

Email text

Dear Stakeholder

You are invited to participate as a stakeholder in the consultation process for the Education and Training Directorate's interim Swimming Carnival Policy, Procedures and Checklists.

Please review the policy, procedures and checklists (attached) and provide any feedback you may have on the form provided.

If you require the interim Swimming Carnival Policy, Procedures and Checklists in hard copy or in an alternative format, please use the contact below.

The end date for consultation is 22/2/2013. If you require any further information or clarification regarding the process or the interim Swimming Carnival Policy, Procedures and Checklists please contact Mr Martin Hine by email at Martin.Hine@act.gov.au or by phone on 02 62054685.

Yours sincerely

Leanne Wright
Director,
Learning and Teaching
27 November 2012

DRAFT

Swimming Carnival Policy, Procedures and Checklists Consultation feedback form

Dear Stakeholder

Thank you for taking the time to review the interim *Swimming Carnival Policy, Procedures and Checklists* and providing feedback to assist the ACT Education and Training Directorate ensuring the policy and procedures are clear, relevant and meet the needs of stakeholders.

Please answer the following questions and provide any further feedback in the space provided. When you have completed the feedback form please return via return email to Martin.Hine@act.gov.au before the feedback closing date of 22/02/2013.

1. The interim *Swimming Carnival Policy, Procedures and Checklists* is relevant and provides good guidance on the roles and responsibilities associated with swimming carnival planning and implementation.

Agree	Don't know	Disagree
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If you circled disagree, please comment on how you think the document could be improved.

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2. The information in the interim *Swimming Carnival Policy, Procedures and Checklists* is clear and unambiguous?

Agree	Don't know	Disagree
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Hine, Martin

From: Hine, Martin
Sent: Tuesday, 27 November 2012 5:43 PM
To: bbook@aeuact.asn.au; [REDACTED]; [REDACTED] Baird, [REDACTED] shodges@rissa.org.au; [REDACTED]
 Linda; Gwilliam, Stephen; Huard, Anne; Kyburz, Steve; Allan, Fiona (ACTEDU); Andrews, Amanda (ACTEDU); Bailey, Jennie (ACTEDU); Beeley, Lindy (ACTEDU); Blain, Kerrie (ACTEDU); Borton, Jason (ACTEDU); Bruce, Felicity (ACTEDU); Bruce, Murray (ACTEDU); Burke, Rachel (ACTEDU); Cave, Wendy (ACTEDU); Chapman, Kate (ACTEDU); Chapuis, Lea (ACTEDU); Darcy, Kim (ACTEDU); Dawes, Jennifer (ACTEDU); Dawning, Fran (ACTEDU); Day, Jan (ACTEDU); Dillon, Catherine (ACTEDU); Dowling, Frances (ACTEDU); Dunlop, Grace (ACTEDU); Geering, Andrew (ACTEDU); Gorman, Shane (ACTEDU); Grace, Tim (ACTEDU); Gray, Phil (ACTEDU); Hamilton, Chris (ACTEDU); Hamilton, Judith (ACTEDU); Harding, Sue (ACTEDU); Heath, Linda (ACTEDU); Holdway, Matthew (ACTEDU); Howard, Jennifer (MBYP) (ACTEDU); Hutchinson, Mary (ACTEDU); Jo.padgham@ed.act.edu.au; Jones, Chris (ACTEDU); Kalyvas, Mandy (ACTEDU); Keller, Trish (ACTEDU); Lambert, Roz (ACTEDU); Lutton, Cherie (ACTEDU); McLean, Robyn (ACTEDU); Mueller, Sue (ACTEDU); Musto, Lindsay (ACTEDU); Nagorcka, Karin (ACTEDU); Neeson, Linda (ACTEDU); Norton, Sue (Principal) (ACTEDU); Owens, Louise (ACTEDU); Pastor, Robert (ACTEDU); Pilgrim, Christine (ACTEDU); Powell, Christine (ACTEDU); Powell, Richard (ACTEDU); Prowse, Wayne (ACTEDU); Read, Lania (ACTEDU); Richardson, Rebecca (ACTEDU); Ryan, Brenda (ACTEDU); Simpson, Anne (ACTEDU); Skinner, Susan (ACTEDU); Smith, Kate (ACTEDU); Smith, Simon (ACTEDU); Travers, Melissa (ACTEDU); Wallace, Liz (ACTEDU); Walmsley, Jason (ACTEDU); Walsh, Jan (ACTEDU); Wurfel, Wendy (ACTEDU); Yarrington, Dennis (ACTEDU); Zobel, Daniel (ACTEDU); Beecher, Gai (ACTEDU); Bishop, Mark (ACTEDU); Grundy, Kerrie (ACTEDU); Hall, Michael (ACTEDU); Jasprizza, Sharon (ACTEDU); Murkins, Julie (ACTEDU); Olivero, Simon (ACTEDU); Stenhouse, John (ACTEDU); Watson, Martin (ACTEDU); Anne.oneill@ed.act.edu.au; Bartlett, Belinda (ACTEDU); Battenally, Michael (ACTEDU); Beecher, Phil (ACTEDU); Copland, Ian (ACTEDU); Dennis.dickinson@ed.act.edu.au; Jose, Sue (ACTEDU); Keighley, Carol (ACTEDU); Kindler, Michael (ACTEDU); Matheson, Colleen (ACTEDU); Palavestra, George (ACTEDU); Paterson, Heather (ACTEDU); Sillis, Peter (ACTEDU); Thompson, Bill (ACTEDU); Bateman, Michael; Bray, Rodney; Cover, Leanne; Garrisson, Joanne; Gniel, Stephen; Goleby, Ann; Johnston, Jayne; Joseph, Diane; McAlister, Coralie; Mitchell, Beth; Sharma, Sushila; Stewart, Tracy (DET); Whybrow, Mark; Wright, Leanne
Subject: Interim Swimming Carnival Policy, Procedures and Checklists consultation notification
Attachments: 1. ACT Swimming Carnival Policy.pdf; 2. Swimming Carnival Procedures and Checklists.pdf; Swimming Carnival Policy feedback form.doc

