

Gniel, Stephen

From: Gniel, Stephen
Sent: Wednesday, 6 June 2012, 11:54 PM
To: Burkevics, Nancye
Subject: Swimming

Nancye

Can you please ask Trisha to put together all of our documents relating to swimming carnivals and water safety etc. probably best to put together electronically as I will need to print tomorrow at 220.

Thanks

LEARNING, TEACHING AND STUDENT ENGAGEMENT DIVISION - ISSUES NOTE

Please use this form for any issue that requires the attention or agreement of the Executive Director or Director.

FOR ATTENTION OF Steve Gniel – for clarification with Diane Joseph

GENERATED BY (name of staff member) Leanne Wright

SECTION: Learning and Teaching

BACKGROUND (if needed) The development of policy and procedures for Swimming Carnivals in ACT Public Schools is currently underway under the supervision of Leanne Wright, Director Learning and Teaching. In order to progress and finalise some aspects of the policy the Director requires clarification from the Director General of key provisions of the new arrangements.

Challenge, issue or concern	Proposed solution (can include referral to Office of Schools/Division meeting or SNRG)
<p>A decision is required about the following:</p> <ol style="list-style-type: none"> 1. Will Survival Skills Proficiency testing (or a record indicating previous completion of the testing) be required for all students in attendance at a swimming carnival prior to the commencement of the carnival? 2. After Proficiency testing are students deemed to be non proficient who have been 'yellow-banded' able to enter the water during unstructured activities? 3. Can the record keeping component of swimming proficiency be included into the MAZE database as a matter of urgency to support accurate ongoing record keeping? 	<ol style="list-style-type: none"> 1. The recommendation is that all students will complete a proficiency test. This will prevent any confusion about when the tests must be completed or which students are subject to the requirement. This also clarifies that the test is not just required if 'unstructured' activities are undertaken. This could appear onerous for the first year but accurate record keeping would remove the necessity for annual conduct of the test – ie once a student is deemed proficient they remain that way. 2. The recommendation is that these students may not participate in unstructured activities or free swimming. This will provide clear direction about the incorporation of unstructured activities into carnival programs and who can participate in these. 3. The recommendation is that this commitment is required to assist in accurate ongoing record keeping.

Wright, Leanne

From: Benson, Trisha
Sent: Thursday, 9 August 2012 11:20 AM
To: Burkevics, Nancye
Cc: [REDACTED] Wright, Leanne
Subject: RE: SWIMMING CARNIVALS

Follow Up Flag: Follow up
Flag Status: Completed

Hi Nancye!

Diane Joseph came around while I was talking to Martin Hine about this [REDACTED]. She requested the information be presented in a slightly different way. Martin will come down and chat with you about this, so as to keep you in the loop (and he will let Leanne know tomorrow).



Trisha

From: Burkevics, Nancye
Sent: Thursday, 9 August 2012 11:11 AM
To: Wright, Leanne
Cc: Benson, Trisha; [REDACTED]
Subject: SWIMMING CARNIVALS

Hi Leanne and Trisha

Steve has requested that the three issues on which Leanne requires a decision from the DG be put into a brief. This makes sense as it then means it becomes part of the formal documents that underpin the final policy. I know there is some urgency around this so I've copied Trisha into it and will give her the document you gave me. Perhaps Trisha could get it under way so its ready for your clearance tomorrow. Has a registry file been generated for this – if not perhaps [REDACTED] could get that organised for you.

Cheers

Nancye

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www.det.act.gov.au

Wright, Leanne

From: Benson, Trisha
Sent: Thursday, 9 August 2012 3:00 PM
To: Wright, Leanne
Cc: [REDACTED] Burkevics, Nancye
Subject: RE: SWIMMING CARNIVALS

Follow Up Flag: Follow up
Flag Status: Completed

Hi!

Have just checked with Martin - Diane is after a checklist of what has been achieved - a 'yes', or 'in progress', or 'not yet undertaken'.

To do this best, Martin has asked me to ask you where the electronic version of the documents around the Swimming Carnival issues are, so that he can make sure he has covered all the items in the checklist.

Would it be saved in the G: drive please?

Ta :-)
Trisha

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

From: Wright, Leanne
Sent: Thursday, 9 August 2012 2:29 PM
To: Benson, Trisha; Burkevics, Nancye
Cc: [REDACTED]
Subject: RE: SWIMMING CARNIVALS

Trisha
Can you please describe for me how Diane has suggested she would like this information presented.
Thanks
Leanne

From: Benson, Trisha
Sent: Thursday 9 August 2012 11:19
To: Burkevics, Nancye
Cc: [REDACTED] Wright, Leanne
Subject: RE: SWIMMING CARNIVALS

Hi Nancye!

Diane Joseph came around while I was talking to Martin Hine about this [REDACTED]. She requested the information be presented in a slightly different way. Martin will come down and chat with you about this, so as to keep you in the loop (and he will let Leanne know tomorrow).

J
Trisha

From: Burkevics, Nancye
Sent: Thursday, 9 August 2012 11:11 AM
To: Wright, Leanne
Cc: Benson, Trisha; [REDACTED]

Subject: SWIMMING CARNIVALS

Hi Leanne and Trisha

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Cheers

Nancye

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ACT Pool Depths

Canberra Olympic Pool - 5 Star Approved

Main: 1.1m – 2.6m

Dive – 5.1m

Toddlers: 0.1m – 0.8m

Warnings: Shallow Water, Deep Water, Drop Off

Dickson Aquatic Centre – 5 Star Approved

50m: 1.1 – 1.8m

Family: 0.3 -0.9

Toddlers: 0.15 – 0.3m

Warnings: Shallow Water, Deep Water

Lakeside Leisure Centre – 5 Star Approved

50m: 1.2m – 2m

Family: 0.1m – 1.1m (Beach Entry)

25m: 1.1m

Toddlers: 0.25m-0.45m

Warnings: Shallow Water, Deep Water

CISAC – 5 Star Approved

50m: 1.2m – 1.8m

Family: 0.0 – 1.3m (Beach Entry)

25 meter: 0.9m – 1.3m

Whirl Pool – 0.6- 0.9

Slide: Flume 0.5m

Warnings: Shallow Water, Deep Water

Manuka Pool – 5 Star Approved

Main: 0.9m – 2.7m

Toddlers: 0.3m

Warnings: Shallow Water, Deep Water, Drop Off

Phillip Swimming Pool – Due to be 5 Star Assessed

50m: 1m – 1.8m

Family: 0.6m-0.9m

Toddlers: 0.2m -0.5m

Warnings: Shallow Water, Deep Water

Big Splash - Due to be 5 Star Assessed

50m: 1.2m – 1.7m

Learners pool: 0.2m - 0.9m

Splash Island: 0.2m – 0.6m

Splash Tower slides: 0.8m – 1m

Warnings: Shallow Water, Deep Water

Queanbeyan Aquatic Centre - Due to be 5 Star Assessed

50m: 1.2m – 2.2m

Indoor Pool: 1m – 1.8m

Toddlers: 0.2m - 0.5m

Warnings: Shallow Water, Deep Water

Q and A for Minister Burch Re: Swimming Pool and Water Park Based Aquatic Activities Policy

Question:

What changes were made in the new swimming policy (ie how is it different from the old policy, and why).

The new policy increases the focus on participation in swimming activities balanced with safety for our students.

