will work with Martin on Tuesday to make the relevant changes.

Regards

Michelle Morthorpe
Executive Officer

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

Published: 2013

Identifier: To be added by PPB post endorsement

Legislation: Nil

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

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, 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 Policy* and associated *Procedures and Checklists* aims to encourage participation of all students in aquatic activities in a safe and supportive environment.

2. RATIONALE

2.1. This policy and associated *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* 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. Participating students in unstructured activities in water depth at or above waist deep water must have undertaken and passed the *Royal Life Saving Society Survival Challenge Proficiency Testing*.
- 3.9. **Informed Consent** means that parents/carers give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs.
- 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. **First Aid Officer** is a responsible adult who holds a current Senior First Aid Certificate.
- 3.12. **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 and Checklists*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework are kept for a period of not less than 2 years.
- 4.4. 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, or audit against, the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.5. Principals are responsible for identifying which aquatic activities at an aquatic event are considered unstructured, including those involving specialised water play equipment.
- 4.6. 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.
- 4.7. Principals must ensure all students attending an aquatic event have informed consent.
- 4.8. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the *Risk Assessment and Management Plan*.
- 4.9. The school must record on MAZE the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.

Supporting Documentation

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

Policy Owner: Director, Teaching and Learning

Related Documents: ETD *Excursions* policy
ETD *First Aid* policy
ETD *Sun Protection* policy
ETD *Student Accidents / Incidents* policy
ETD *Physical Education and Sport* policy
ETD *Swimming Pool and Water Park Based Aquatic Activities Procedures and Support Materials*
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



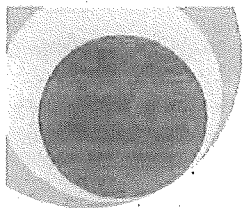
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Swimming Pool and Water Park Based Aquatic Activities

Procedures and Support Materials

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



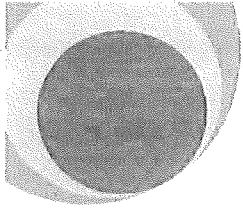
Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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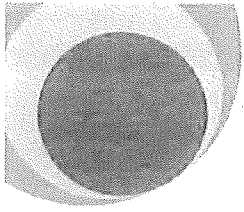


Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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, 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.



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 the Royal Life Saving Society (RLSS) Australia Guidelines for Safe Pool Operation
- Identify which aquatic activities are considered unstructured, including those utilising specialised water play equipment
- 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 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
- 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>

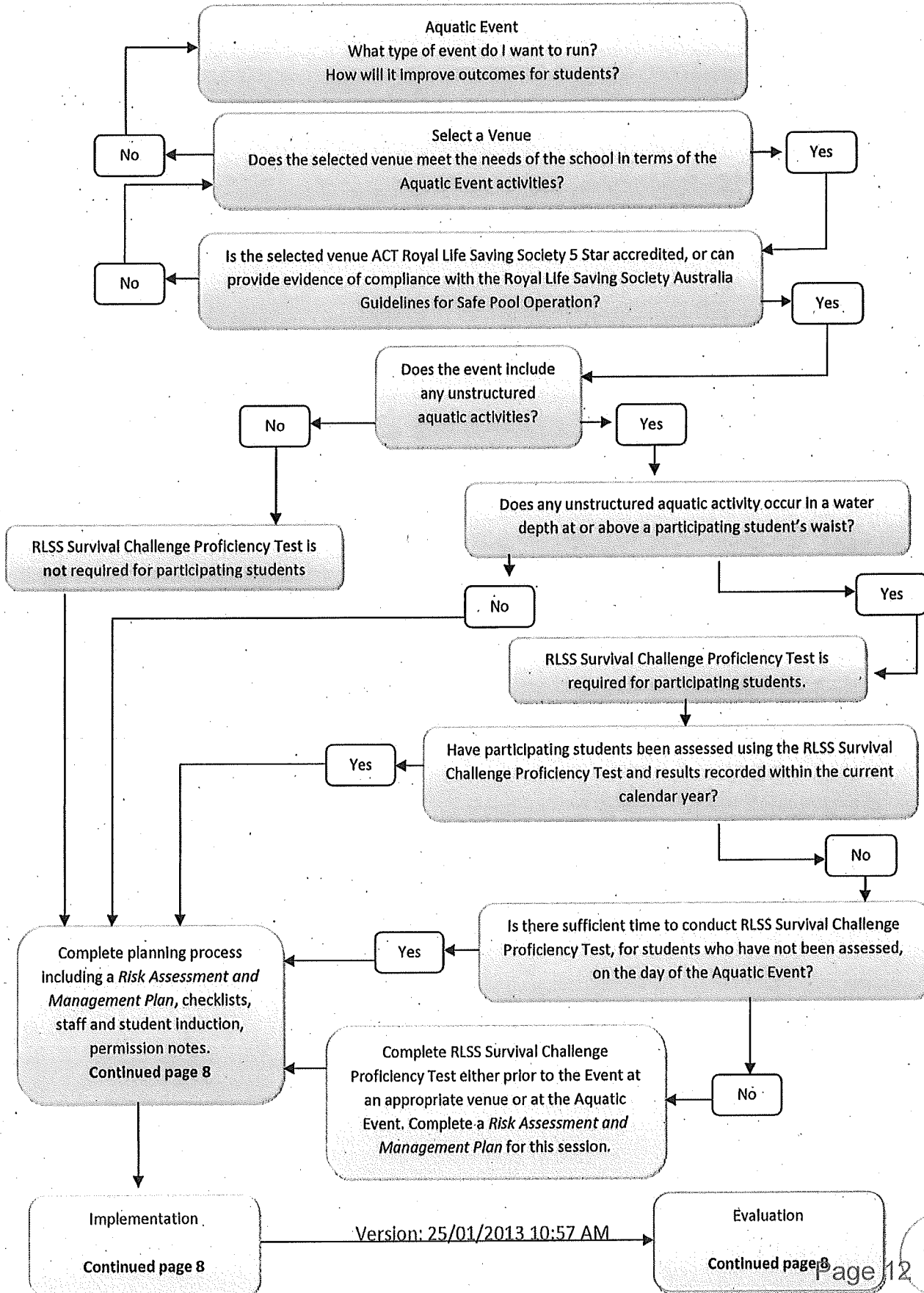
Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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 that 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 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
Non-proficient swimmer	<ul style="list-style-type: none"> • is a student who has not successfully passed the five stage Royal Life Saving Society Survival Challenge Proficiency Test
Parents	<ul style="list-style-type: none"> • refers to adults with parental responsibilities, including carers
Proficient swimmer	<ul style="list-style-type: none"> • is a student who has successfully passed the five stage Royal Life Saving Society Survival Challenge Proficiency Test
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 maximum 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. • 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>.
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 and Checklists