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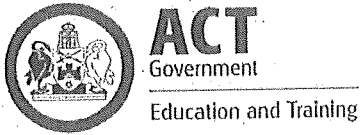
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School Swimming Carnivals

Procedures and checklists

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

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1. Introduction

School swimming carnivals can be a positive part of the school's sporting program provided that they are planned and implemented safely. Carnival Coordinators 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 towards the back of this document.

2. School Swimming Carnival Procedures

To ensure a safe environment for all participants in school swimming carnivals, schools are supported with the following:

1. Mandatory Procedures

These mandatory procedures must be implemented for all swimming carnivals.

- Select Swimming Carnival Coordinator.
- Directorate Swimming Carnival Risk Assessment and Risk Management Plan.
- Obtain parent/carer permission including medical information.
- Organise sufficient staff to implement supervision ratios.
- Induct staff.
- Principal mandatory checklist.
- Conduct proficiency tests.
- Classify students and record results: proficient and non-proficient.
- Ensure ALL students wear appropriately coloured wristbands.
- Ensure proficiency results are recorded on MAZE.

2. Supporting Procedures

These are included to support schools when planning and conducting a swimming carnival:

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

There must be no unstructured aquatic activities, such as free swimming, at school carnivals.

School Swimming Carnivals
Procedures and Checklists

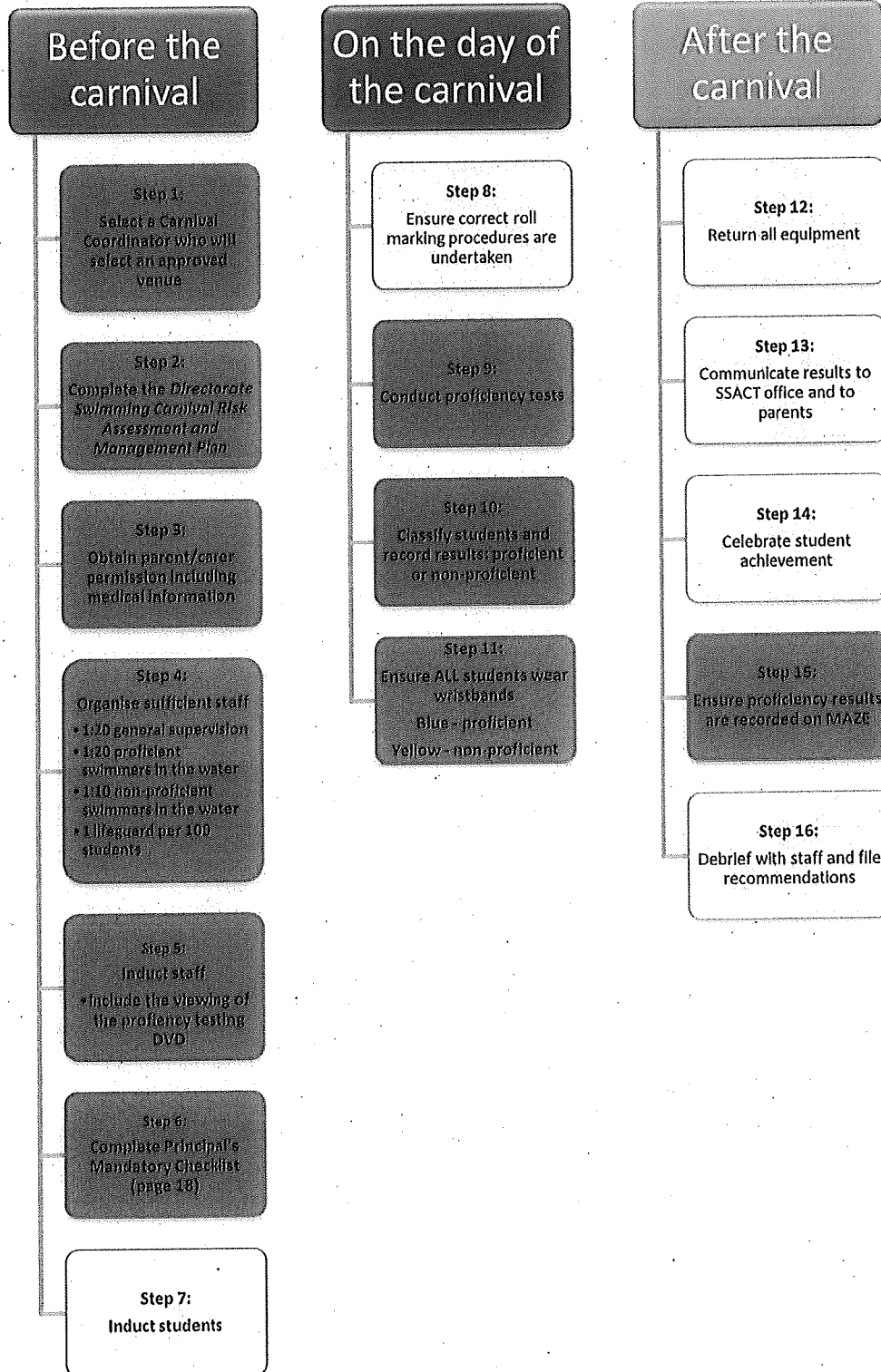
3. Definitions

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