The new policy is focussed on providing clarity about requirements for all swimming and aquatic activities that occur at swimming pools and water parks. This includes swimming carnivals and end of year fun days.

The new policy maintains the requirement for all venues to have a five star Royal Life Saving Accreditation. All major venues in the ACT have the required five star rating. Queanbeyan Pool is currently working closely with Royal Life Saving ACT to achieve their five star rating in the near future.

The new policy significantly reduces the circumstances under which the Survival Challenge Proficiency Test is required.

The Proficiency Test is now only required where a swimming pool or aquatic activity includes an unstructured activity in water above waist depth. An unstructured activity is an activity that is non-directed and does not include planned activities. Free swim time and unstructured pool play are unstructured aquatic activities.

Competitive swimming at swimming carnivals is a structured activity and Proficiency Testing is not required.

The use of coloured wrist bands to identify students as proficient or non-proficient is no longer mandatory. Schools are now able to determine their own methods of identification.

Supervision ratios in the new policy are now determined by schools according to any increased risk with a minimum ratio of 1 teacher to 20 students to be maintained.

The new *Swimming Pool and Water Park Based Aquatic Activities Policy* has been endorsed by the Royal Life Saving Society ACT

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.

Question:

This policy still contains the Survival Challenge Proficiency Test, how does this remove any of the burdens placed on teachers?

The new policy significantly reduces the circumstances under which the Survival Challenge Proficiency Test is required.

The Proficiency Test is now only required where a swimming pool or aquatic activity includes an unstructured activity in water above waist depth. An unstructured activity is an activity that is

non-directed and does not include planned activities. Free swim time and unstructured pool play are unstructured aquatic activities.

Competitive swimming at swimming carnivals is a structured activity and Proficiency Testing is not required.

Question:

The Royal Life Saving Society took specific issue with the requirement that students must tread water for a full minute, saying that for some students this would be more difficult than a lengthier swim. Why is that still included, and why is it not a problem?

The Royal Life Saving Society has worked in partnership with the Education and Training Directorate on the revisions to the policy. The Royal Life Saving Society did not previously support the testing for structured activities and the requirement for testing during structured activities has now been removed.

The Royal Life Saving Society fully supports all aspects of the Proficiency Testing under the requirements of the revised policy.

Question:

Who is going to be doing the testing?

Teachers will be undertaking the testing. Royal Life Saving Society has offered to support schools and teachers with all aspects of the testing.

Question:

If teachers will be doing the testing, what training will they receive to ensure that they are qualified to give students a pass/fail on the competencies?

A DVD has been provided to schools to support teachers in conducting the Proficiency Test. The Royal Life Saving Society has also offered support with all aspects of the testing.

Question:

What form did the consultation with RLSS take?

Regular meetings and contact with stakeholders, including the Royal Life Saving Society, have been undertaken in the policy revision process. The Royal Life Saving Society and the Education and Training Directorate have co-badged the procedures for conducting swimming pool and water park based aquatic activities.

Question:

How would this policy have prevented the near-drowning that we saw last year?

A policy does not in itself prevent accidents from happening. However, this policy clarifies for schools the requirements and processes for conducting aquatic activities. The collaboration of the Royal Life Society and other stakeholders is a key element of this new policy which seeks to maximise student participation in aquatic activities without compromising safety.

Question:

Will the policy be subject to any form of review in the future?

All Directorate policies are subject to regular review processes and the Directorate can review procedures at any time to take into account changes in circumstances.

Gniel, Stephen

From: Gniel, Stephen
Sent: Wednesday, 15 August 2012 6:39 PM
To: Wright, Leanne
Subject: RE: Swimming Carnival policy review

I had a think about this too. I suggest you come to my meeting with Leanne Cover on Monday morning and we discuss with her in the first interest?

From: Wright, Leanne
Sent: Wednesday, 15 August 2012 10:51 AM
To: Gniel, Stephen
Subject: Swimming Carnival policy review

Hi Steve

I have thought about our conversation yesterday and really feel that the informal conversation with Diane and the two of us is probably the best 'next step' so that I can make sure that the direction of the policy will meet expectations and not go down the wrong path.

Do you agree? If so what do we do next?

Leanne

Leanne Wright | Director | Learning and Teaching|
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Canberra ACT 2601 | www.act.gov.au

Wright, Leanne

From: Garrison, Joanne
Sent: Sunday, 26 August 2012 10:15 AM
To: Wright, Leanne
Subject: Re: Swimming Carnival Policy

Hi Leanne. [REDACTED] It will possibly need the policy people in Tracy's area to look at it from a format perspective then what legal advice required can be requested.

[REDACTED] Joanne
Sent from my iPhone

On 26/08/2012, at 7:47 AM, "Wright, Leanne" <Leanne.Wright@act.gov.au> wrote:

Hi Joanne

I have attached the most recent draft of the swimming carnival policy. Can you please have someone in Governance and Legal look at it from a policy format position so we get it as right as possible at this point. Then I think the next step is to work out what legal advice we want from the GSO and have the policy to go along with it. I will also then ask Royal Life Saving to review.

The procedures are very, very close but I would like the policy reviewed to then incorporate any changes at this point before we proceed.

[REDACTED] but will be checking email regularly. The DVD new voice over has been recorded and is now in the editing phase.

I feel confident we are on track to put this out at the Operational Forum as previously decided as an 'interim' policy and then to proceed with the normal consultation etc.

Thanks
Leanne

<ACT Swimming Carnival Policy.docx>

Wright, Leanne

From: Stewart, Tracy (DET)
Sent: Monday, 27 August 2012 5:40 PM
To: Garrisson, Joanne
Cc: Wright, Leanne; Lewis, Robyn
Subject: RE: Swimming Carnival Policy
Attachments: ACT Swimming Carnival Policy.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi Joanne,

Robyn has provided some comments in track changes, in her role as custodian of Directorate policy. However, given there are legal and risk management issues associated with this policy, it is also important that Ann Siripol and Dougal Wilson provide input – I am unable to comment on these particular areas.

As you will see from Robyn's comments/suggestions, there are large portions of this policy that will form the procedures document – notably the material currently in Sections 1 and 4. You will see upon reading that these sections discuss what needs to happen (procedural) rather than the purpose and rationale, which is what needs to be covered in a policy. Robyn has framed some questions to consider that could be used to develop wording for Section 1. Importantly, Section 1 needs to cover the purpose and intent of the policy. So, this should be a statement that says our policy is to support swimming carnivals as an important part of the curriculum, but our policy also is that that they are conducted in a way that ensures safety. For example:

Swimming carnivals are an important school activity that are supported by the Directorate, promoting health and fitness and social interaction etc etc. and are a core component of the curriculum.

However, safety of students is paramount at all times, and therefore it is Directorate policy that Swimming Carnivals are conducted within a risk management framework that manages the safety of students and staff etc.etc.

It is Directorate policy that the associated Swimming Carnival procedures are mandatory.

Robyn has also made some formatting suggestions, for example that we no longer include the year when referencing policies.

Robyn would be more than happy to talk through her comments or to sit down and discuss suggestions for wording in the policy and/or the procedures.