Planning and Implementation



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Continued from page 7

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 parent/carer consent including medical information for participants

Induct staff prior to the event
Include:

- showing the ACT Directorate Survival Challenge proficiency Test DVD, if required
- venue information
- emergency procedures
- roles and responsibilities – Activity Leaders, supervising school staff and venue staff, including Duty of Care
- outline program – including unstructured activities

Induct students prior to the event
Include:

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

Complete Principal's Mandatory Checklist

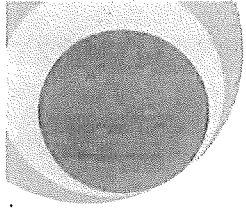
Ensure correct roll marking procedures are undertaken
Ensure attendance is taken before the start of the event and before leaving the venue
Attendance may be taken at other times as deemed necessary

Conduct 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



Mandatory Procedures

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 the RLSS Australia Guidelines for Safe Pool Operation
- has been approved by the Principal
- meets the needs of the school.

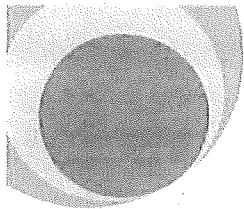
Royal Life Saving Society ACT provides Aquatic Facility Safety Assessments which audit aquatic facilities on an annual basis to ensure they provide the minimum industry safety standards. A list of '5 star approved venues' that are compliant with these industry standards is available from Royal Life Saving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

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 activities, including specific 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 which planned activities are unstructured, including activities involving specialised water play equipment.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

Use of aqua runs and other specialised water play equipment

Consideration for using 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.

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 emergency procedures at swimming pool and water park based aquatic activities.

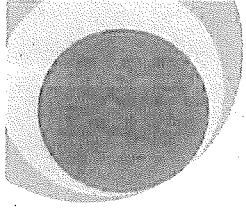
A sample Risk Assessment and Management Plan is provided in the appendices to adapt as needed to suit individual school and event contexts.

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.

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 and Checklists

Adequate supervision should be provided as follows:

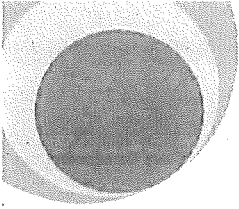
- all students must be supervised at all times during swimming pool and water park based aquatic events
- all teachers at swimming pool and water park based aquatic activities must be aware of their collective and individual responsibilities, including obligations in maintaining Duty of Care
- determining 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 supervision ratio of 1teacher:20 students 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 parent/carer 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.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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

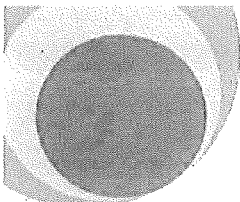
Schools are also required to induct students in the same way as staff are inducted.

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 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 Mandatory Checklist

Complete and sign the Principal's Mandatory Checklist located on page 20.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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 identified as a proficient swimmer 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 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 may only participate in unstructured activities in water at or below waist height.

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.

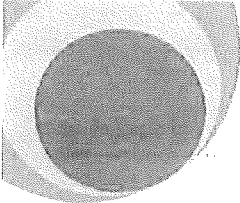
11. Ensure all students are clearly distinguishable as proficient and non-proficient swimmers

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.

Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

**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.



Swimming Pool and Water Park Based Aquatic Activities
Procedures and Checklists

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.

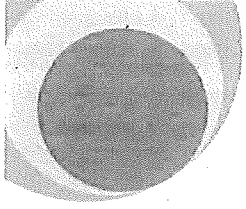
Procedures for Non-Proficient Swimmers

All of these procedures **MUST** be followed:

- ❖ Ensure non-proficient swimmers do not participate in unstructured aquatic activities in water at or above waist height.
- ❖ 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.

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 Swimming Pool and Water Park Based Aquatic Activities Risk Assessment and Management Plan*
- *ETD Safety and Emergency Contingency Plan*
- *ETD Risk Management Framework*



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 the RLSS Australia Guidelines for Safe Pool Operation		
2. Activities planned for the swimming pool or water park based aquatic event have been outlined and unstructured activities identified		
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 if planning any unstructured activities		
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 have completed induction process outlined on page 13		
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. Identification procedures for proficient and non-proficient swimmers have been established for Event (if applicable)		
11. Sign Principal's checklist and retain a copy at the school		

Principal's Signature: _____

Date: ___/___/_____



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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.