Activity leader	<ul style="list-style-type: none"> • Is the teacher in charge of a specific activity
Carnival Coordinator	<ul style="list-style-type: none"> • Is the teacher appointed by the Principal to organise the swimming carnival • must have experience in organising carnivals
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"> • must hold a current senior first aid certificate
Free Swimming	<ul style="list-style-type: none"> • Is unstructured swimming or water play
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
Non-proficient swimmer	<ul style="list-style-type: none"> • Is a student who has not successfully passed the five stage Survival Challenge Proficiency Test
Parents	<ul style="list-style-type: none"> • refer 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 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 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, and ✓ perform a voice rescue
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 responsibility for a class group of students • will take student attendance at the allocated times before, during and after the carnival
Structured Aquatic Activity	<ul style="list-style-type: none"> • Is a directed, supervised water activity
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
Unstructured Aquatic Activity	<ul style="list-style-type: none"> • Unstructured activity, such as free swimming, water play, water slides, etc.

School Swimming Carnivals
Procedures and Checklists

4. Flowchart: School Swimming Carnival Procedures

Red steps are mandatory



5. 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 (RLSSACT) framework. Steps 1-6, 9-11 and 15 must be implemented for all swimming carnivals. The other remaining steps are highly recommended; steps 12-16 are implemented after completion of the swimming carnival.