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 Level 1 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

From: Garrisson, Joanne
Sent: Monday, 27 August 2012 9:09 AM
To: Stewart, Tracy (DET)
Cc: Wright, Leanne
Subject: Fwd: Swimming Carnival Policy

Tracy. Could you please get someone in your team look at this policy for Leanne. There is some urgency as Dianne is keen for this to be shared this term with principals. [REDACTED]

[REDACTED] Appreciate your assistance. Regards. Joanne

Sent from my iPhone

Begin forwarded message:

From: "Wright, Leanne" <Leanne.Wright@act.gov.au>
Date: 26 August 2012 7:47:36 AM AEST
To: "Garrison, Joanne" <Joanne.Garrison@act.gov.au>
Subject: Swimming Carnival Policy

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Thanks
Leanne

Wright, Leanne

From: Garrisson, Joanne
Sent: Monday, 27 August 2012 6:04 PM
To: Stewart, Tracy (DET)
Cc: Wright, Leanne; Lewis, Robyn
Subject: Re: Swimming Carnival Policy

Thanks Tracy and Robyn When we have the policy in its correct format etc we will then seek GSOAdvive.
Joanne

Sent from my iPhone

On 27/08/2012, at 5:40 PM, "Stewart, Tracy (DET)" <Tracy.Stewart@act.gov.au> wrote:

Hi Joanne,

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Level 1 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

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Thanks
Leanne

<ACT Swimming Carnival Policy.docx>

Wright, Leanne

From: Lewis, Robyn
Sent: Thursday, 30 August 2012 4:15 PM
To: Wright, Leanne
Subject: Swimming Carnival RMP
Attachments: Swimming Carnival RMP.docx

Updated Risk Doc.

Robyn



Risk Assessment and Management Plan
School Swimming Carnival

RISK MANAGEMENT PLAN

School	
Activity	School Swimming Carnival
Date	
Time	
Location	
Participants	Students Supervising Staff Parents Volunteers
Interested Parties	Aquatic Centre Management

IDENTIFYING AND ANALYSING RISK WORKSHEET

Part A

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Bus accident on the way to or from the venue	3	4	High	Use properly accredited bus operator (A) Bus is appropriate for number of passengers (A) Bus is properly maintained and roadworthy (S)	(L1)(C4) Medium	Bus Driver	During event planning	B
Accident or incident while embarking, disembarking or while in transit on bus involving staff or students	2	4	High	Students are supervised by staff while entering and leaving the bus (S) Student behaviour monitored by staff during transit (S)	(L1)(C4) Medium	All Staff	Throughout transit	D
Injury to ETD staff or volunteers during set up of event including needle stick, broken glass, trip hazards etc	4	3	High	Pool area inspected for hazards such as discarded syringes, broken glass or foreign material likely to cause injury. (S) Centre Management notified of any hazards found for appropriate action. (A) Trip hazards removed or clearly marked. (A)	(L2)(C3) Medium	Aquatic Centre Management, TIC	Pool maintenance ongoing responsibility. Allocation of equipment inspection delegated to qualified person prior to event.	D
Student drowning	4	5	High	Staff briefed on responsibilities during event (A) Adequate number of staff to monitor students throughout event in accordance with Mandatory Procedures (A) Qualified Lifeguards in attendance (S) Note sent home to parents for them to advise what their child's swimming proficiency is. (F) Swimming proficiency testing will be completed and recorded for students electing to participate in free swimming time at the carnival. (S) Students who successfully pass the swimming proficiency test will be identifiable on the day with a blue wristband. (A) Students who do not pass proficiency test will not be allowed to participate in free swimming. (F)	(L1)(C5) Medium	Principal, TIC, All Staff	Briefing conducted in lead up to event. Notes from parents required 1 week prior to event. Proficiency testing will be conducted on day of carnival.	A

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Medical emergency (e.g. participant experiences severe chest pains, asthma attack etc)	3	3	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Medical histories provided by parents (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Emergency contact numbers taken to event(F)	(L3)(C2) Medium	First Aid Officers, All Staff	Teachers to collate prior to carnival	B
Student / staff injured during event (trips, falls, impact from sporting equipment)	3	2	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Equipment inspected prior to use (S)	(L2)(C2) Low	All Staff, Aquatic Centre Management	Staff with first aid training organised 1 week prior to event	D
Injuries during break down of event, pack up, etc.	3	2	Medium	Correct use of lifting techniques (A) Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S)	(L2)(C2) Low	TIC, All Staff	Information on correct lifting given at briefing in lead up to event. Staff with first aid training organised 1 week prior to event	D
Dehydration	3	2	Medium	Students provided with information briefing/note (F) Reminder to students throughout day with announcements over PA system to rehydrate.(S) Encourage students to bring own water bottles.(A) Water provided at venue.(S)	(L1)(C2) Low	TIC, All Staff	Designated staff to organise water cooler and cups prior to event.	D

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Extreme heat on the day and risk of sunburn/heatstroke.	4	3	Medium	Remind students throughout day with announcements over PA about water and sunscreen available to participants and officials (A) All participants to wear hats, seek shelter when possible and re-apply sunscreen (A) Temperature checked prior to and on event day.(A) Pool area checked for hazards prior to event (A) No diving rule applies during free swimming (F) No running around pool area (F) Students to follow all pool rules and abide by lifeguards instructions.(A) Students monitored by staff and lifeguards (A) First Aid Officers and Lifeguards present (A)	(L2)(C2) Low	Principal, TIC	Information sheets in lead up to event. Announcements made throughout the day.	D
Special risks associated with event (e.g. aquatic risks, etc.) e.g. concussion, spinal injury, hyperthermia	4	4	High	Pool area checked for hazards prior to event (A) No diving rule applies during free swimming (F) No running around pool area (F) Students to follow all pool rules and abide by lifeguards instructions.(A) Students monitored by staff and lifeguards (A) First Aid Officers and Lifeguards present (A)	(L2)(C3) Medium	Principal, TIC, Assessors, All Staff	Area inspection at start of day. Designated staff supervising students during free swimming	B
Inadequate means of communication within event and back to school.	1	2	Low	Senior staff to have mobile phones available (S) Fixed landline at pool (S) School has pool phone number if an emergency arises (A) Parents informed of where event will be held (A)	(L1)(C2) Low	TIC, Aquatic Centre Management	Staff provided with information in lead up to event	E
Other extreme conditions on the day of the event (torrential rain fall, strong winds, etc)	2	2	Low	Check weather forecast several days before and on morning of event.(A) Event may be postponed or cancelled if conditions too unfavourable (A)	(L2)(C1) Low	Principal, TIC	During lead up and on morning of event.	D

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)strong, (A)adequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Event poorly managed and run due to inadequate planning	2	3	Medium	Adequate planning prior to event.(S) Allow adequate time for planning (A) Principal kept informed (A) Staff know what their jobs and responsibilities are (A) Consultation with pool management and other relevant staff within school (A)	(L1)(C2) Low	Principal, TIC	In lead up and during event.	C
Additional costs incurred. (permit fees, lost/damaged equipment, etc)	2	3	Medium	Correct costing prior to event based on minimum numbers (A) Have adequate funds available to cover costs.(S)	(L1)(C2) Low	TIC	In lead up and during event.	C
Theft/Vandalism	2	3	Medium	Students/Staff warned to secure valuables. (F) Students closely supervised to prevent vandalism or destructive anti-social behaviour (A)	(L2)(C1) Low	All Staff	In lead up and during event.	C
Visitors, Parents or the public becoming injured/hurt due to event activity	3	3	Medium	Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S) Equipment inspected prior to use (S)	(L2)(C1) Low	All Staff, Aquatic Centre Management	Staff with first aid training organised 1 week prior to event. Supervision/monitoring during event.	B
Poor Food Handling Practices	3	4	High	Food storage and handling done in accordance with regulated requirements (S) Some staff members have First Aid training (A) Lifeguards have First Aid training (A) First Aid kits available (A) Mobile phones available to contact ambulance (A) Ready access for ambulance, if required (S)	(L2)(C2) Low	Principal, TIC, Aquatic Centre Management	Arrangements checked during lead up to event. Supervision/monitoring during event.	C