Step 1: Select a Carnival Coordinator and an approved venue

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

Carnival Coordinators must select an aquatic venue that:

- has been approved by RLSSACT
- 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

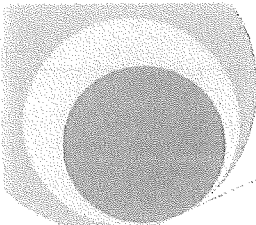
Prior to booking a venue, the Carnival Coordinator must liaise with the pool operator to ensure the venue can cater to the policy requirements of the school visit. Issues to be discussed with the pool operators include:

- 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
- out-of-bound areas are clearly marked.

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

All schools are required to complete the Risk Assessment and Management Plan prior to conducting a swimming carnival. Free swimming time is not permitted at school swimming carnivals.

Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at the swimming carnival.



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 Coordinator 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 the minimum teacher/student ratio is 1:20.
- ✓ For years 7-12 the minimum teacher/student ratio is 1:20.

The Carnival Coordinator may appoint an Activity Coordinator to be in charge of specific water or dry land activities.

Step 5: Induct staff

The Principal or the Carnival Coordinator must induct staff prior to the swimming carnival. This includes showing the ACT Directorate Survival Challenge Proficiency Test Testing DVD.

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
- Survival Challenge Proficiency Test process
- swimming carnival program, including appropriate activities planned for non-proficient or non-swimmers.

Step 6: Complete Principal's Mandatory Checklist

Refer to page 16.

Step 7: Induct students

The Carnival Coordinator 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
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- Survival Challenge Proficiency Test process
- carnival program, including activities planned for non-proficient or non-swimmers.

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.

Schools should use the Directorate sample attendance record for swimming carnivals attached.

Step 9: Conduct Survival Challenge Proficiency Test

The Survival Challenge Proficiency Test should be completed prior to or on the day of the swimming carnival so that all children can be assessed for swimming proficiency. 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 coordination
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 Survival Challenge 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 Survival Challenge Proficiency Test, all students must be categorised. The results must be recorded on MAZE following the carnival.

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 Coordinator should make sure all equipment is returned or packed away appropriately.

Step 13: Communication of results

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

Step 14: Celebrate student achievement

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

Step 15: Ensure Survival Challenge Proficiency Test results are recorded on MAZE

The Carnival Coordinator will ensure all Survival Challenge Proficiency Test results are entered onto MAZE.

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

The Principal and the Carnival Coordinator will debrief with staff on the highlights and issues of the carnival. All recommendations should be recorded and filed for use in planning the next swimming carnival.

6. Policies and Documents Related to Organising a Swimming Carnival

- School Swimming Carnivals
- Excursions Policy
- First Aid Policy
- Sun Protection Policy
- Physical Education and Sport
- Risk Assessment and Management Plan
- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework

7. Procedures for Non-Proficient Swimmers at a Swimming Carnival

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 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 student's age, height and depth of water.
❖ FREE SWIMMING ACTIVITIES ARE <u>NOT PERMITTED</u>

8. 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 Coordinator to oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process.

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

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).

9. Risk Assessment and Management

All schools are required to complete a Risk Assessment and Management Plan prior to conducting a swimming carnival. Risk Assessment and Management Plans must include actions to be taken in the event of an emergency at the swimming carnival.

Please note: Free swimming is not permitted at school swimming carnivals. Appropriate structured aquatic activities may be conducted.

10. 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 Coordinator 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.

11. Survival Challenge Proficiency Test

Teachers are required to assess all students' swimming ability prior to the commencement of a swimming carnival.

The Directorate has created a DVD which explains how teachers will conduct the Survival Challenge Proficiency Test. The DVD must be shown and discussed with relevant staff before each swimming carnival to ensure teachers understand their role in conducting the Survival Challenge Proficiency Test.

The results of the Survival Challenge Proficiency Test must be recorded on MAZE and kept at the school. A sample recording sheet is in the appendix. Once students have completed the Survival Challenge 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 student 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 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.

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

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.

12. Safety

Key Points for Best Practice

The Carnival Coordinator 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.

13. Personal Safety Issues

Students, teachers and other participants must:

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

14. Starting Pistols and Caps

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

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

Starting pistols

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

Starting caps

The following safety procedures must be used with starting caps:

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

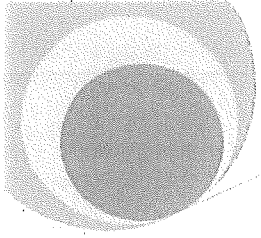
15. Equipment

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 Coordinators can borrow one from School Sport ACT), and
- SPF30+ sunscreen for staff and students.