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (S)rong, (A)dequate, (F)lair, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating
Inadequate supervision of students	2	3	Medium	Staff members closely supervise students (A) Duty roster designating staff responsibilities(A) Correct ratio of staff to students for aquatic activities(A)	(L2)(C1) Low	Principal, TIC	In lead up and during event. Supervision/monitoring during event.	C
Students fail to arrive at event venue.	3	2	Medium	Staff supervise students on and off buses and ensure all students arrive inside venue (S) Students must have a signed note from parents allowing them to stay at pool after organised events. (A) Homeroom teachers to mark rolls before students leave on buses, at venue and before students leave to get back on bus.(S)	(L1)(C2) Low	TIC	Prior to and at the end of the carnival	B
Student behaviour during event	4	3	High	Staff members closely supervise students (A) Duty roster designating staff responsibilities(A) Correct ratio of staff to students for aquatic activities(A) Behaviour management policy enforced (A) Students informed through permission note of banned items (S) Parents informed of misbehaviour (F) School student management policy to be followed at all times.(A)	(L2)(C2) Low	Principal, TIC, All Staff	Close supervision by teachers during event	C

Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Initial Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Ratings: (S)trong, (A)dequate, (F)air, (P)oor	Residual Risk Rating (After Controls)	Responsible Officer	Timetable (by when)	Priority rating

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk. Refer to worksheet Part B.

TREATMENT PLAN

Activity/Project: _____

Completed by: _____

Reviewed by: _____

KLA: _____

Date: _____

Date: _____

Correlating Ref from first risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Expected completion date	for Risk Management & Audit use only			
					Date Completed	Risk and treatment/controls monitored/reviewed		
						How	When	Date completed

Carnival Coordinator/TIC	Signed
Date	
Principal	Signed
Date	

RISK ASSESSMENT MATRIX

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost certain	High	High	Extreme	Extreme	Extreme
4 Likely	Medium	High	High	Extreme	Extreme
3 Possible	Low	Medium	High	High	Extreme
2 Unlikely	Low	Low	Medium	High	High
1 Remote	Low	Low	Low	Medium	High

Risk Likelihood

Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> Remote chance of risk event and even then in highly exceptional circumstances
2	Unlikely	<ul style="list-style-type: none"> Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise
3	Possible	<ul style="list-style-type: none"> Foreseeable that risk event may occur, but is not expected to occur
4	Likely	<ul style="list-style-type: none"> Risk event likely to occur at least once
5	Almost Certain	<ul style="list-style-type: none"> Expect frequent occurrences

Risk Consequences

Rating	Description	Remarks
1	Insignificant	<ul style="list-style-type: none"> No Injuries. Negligible community disruption. No environmental or other damage.
2	Minor	<ul style="list-style-type: none"> Small number of injuries. No fatalities. Only first aid required. Some environmental or other property damage
3	Moderate	<ul style="list-style-type: none"> Ambulance / Hospital Treatment required. No fatalities. Some community inconvenience. Some environmental damage (minor long term effect) Other property damage
4	Major	<ul style="list-style-type: none"> Extensive injuries. Significant hospitalisation. Some community displacement. Extensive environmental damage (long term effect) Other extensive property damage
5	Catastrophic	<ul style="list-style-type: none"> Fatalities. Injuries and extended hospitalisation periods. Widespread community displacement. Extensive and widespread property damage. Significant short or long term environmental damage

Risk Priority

Description	Priority Ranking
Immediate Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital	A
High Requires involvement from School Network Leader Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital	B
Significant Requires involvement or attention from principal Requires immediate attention from first aid officer	C
Low Requires assistance by staff on site / Possible attention by first aid officer	D
Negligible Requires no action	E

Wright, Leanne

From: Lewis, Robyn
Sent: Monday, 3 September 2012 11:36 AM
To: Wright, Leanne
Cc: Benson, Trisha
Subject: Swimming Carnival Procedures and Checklists
Attachments: Swimming Carnival Procedures and Checklists.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi Leanne

Please find attached my suggestions for the procedures.

Elements that need to be strengthened are:

1. No free swimming
2. How emergencies are mitigated and dealt with in planning and implementation.

appy to discuss.

Regards

Robyn Lewis | A/g Senior Manager
Phone: 02 6207 5377 | Fax: 02 6205 8353 | Email: robyn.lewis@act.gov.au
Planning and Reporting | Education and Training | ACT Government
Level 1 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

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School Swimming Carnivals

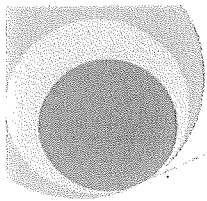
Procedures and checklists

Key points and best practice procedures for the safe and effective coordination of a school swimming carnival.

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Contents

1. Directorate Swimming Carnival Policy
2. Introduction and Swimming Carnival Procedures
- Definitions
3. Swimming Carnival Flowchart
4. Implementation Procedures for Swimming Carnivals
5. Procedures for Non-Proficient Swimmers
- ~~6. Definitions~~
7. Staff Qualifications and Risk Management
8. Supervision
9. Survival Challenge Proficiency Testing
10. Safety
11. Principal's Checklist
12. Carnival Coordinator's Checklists
13. Appendix A— Sample Parental Consent Note
14. Appendix B—Sample Medical Consent Note
15. Appendix C—Sample Student Attendance Record Template
16. Appendix D—Sample Recording Sheet for Proficiency Testing
17. Appendix E—Sample Swimming Carnival Programs
18. Appendix F – Risk Assessment and Management Plan

Comment [RL1]: Needs numbers updated and add page numbers

School Swimming Carnivals
Policies, Procedures and Checklists

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Introduction

School swimming carnivals can be a positive part of the school's sporting program provided they are planned and implemented safely. Carnival Co-ordinators must liaise with staff, students, parents and pool management and comply with Directorate policies and procedures to ensure that staff and students have a positive and safe experience.

A list of policies, procedures and checklists integral to the successful organisation of a school swimming carnival can be found in the appendices of this procedure (page 34).

The *School Swimming Carnivals* policy and these procedures are mandatory.

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The school principal is responsible for checking and approving signing off on all aspects of swimming carnival organisation as well as ensuring the event complies with Directorate policies and procedures.

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School

Swimming Carnival Procedures

To ensure a safe environment for all participants in school swimming carnivals, schools will implement the following procedures which have been recommended by Royal Life Saving Society ACT (RLSSA).

Steps 1-12 must be implemented for all swimming carnivals.

Each stage is broken into detailed steps outlined in the implementation procedures in section 4.

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

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

School Swimming Carnivals
Policies, Procedures and Checklists

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Definitions

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<u>Proficient swimmer</u>	<ul style="list-style-type: none"> is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can: <ul style="list-style-type: none"> ✓ <i>perform a slide entry and walk 5m through the water</i> ✓ <i>continuously swim 25m using a an action that resembles a stroke</i> ✓ <i>complete a survival sequence (survival skull, float or tread water and call for help) in deep water for 1 minute</i> ✓ <i>exit the water unassisted, and</i> ✓ <i>perform a voice rescue.</i>
<u>Non-proficient swimmer</u>	<ul style="list-style-type: none"> is a student who has not successfully passed the five stage Survival Challenge Proficiency Test
<u>Carnival co-ordinator</u>	<ul style="list-style-type: none"> is the teacher appointed by the principal to organise the swimming carnival must have experience at organising carnivals
<u>Activity leader</u>	<ul style="list-style-type: none"> is the teacher in charge of a specific activity
<u>Accompanying adults</u>	<ul style="list-style-type: none"> include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character
<u>Duty of care</u>	<ul style="list-style-type: none"> is a legal duty that requires the teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists
<u>First aid officer</u>	<ul style="list-style-type: none"> must hold a current senior first aid certificate
<u>Informed consent</u>	<ul style="list-style-type: none"> means that parents give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs
<u>Parents</u>	<ul style="list-style-type: none"> refer to adults with parental responsibilities, including carers
<u>Risk management planning</u>	<ul style="list-style-type: none"> is defined by the standards in the Directorate's Risk Management Framework
<u>Roll group teacher</u>	<ul style="list-style-type: none"> is the teacher designated by the principal to have ultimate responsible for a class group of students will take student attendance at the allocated times before, during and after the carnival
<u>Supervision ratio</u>	<ul style="list-style-type: none"> refers to the supervisor to student ratio. <ul style="list-style-type: none"> ○ 1 teacher : 20 students - general supervision ○ 1 teacher :20 students - proficient swimmers in the water

School Swimming Carnivals
Policies, Procedures and Checklists

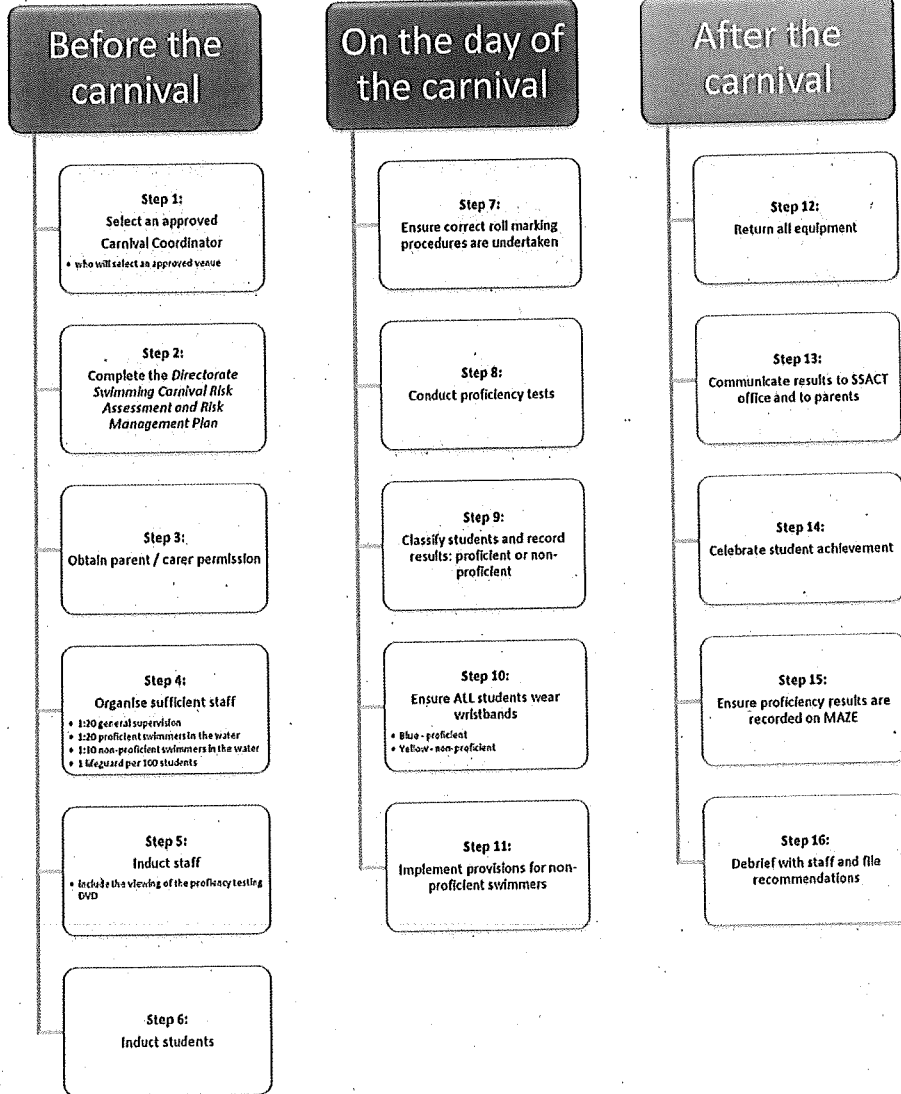
	<ul style="list-style-type: none">○ 1 teacher :10 students - non-proficient swimmers in the water○ 1 lifeguard :100 students
Free Swimming	<ul style="list-style-type: none">● Is unstructured, supervised swimming or water play
Structured Aquatic Activity	<ul style="list-style-type: none">● Is directed, supervised water activity
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

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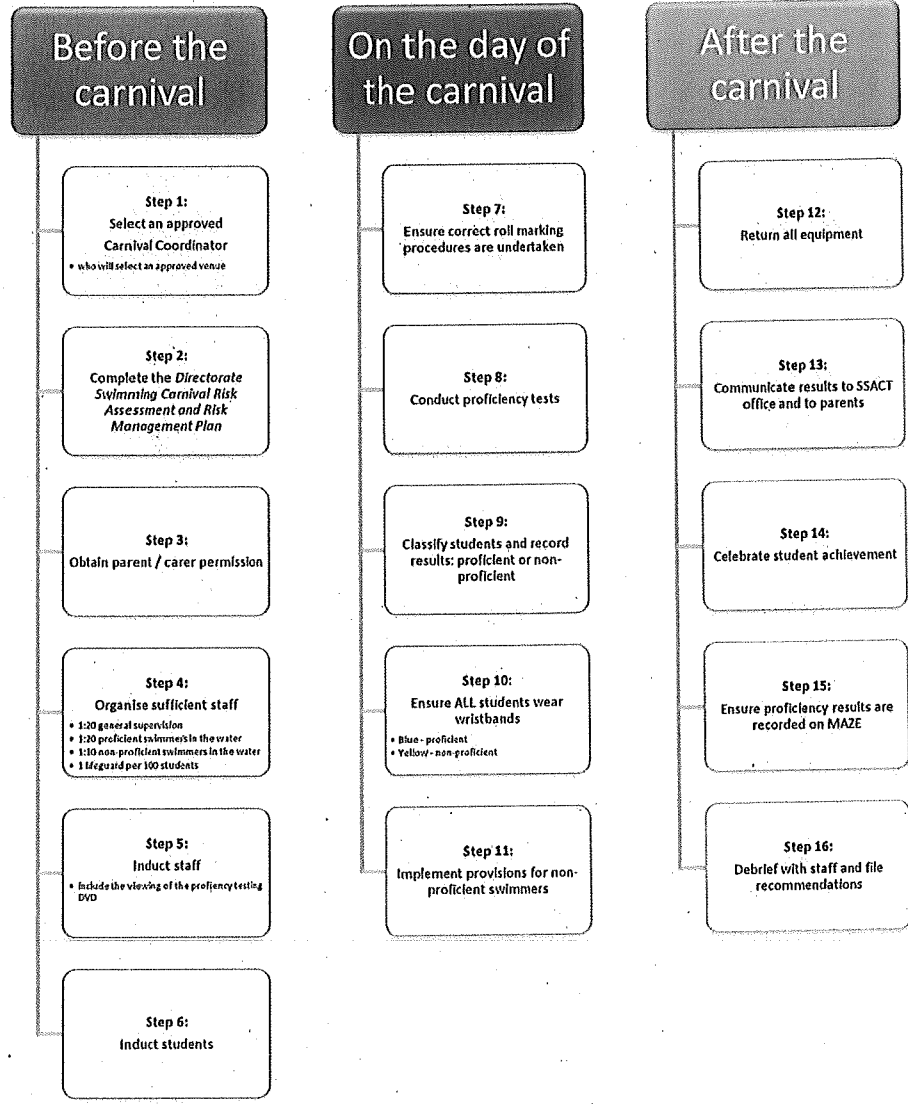
Flowchart: School Swimming Carnival Procedures