16. Swimming Carnival Program

The Carnival Coordinator 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 is found in [Section 21](#).



17. Checklists for Swimming Carnivals



MANDATORY CHECKLIST FOR SWIMMING CARNIVALS

Principal to complete

Action	Date	Completed
1. Select Carnival Coordinator and check the coordinator has skills and experience to organise carnival. Consideration should be given to appointing an Assistant or Apprentice Carnival Coordinator	3 months before carnival	
2. Check progress of carnival planning with Carnival Coordinator	2 months before carnival	
3. Check planning complies with Directorate policies and procedures	6 weeks before carnival	
4. Complete the Risk Assessment and Management Plan and retain at the school	8-6 weeks before carnival	
5. Review the Risk Assessment and Management Plan to determine if carnival will go ahead	5 weeks before carnival	
6. Check arrangements for Survival Challenge Proficiency Test to ensure all participating students will be ability tested	At least 1 week before carnival	
7. Check parents have been informed of arrangements and given opportunity to provide informed consent	At least 1 week before carnival	
8. Check all staff are well briefed on their responsibilities and that they are represented on the supervision roster/carnival supervision plan	At least 1 week before carnival	
9. Ensure the Survival Challenge Proficiency Test DVD is shown and discussed with relevant staff	At least 1 week before carnival	
10. Ensure that all arrangements for the swimming carnival are discussed at a staff meeting	At least 1 week before carnival	
11. Review and discuss each item on the Risk Assessment and Management Plan with staff	At least 1 week before carnival	
12. Sign Principal's checklist and retain a copy at the school	1 week before carnival	

Principal's Signature: _____

Date: ___/___/_____



CHECKLIST FOR SWIMMING CARNIVALS

Stage 1: Carnival Coordinator to complete

Action - <u>3-12 months prior to carnival</u>	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 Executive team meeting and seek approval		
4. Select and book approved venue		
5. Add date to 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:		
• RLSSACT 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 Coordinator to complete

Action – <u>6 weeks prior to the carnival</u>	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 forms including alternative language options (check which ones your school needs)		
7. Send forms home to obtain parental permission		
8. Complete the Risk Assessment and Management Plan using the template in the appendix, including emergency procedures		
9. Send the Risk Assessment and Management Plan to Principal for approval		
10. Discuss the Risk Assessment and Management Plan with staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment e.g. noodles, whistles, result sheets		
12. Develop 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 Survival Challenge Proficiency Test		
19. Arrange for students undertaking swimming Survival Challenge Proficiency Test to have their results recorded and filed		
20. Arrange for first aid officer to attend the carnival		



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 3: Carnival Coordinator to complete

Action – <u>At least 1 week prior to the carnival</u>	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		
5. Communicate program and jobs' roster to staff		
6. Brief officials on their roles and responsibilities		
7. Outline a communication plan if carnival needs to be cancelled		
8. Organise students to assist with refreshment for officials		



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 4: Carnival Coordinator to complete

Action – <u>1 week prior to the carnival</u>	Date achieved	Initial
1. Explain the Risk Assessment and Management Plan to staff, including emergency procedures		
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 (including no free swimming)		
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 Coordinator to complete

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



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 6: Carnival Coordinator to complete

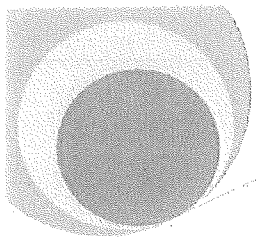
Action – <u>On the day of the carnival</u>	Date achieved	Initial
1. Set up early to allow time for anticipated problems		
2. Check and supervise staff and parent officials and staff on supervision duty roster		
3. Ensure correct roll marking protocols and procedures are undertaken		
4. Ensure teachers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