School Swimming Carnivals
Policies, Procedures and Checklists

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School Swimming Carnivals
Policies, Procedures and Checklists



School Swimming Carnivals
Policies, Procedures and Checklists

Implementation Procedures for School Swimming Carnivals

Schools must implement the Directorate Swimming Carnival Procedures to ensure a safe environment for all participants. These procedures have been adapted from the ACT Royal Life Saving Society framework. Stages/Steps 1-11 must be implemented for all swimming carnivals. Stages/steps 12-16 must be implemented once the carnival is completed.

Step 1: Select a Carnival Coordinator and an approved venue

The Carnival Co-ordinator will oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process.

Carnival Co-ordinators must select an aquatic venue that:

- has been approved by RLSSA
- 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, the Carnival Co-ordinator must 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 venue is RLSSACT 5 star approved
- the industry standard of one lifeguard per 100 students is met
- areas for non-proficient and non-swimmers are clearly marked, and
- out-of-bound areas are clearly marked.

Step 2: Complete the Directorate 'Swimming Carnival Risk Assessment and Risk Management Plan'

All schools are required to complete a Risk Management Plan prior to conducting a swimming carnival. Most risks with swimming carnivals are associated with unstructured water activities such as free swimming time, use of equipment including waterslides, diving

School Swimming Carnivals
Policies, Procedures and Checklists

boards, aqua runs and end-of-year aquatic activities. Free swimming time is not permitted at school swimming carnivals.

Risk management plans must include actions to be taken in the event of an emergency at the swimming carnival. Schools need to assess the risks associated with such activities before they schedule them.

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Step 3: Obtain parent/carer permission including medical information

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

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

Step 4: Organise sufficient staff

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

- ✓ For pre-school to year 6 in a regular sized class the teacher must be accompanied by at least one other adult. The ratio 1:20 applies in this scenario.
- ✓ For years 7-12 where the regular class contains non-swimmers, the teacher must be accompanied by at least one other adult. The ratio of 1:20 applies in this scenario.

The Carnival Co-ordinator may appoint an Activity Co-ordinator to be in charge of specific water or dry land activity.

Step 5: Induct staff

The Principal or the Carnival Co-ordinator must induct staff prior to the swimming carnival. This includes showing the ACT Directorate Proficiency Testing DVD.

The induction should address:

- venue layout, rules and regulations
- emergency procedures in the event of an emergency

School Swimming Carnivals
Policies, Procedures and Checklists

- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- survival challenge - proficiency testing, and
- swimming carnival program, including appropriate activities planned for non-proficient or non-swimmers.

Step 6 – Check student records to determine which students must undertake the survival challenge - proficiency test

Prior to the swimming carnival the Carnival Co-ordinator must check that class teachers have accessed student records on MAZE to determine which students have not successfully completed the survival challenge – proficiency test. A list of those students who must undertake the proficiency test must be available on the day of the swimming carnival.

Step 7: Induct students

The Carnival Co-ordinator should induct students in the same way as staff are inducted.

The student induction should include:

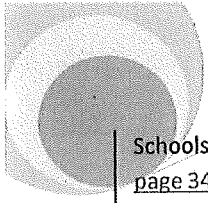
- venue layout, rules and regulations
- procedures in the event of an emergency emergency procedures
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- survival challenge - proficiency testing, and
- carnival program, including activities planned for non-proficient or non-swimmers.

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Step 8: Ensure correct roll marking procedures are undertaken

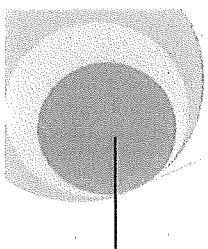
Teachers in charge of a class of students are mandated to take attendance:

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



School Swimming Carnivals
Policies, Procedures and Checklists

Schools should use the Directorate sample attendance record for swimming carnival on page 34.



School Swimming Carnivals
Policies, Procedures and Checklists

Step 9: Conduct survival challenge - proficiency testing

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

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

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

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

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

Step 10: Classify students and record results

After completing the proficiency test, all students must be categorised and the results recorded on MAZE.

Step 11: Ensure all students wear wristbands

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

Step 12: Return equipment

Once the swimming carnival is completed, the Carnival Co-ordinator should make sure all equipment is returned or packed away appropriately.

School Swimming Carnivals
Policies, Procedures and Checklists

Step 13: Communicate results

The Carnival Co-ordinator is responsible for all relevant swimming carnival results being entered into the zone or regional carnival through the SSACT office. Once that is completed, the results can be communicated to the parents via a school newsletter or other written means.

Step 14: Celebrate student achievements

Once the carnival is completed the school is encouraged to celebrate student achievement appropriately at school. This may involve the with presentations of certificates, ribbons and trophies, however this is a school-based decision.

Step 15: Ensure proficiency results are recorded on MAZE

The Carnival Co-ordinator will ensure all proficiency test results are entered onto MAZE.

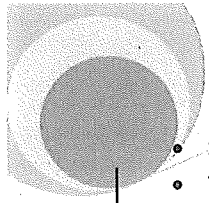
Stage 16: Debrief with staff and file recommendations for next carnival

The Principal and the Carnival Co-ordinator will debrief with staff on the highlightssuccesses and issuesshortcomings of the carnival. All recommendations should be recorded and filed on an official Directorate file for use in planning the next swimming carnival.

Policies and documents related to organising a swimming carnival

- School Swimming Carnivals
- Excursions Policy (2003)
- First Aid Policy (2003)
- Sun Protection Policy
- Physical Education and Sport (2009)
- Risk Management Plan

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School Swimming Carnivals
Policies, Procedures and Checklists

- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework

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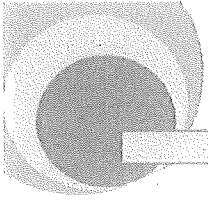
Procedures for Non-Proficient Swimmers at the Swimming Carnival

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

- ❖ All students must be fully supervised at all times and non-proficient swimmers must wear a yellow wrist band.
- ❖ An area for supervision and conduct of activities for non-proficient swimmers must be identified and designated at the pool venue prior to the commencement of the carnival in consultation with pool venue staff including an appropriately qualified lifeguard.
- ❖ The Principal must approve the designated area.
- ❖ Supervision of the designated area must include supervision by an appropriately qualified lifeguard.
- ❖ Additionally, non-proficient swimmers must generally be supervised by school staff with a maximum ratio of 1:20.
- ❖ When non-proficient students enter the water for activities they must be supervised by school staff within the pool in small groups with a maximum ratio of 1:10 with due consideration of the students age, height and depth of water.
- ❖ **FREE SWIMMING ACTIVITIES ARE NOT PERMITTED.**

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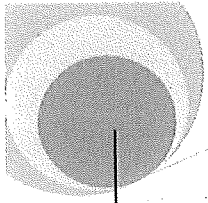


School Swimming Carnivals
Policies, Procedures and Checklists

School Swimming Carnivals
Policies, Procedures and Checklists

Definitions

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



School Swimming Carnivals
Policies, Procedures and Checklists

Staff Qualifications

In most schools, a group of teachers will take responsibility for conducting a school swimming carnival. However, the Principal should appoint a Carnival Co-ordinator to oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process.

The Carnival Co-ordinator should have had leadership experience at other carnivals before attempting this position. Consideration should be given to appointing an Assistant or Apprentice Carnival Co-ordinator.

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

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

Risk Management

All schools are required to complete a Risk Management Plan prior to conducting a swimming carnival. A sample Risk Management Plan is provided in the appendices (page ?). Most risks with swimming carnivals are associated with unstructured water activities such as free swimming time, use of equipment including waterslides, diving boards, aqua runs and end-of-year aquatic activities.

Risk management plans must include actions to be taken in the event of an emergency at the swimming carnival. Schools need to assess the risks associated with such activities before they schedule them.

Please note: Free swimming is not permitted at school swimming carnivals. Appropriate only students deemed as proficient swimmers, after successfully completing the Survival Challenge Proficiency Test, can participate in unstructured water activities, structured aquatic activities may be conducted.

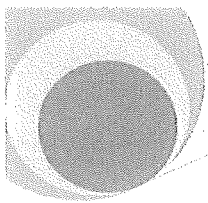
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School Swimming Carnivals
Policies, Procedures and Checklists

School Swimming Carnivals
Policies, Procedures and Checklists

Supervision

Adequate supervision must be provided as follows:

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

The Swimming Carnival Co-ordinator must ensure there are sufficient lifeguards supervising the pool area. *The industry standard of one lifeguard per 100 students must be met.* Lifeguards at the pool must hold a current pool lifeguard qualification.

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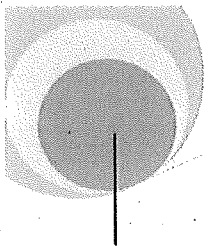
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Primary: (pre-school to year 6)

The teacher of a regular sized class must be accompanied by at least one other adult (i.e. a minimum of two adults). The ratio of 1:20 must be in place.

Secondary: (year 7-12)

The teacher must be accompanied by at least one other adult if the regular sized class contains non-swimmers. One teacher may supervise a class if there is qualified pool staff on duty. The ratio of 1:20 still applies for this age group.



School Swimming Carnivals
Policies, Procedures and Checklists

Survival Challenge - Proficiency Testing

Teachers ~~are will~~ be required to assess all students' swimming ability prior to any swimming carnival.

The ACT Education and Training Directorate has created a DVD which explains how teachers will conduct the proficiency tests. This DVD must be shown and discussed with relevant staff before each swimming carnival to ensure teachers understand their role in conducting proficiency tests.

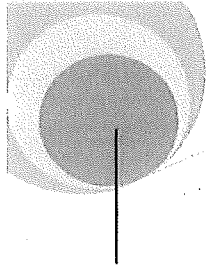
The results of the proficiency test must be recorded on MAZE and kept on an official file. A sample recording sheet is in the appendix (page ?). Once students have completed the proficiency test they will be banded – blue for proficient and yellow for non-proficient. Students must then display these bands when participating in the swimming carnival.

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

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

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

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



School Swimming Carnivals
Policies, Procedures and Checklists

Safety

Key Points for Best Practice

The Carnival Co-ordinator must ensure that:

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

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Personal Safety Issues

Students, teachers and other participants must:

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

School Swimming Carnivals
Policies, Procedures and Checklists

Starting pistols and caps

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

Comment [RL3]: Full name and contact to be added.

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

Starting pistols

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

Starting caps

The following safety procedures must be used with starting caps:

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

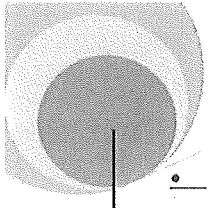
Equipment

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 Carnival Co-ordinators can borrow one from School Sport ACT, and.
- SPF30+ sunscreen for staff and students.

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School Swimming Carnivals
Policies, Procedures and Checklists

Swimming Carnival Program

The Swimming Carnival Co-ordinator should develop a program which includes scope for modified activities that match the skill and fitness levels of the students. A sample program for Primary Schools and one for Secondary High Schools is found in Appendix F.

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CHECKLIST FOR SWIMMING CARNIVALS

Principal to complete

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Action	Date	Completed
1. Select Carnival Co-ordinator and check the co-ordinator has skills and experience to organise carnival or ensure co-ordinator is mentored by an experienced skilled staff member. <u>Consideration should be given to appointing an Assistant or Apprentice Carnival Co-ordinator.</u>	3 months before carnival	
2. Check progress of carnival planning with Carnival Co-ordinator.	2 months before carnival	
3. Check planning complies with Directorate policies and procedures.	6 weeks before carnival	
4. Review Risk Management Plan to determine if carnival will go ahead.	8-6 weeks before carnival	
5. Complete the Risk Management Plan and retain at the school.	5 weeks before carnival	
6. Check arrangements for proficiency testing to ensure all participating students will be <u>ability tested, banded</u>	6 weeks before carnival	
7. Check parents have been Informed of arrangements and given opportunity to provide Informed consent.	6 weeks before carnival	
8. Check all staff are well briefed on their responsibilities and that they are represented on the supervision roster/carnival supervision plan.	3 weeks before carnival	
9. Ensure the Proficiency Testing DVD is shown <u>and discussed with to relevant all staff, and discussed at a staff meeting</u>	3 weeks before carnival	
10. Ensure that all arrangements for the swimming carnival are discussed at a staff meeting.	3 weeks before carnival	
10-11. Review and discuss each item on the Risk Management Plan with staff.	3 weeks before carnival	
11-12. Sign and fax (62058327) Principal's checklist to School Network Leader.	1 week before carnival	

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Principal's signature: _____ Date _____

Network Leader's signature: _____ Date _____

Network Leader will fax reviewed and signed Principal's checklist to the school prior to the school carnival.