CHECKLIST FOR SWIMMING CARNIVALS

Stage 7: Carnival Coordinator to complete

Action – <u>By no more than 1 week after the carnival</u>	Date achieved	Initial
1. Make sure all equipment is returned or packed away appropriately		
2. Record student Survival Challenge Proficiency Test results in MAZE		
3. Enter relevant results into the zone or regional carnival through the SSACT office		
4. Communicate relevant recorded results to parents		
5. Celebrate student achievements appropriately at school e.g. ribbons, trophies		
6. Debrief with staff on carnival highlights and issues and record and file recommendations for the next carnival		
7. Document any emergency procedures and follow-up actions		



School Swimming Carnivals
Procedures and Checklists

18. School Swimming Carnival Permission Note



Insert School Logo Here

Click here to enter a date

Dear Parents and Carers

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 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 **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: No

Yes

4. Distance my child can confidently swim:

10m

25m

50m

100m

5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Carer: (please print) _____

Signature: _____

Date: _____

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

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

Click here to enter school name **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.

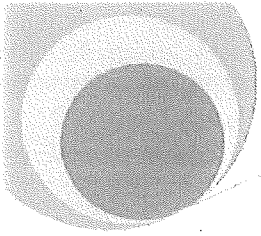
I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car,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

Name of Parent / Carer: (please print) _____

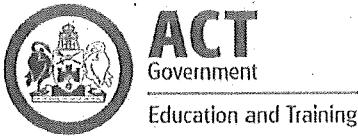
Signature: _____

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.



19. School Swimming Medical Information and Consent Form



Swimming Carnival Medical Information and Consent Form

Dear Parents and Carers,

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.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise the school immediately of any changes that should also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

Management of Medical Conditions

The Directorate is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication. In these cases, Directorate policies require Principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy

You are asked to indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. For students who are known sufferers of asthma, anaphylaxis, diabetes, or epilepsy, Emergency Treatment Plans must be completed, signed by both parents/carers and the student's doctor and provided to the school. Proformas for these plans are available at the school's front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

Emergency Treatment of an Asthma Attack

Please read this section carefully and seek clarification from your family doctor if necessary. These plans will be followed where students require first aid treatment for their condition. If the student should suddenly collapse at school and/or have difficulty in breathing, as with all medical emergencies, professional help will be sought immediately.

Where indicated, a bronchodilator inhaler device ("puffer") will be administered while awaiting medical assistance, whether or not the student is known to have a pre-existing asthma or other health problems. This treatment could be life saving and ACT Health (Department of Thoracic

Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first line therapy to be used in the emergency procedures for asthma.

Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device

If your child suffers from anaphylaxis, you should obtain a written Anaphylaxis Treatment Plan signed by your doctor and yourself as parent or carer. In the absence of a written and signed Anaphylaxis Treatment Plan, only standard First Aid can be given in an emergency and staff will be unable to administer adrenaline. If your child is given adrenaline to treat an isolated anaphylaxis attack, it can help the anaphylaxis and is unlikely to cause any significant side effects.

Medical Services for Students attending ACT Government Schools

ACT Health advises that the following arrangements apply to students in ACT public schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

Ambulance Transportation

Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of either public hospital in the ACT. Parents and carers of students who participate in excursions and other school trips outside the ACT should note that free ambulance transportation only applies in the ACT. Free ambulance cover does not apply to students in the Jervis Bay area of the ACT.

Parents and carers are reminded to check their health cover for ambulance transportation outside the ACT.

Casualty Treatment

1. Under the Medicare arrangements no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.
2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.
3. If you elect to have the student treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

School Principal

Date: / /



ACT
Government
Education and Training

Swimming Carnival
Medical Information and
Consent Form

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on an excursion to a swimming 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?

Yes No

If Yes, a *General First Aid Plan* is to be completed and provided to the school along with specific instructions provided by doctor. This form is available from the school.

Note: For anaphylaxis*, asthma*, diabetes* or epilepsy* conditions, please ask the school for the appropriate First Aid Plan for completion. In the absence of a specific First Aid Plan, standard first aid will be given in an emergency.

Date of last tetanus injection: ___/___/___

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last four weeks? Yes No

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion _____

Is the student presently taking any medication? Yes No

If Yes, please state name of medication, dosage, etc: _____

NB. If this information should be reflected on the General Medical Information and Consent form kept at the school, please inform the school of the changes and arrange to update the form.

Parents must give written permission and directions for the administration of any medication taken during the excursion.

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the student's name, dosage and frequency

I consent to my child receiving paracetamol for temporary pain relief. Yes No
of administration.

Are you aware of any physical or psychological limitations of your child? Please give details.

Is there any other information which you believe may help us to provide the best possible care?

Consent to medical attention. In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed (Parent/Carer): Date: ___/___/___

Signed (Parent/Carer): Date: ___/___/___

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student whilst on the excursion.

Schools will always call an ambulance if your child's medical condition requires emergency medical assistance

School Swimming Carnivals
Procedures and Checklists

20. Student Attendance Record

21. Swimming Carnival – Sample Primary School Program

SWIMMING CARNIVAL – *Sample Primary School Program*

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



Policy title: SCHOOL SWIMMING CARNIVALS

Published: 2012

Identifier: To be added by PPB post endorsement

Legislation: Nil

Procedures: School Swimming Carnival Procedures and Checklists

1. POLICY STATEMENT

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

2. RATIONALE

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

3. DEFINITIONS

- 3.1. **Duty of Care** is a legal duty that requires that teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists.
- 3.2. **Swimming Carnival Coordinator** is a competent teacher with experience in coordinating all facets of a sports carnival. This person may also have had experience as a swimming competitor, instructor or similar.
- 3.3. **Venue** is an aquatic location (swimming pool) in which water activity is to take place.
- 3.4. **Informed Consent** means that parents/carers give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs.

- 3.5. **First Aid Officer** must hold a current senior first aid certificate.
- 3.6. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.
- 3.7. **Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria prior to the commencement of the swimming carnival.
- 3.8. **Wristbands** are a waterproof band placed on a student's wrist to identify proficiency against the Survival Challenge Proficiency Test criteria. Blue wrist bands for proficient swimmers and yellow wrist bands for non-proficient swimmers.
- 3.9. **Proficient Swimmer** is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can:
 - perform a slide entry and walk 5m through the water
 - continuously swim 25m using an action that resembles a stroke
 - complete a survival sequence (survival skill, float or tread water and call for help) in deep water for 1 minute
 - exit the water unassisted, and
 - perform a voice rescue.
- 3.10. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage Survival Challenge Proficiency Test.

4. PROCEDURES

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

Supporting Documentation

- 4.7. The *Swimming Carnivals 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 Carnival Risk Assessment and Risk Management Plan
ETD Safety and Emergency Contingency Plan
ETD Risk Management Framework

From: Hine, Martin
Sent: Wednesday, 28 November 2012 2:19 PM
To: McCarthy, David (ACTEDU); Dickinson, Denis (ACTEDU); Collis, Tanla (ACTEDU)
Subject: FW: Interim Swimming Carnival Policy, Procedures and Checklists consultation notification
Attachments: 1. ACT Swimming Carnival Policy.pdf; 2. Swimming Carnival Procedures and Checklists.pdf; Swimming Carnival Policy feedback form.doc

Dear Stakeholder

You are invited to participate as a stakeholder in the consultation process for the Education and Training Directorate's interim Swimming Carnival Policy, Procedures and Checklists.

Please review the policy, procedures and checklists (attached) and provide any feedback you may have on the form provided.

(If you require the interim Swimming Carnival Policy, Procedures and Checklists in hard copy or in an alternative format, please use the contact below.

The end date for consultation is 22/2/2013. If you require any further information or clarification regarding the process or the interim Swimming Carnival Policy, Procedures and Checklists please contact Mr Martin Hine by email at Martin.Hine@act.gov.au or by phone on 02 62054685.

Yours sincerely

Leanne Wright
Director,
Learning and Teaching
27 November 2012

From: Springett, Emily
Sent: Wednesday, 28 November 2012 3:21 PM
To: King, Ashley
Cc: Cover, Leanne; Gniel, Stephen; Joseph, Diane; Wright, Leanne; Gilfedder, Stephen; Cuzner, Jane
Subject: Media points - Swimming Policy
Categories: Information

Ashley

Speaking points below. As discussed a verbal briefing on this matter may be useful for COS and Advisor. DD-G would be happy to do this.

I would also be recommending that any media on this matter is undertaken by the Directorate as it is an operational issue.

Emily.