CHECKLIST FOR SWIMMING CARNIVALS

Stage 1: Carnival Co-ordinator to complete

Action - 3-12 months prior to carnival	Date achieved	Initial
1. Check district and zone dates to ensure there are two weeks between school and district carnival		
2. Choose carnival date and back-up date		
3. Discuss at an Get-Executive team meeting and seek approval. support		
4. Select and book approved venue		
5. Add Put date to on school yearly planner		
6. Clarify cost of entry for students, teachers and parents		
7. Check if school will have sole access to pool for the day (some pools have public access at lunch time so students are not allowed in the water then)		
8. Book transport		
9. Liaise with pool venue manager to ensure they have:		
<ul style="list-style-type: none"> • ACTRLSS 5 Star Approval • lifeguard ratios of 1 lifeguard per 100 students • clearly identified area for non-proficient swimmers and non-swimmers • clear out-of-bound markings • appropriate pool depth for diving starts • shade areas • BBQs/tables if required • flotation devices e.g. kickboards, noodles if required • audible loud speaker system • flexibility for 25 and 50 metre events – can bulkheads be moved; if so how long will this take – allow time in your breaks to move them 		

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CHECKLIST FOR SWIMMING CARNIVALS

Stage 2: Carnival Co-ordinator to complete

Action – 6 weeks prior to the carnival	Date achieved	Initial
1. Confirm the pool booking and above approval information		
2. Confirm transport		
3. Advise staff of the date		
4. Liaise with canteen staff to advise date		
5. Publicise the carnival to school community		
6. Access Directorate parental permission proformas including alternative language options (check which ones your school needs)		
7. Send proformas home to obtain parental permission		
8. Complete Risk Management Plan using the template in the appendix, including emergency procedures		
9. Send Risk Management Plan to Principal for approval		
10. Discuss Risk Management Plan with staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment eg noodles, whistles, result sheets		
12. Develop Work-out the carnival program - include events for swimmers and non swimmers		
13. Determine number of officials needed		
14. Check previous school swimming records		
15. Liaise with staff about official jobs' roster		
16. Develop a staff supervision roster/carnival supervision plan		
17. Obtain Principal's approval for roster and then communicate it to staff		
18. Let staff know when to undertake the proficiency testing		
19. Arrange for students undertaking swimming proficiency testing to have their results recorded and filed		
20. Arrange for first aid officer to attend the carnival		



CHECKLIST FOR SWIMMING CARNIVALS

Stage 3: Carnival Co-ordinator to complete

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Action – 3 weeks prior to the carnival	Date achieved	Initial
1. Start collecting money, medical and permission notes		
2. Make program and organisational arrangements available to parents		
3. Organise perpetual trophies if required		
4. Ensure that all arrangements for the swimming carnival are discussed at a staff meeting.		
4.5. Communicate program and jobs' roster to staff		
5.6. Brief officials on their roles and responsibilities		
6.7. Outline a communication plan if carnival needs to be cancelled		
7.8. Organise students to assist with refreshment for officials		

Comment [RL5]: Formatting needed



CHECKLIST FOR SWIMMING CARNIVALS

Stage 4: Carnival Co-ordinator to complete

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Action – 1 week prior to the carnival	Date achieved	Initial
1. Explain Risk Management Plan to staff, <u>including emergency procedures</u>		
2. Ensure all permission notes and money have been collected		
3. Make arrangements for students not attending or participating		
4. Recheck transport details		
5. Prepare all programs, results and record keeping sheets		
6. Speak to students about how carnival is organised and what the expectations are (<u>including no free swimming</u>)		
7. Finalise and communicate transport arrangements		
8. Identify which teachers, parents, students will arrive early at the pool to help with set up		



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 5: Carnival Co-ordinator to complete

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Action – 1 day prior to the carnival	Date achieved	Initial
1. Check and pack all equipment		
2. Check all attendance marking sheets are ready and distributed		
3. <u>Ensure that all elements of emergency procedures are prepared (eg emergency phone numbers)</u>		
3.4. Brief student helpers		
4.5. Check weather forecast and remind staff and students about communication arrangements if carnival is cancelled		

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CHECKLIST FOR SWIMMING CARNIVALS

Stage 6: Carnival Co-ordinator to complete

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

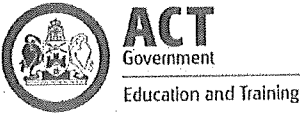


CHECKLIST FOR SWIMMING CARNIVALS
Stage 7: Carnival Co-ordinator to complete

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Action – 1 week after the carnival	Date achieved	Initial
1. Make sure all equipment is returned or packed away appropriately		
2. Enter relevant results into the zone or regional carnival through SSACT, office		
3. Communicate relevant recorded results to parents		
4. Celebrate student achievements appropriately at school e.g. ribbons, trophies		
5. Debrief with staff on carnival <u>highlight</u> successes and <u>issues</u> shortcomings and record and file recommendations for the next carnival		
6. Document any emergency procedures and follow-up actions		



Insert School Logo Here

Click here to enter a date

Dear Parents and Carers/givers

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

The swimming carnival forms a core component of the school's *Physical Education* curriculum therefore all staff will be in attendance at the carnival. **No supervision will be provided at school.**

Comment [RL6]: Check whether some supervision should be provided at school

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

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

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

Kind Regards

Click here to enter Principal's name

School Principal

Click here to enter school name **School Swimming Carnival**

Permission for Swimming Carnival Activities

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

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

1. Name of Child: _____
2. School Year: _____
3. My child can swim:

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
4. Distance my child can confidently swim:

<input type="checkbox"/>	10m
<input type="checkbox"/>	25m
<input type="checkbox"/>	50m
<input type="checkbox"/>	100m
5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Guardian / Carer: *(please print)* _____

Signature: _____

Date: _____

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

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

Click here to enter school name **School Swimming Carnival**

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 carnival at Enter venue name here on Click here to
enter a date travelling by Enter mode of transport here.

I enclose Nominate amount of \$ _____

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

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

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

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

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

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

Comment [RL7]: Check this with Darryl Stuckey (re excursion policy)

Name of Parent / Guardian / Carer: (please print) _____

Signature: _____

Date: _____

Comment [RL8]: Check this with legal

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.



Swimming Carnival Medical Information and Consent Form

Dear Parents and Caregivers

I am attaching a Swimming Carnival 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.

Comment [RL9]: Check with legal

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.

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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 Government 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/guardians 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/guardians 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 Carnival
Medical Information and
Consent Form

Comment [RL10]: To be checked by legal and Darryl Stuckey (Excursion policy)

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 carnival.

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?

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Yes No

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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.

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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~~4 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

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: ___/___/___

(Parent/Carer)

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SWIMMING CARNIVAL – Sample Primary School Program

1. Survival Challenge Proficiency Testing	
100M OPEN	
2.	Freestyle
3.	Backstroke
4.	Breaststroke
5.	Butterfly
50M FREESTYLE	
6.	8 yrs boys and girls
7.	9 yrs boys
8.	9 yrs girls
9.	10 yrs boys
10.	10 yrs girls
11.	11 yrs boys
12.	11 yrs girls
13.	12/13 yrs boys
14.	12/13 yrs girls
STRUCTURED NOVELTY EVENT	
Cork Scramble (non-swimmers)	
50M BACKSTROKE	
15.	10 & under boys
16.	10 & under girls
17.	11 yrs boys
18.	11 yrs girls
19.	12/13 yrs boys
20.	12/13 yrs girls
STRUCTURED NOVELTY EVENT	
Wading Race (non-swimmers)	
50M BREASTSTROKE	
21.	10 & under boys
22.	10 & under girls
23.	11 yrs boys
24.	11 yrs girls
25.	12/13 yrs boys
26.	12/13 yrs girls
STRUCTURED NOVELTY EVENT	
Over And Under Races (10yrs, 11yrs, 12/13yrs)	
50M BUTTERFLY	
27.	10 & under boys
28.	10 & under girls
29.	11 yrs boys
30.	11 yrs girls
31.	12/13 yrs boys
32.	12/13 yrs girls
HOUSE RELAYS-if time permits	
33.	YEAR3/4 boys & girls
34.	YEAR5 boys & girls
35.	YEAR6 boys & girls