- Student safety is always our highest priority.
- Following an investigation into an incident which occurred at an ACT public school swimming carnival in March 2012, a number of recommendations were presented to the Directorate.
- Acting on these recommendations the Education and Training Directorate undertook an immediate and comprehensive review of its policies and procedures around swimming carnivals.
- As part of this work, the Directorate revised its School Swimming Carnival Policy and Procedures.
- This interim policy has been provided to schools, stakeholders and the local pool industry for comment and refinement. Comment on the interim policy closes on 16 February 2013.
- The Directorate has advised schools to adopt the interim policy noting further refinements may be made following the consultation period.
- The Directorate will take comments from stakeholders received during the consultation period into consideration when finalising the policy.

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

Hine, Martin

From: Dickinson, Denis [Denis.Dickinson@ed.act.edu.au]
Sent: Wednesday, 28 November 2012 3:40 PM
To: Hine, Martin
Subject: RE: Interim Swimming Carnival Policy, Procedures and Checklists consultation notification

Hi Martin – some feedback

Swimming Carnival Policy, Procedures and Checklists Consultation feedback form

Dear Stakeholder

Thank you for taking the time to review the interim *Swimming Carnival Policy, Procedures and Checklists* and providing feedback to assist the ACT Education and Training Directorate ensuring the policy and procedures are clear, relevant and meet the needs of stakeholders.

Please answer the following questions and provide any further feedback in the space provided. When you have completed the feedback form please return via return email to Martin.Hine@act.gov.au before the feedback closing date of 22/02/2013.

1. The interim *Swimming Carnival Policy, Procedures and Checklists* is relevant and provides good guidance on the roles and responsibilities associated with swimming carnival planning and implementation.

<u>Agree</u>	Don't know	Disagree
--------------	------------	----------

If you circled disagree, please comment on how you think the document could be improved.

2. The information in the interim *Swimming Carnival Policy, Procedures and Checklists* is clear and unambiguous?

Agree	Don't know	<u>Disagree</u>
-------	------------	-----------------

If you circled disagree, please comment on how you think the document could be improved

Need to still define what is free swimming and what is supervised for non-proficient.

If non proficient what activities can these students engage in? examples ?

Does policy really mean that non proficient cannot be involved in anything? This should be spelt out.

3. The Interim *Swimming Carnival Policy, Procedures and Checklists* document was easy to follow.

Agree

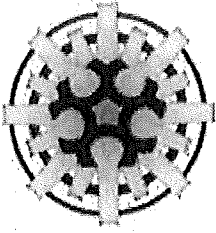
Don't know

Disagree

If you circled disagree, please comment on how you think the document could be improved.

4. Please provide any other feedback or general comments?

- Once on MAZE is this then the case for the rest of the child's time in our system?
- Will this mean that they don't have to be retested?
- Will students need to be rechecked? When? How often?
- Does this need to be clarified in the policy?
- If the school accesses other water activities at venues e.g. slides, does the policy apply? If so how? This should be spelt out and made very clear.
- Should the policy recognise certificates from other recognised swim providers?



UC HIGH SCHOOL
KALEEN

Respect Diligence Commitment

Denis Dickinson

Principal

UC High School Kaleen

☎ 62055811 📠 62055810

✉ denis.dickinson@ed.act.edu.au

📍 Kaleen High School, Baldwin Dr Kaleen, A.C.T 2617, Australia

<http://www.kaleenhs.act.edu.au>

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From: Hine, Martin [<mailto:Martin.Hine@act.gov.au>]

Sent: Wednesday, 28 November 2012 2:19 PM

To: McCarthy, David; Dickinson, Denis; Collis, Tanla

Subject: FW: Interim Swimming Carnival Policy, Procedures and Checklists consultation notification

Dear Stakeholder

You are invited to participate as a stakeholder in the consultation process for the Education and Training Directorate's interim Swimming Carnival Policy, Procedures and Checklists.

Please review the policy, procedures and checklists (attached) and provide any feedback you may have on the form provided.

If you require the interim Swimming Carnival Policy, Procedures and Checklists in hard copy or in an alternative format, please use the contact below.

The end date for consultation is 22/2/2013. If you require any further information or clarification regarding the process or the interim Swimming Carnival Policy, Procedures and Checklists please contact Mr Martin Hine by email at Martin.Hine@act.gov.au or by phone on 02 62054685.

Yours sincerely

Leanne Wright
Director,
Learning and Teaching
27 November 2012

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