

**Gniel, Stephen**

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**From:** Gniel, Stephen  
**Sent:** Tuesday, 11 December 2012 12:16 PM  
**To:** Joseph, Diane  
**Cc:** Cover, Leanne  
**Subject:** Swimming Policy re RLSS

**Importance:** High

Diane

I am meeting with Sean Hodges from RLSS this afternoon at 330pm at 220 Northbourne. We have had a productive conversation this morning about developing a policy that will be co-badged. I have let Phil Tardiff know that I am meeting with Sean and that we are finalising a timeline for the Minster.

Thanks

*Stephen Gniel*

Executive Director  
Learning Teaching and Student Engagement  
ACT Education and Training Directorate  
Phone +61 2 62059172  
Fax +61 2 62055447

**Burkevics, Nancye**

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**From:** Emerson, Marc  
**Sent:** Tuesday, 18 December 2012 12:52 PM  
**To:** Gniel, Stephen  
**Subject:** RE: RLSS

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

**Categories:** EDLTSE Action/Internal

Thanks Steve,

I got the brief, just wanted to see if there was anything we may have been hit up for that wasn't on the agenda.

Thanks

Marc

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**From:** Gniel, Stephen  
**Sent:** Monday, 17 December 2012 5:53 PM  
**To:** Emerson, Marc  
**Subject:** RE: RLSS

Hi Marc

I met with Sean last week we are working together on addressing the concerns raised by members of the community about the swimming carnival policy with a view to having co-badged (ACT ETD and RLSS) advice to schools. I am meeting with Sean and a small group of stakeholders tomorrow morning to ensure we have clearly identified the areas of the policy that need to be adjusted/reworked. Sean is also assisting in connecting us with the NSW branch of the RLSS that co-badged NSW "Water Safety Guidelines for Unstructured Aquatic Activity – Incorporating the Water Survival Challenge" with the NSW Dept of Education and Training.

A meeting brief has been sent to the Min's office this afternoon which focuses on RLSS asking the Minister to be the Ambassador for their ACT Minister's Swim and Survive Certificate which my understanding is the purpose of the meeting. The two previous Ministers have held this position and the recommendation is that Minister Burch accept the offer.

Give me a call if you would like to discuss further.

Thanks  
Steve  


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**From:** Emerson, Marc  
**Sent:** Monday, 17 December 2012 4:56 PM  
**To:** Gniel, Stephen  
**Subject:** RLSS

Hi Stephen,

The Minister is meeting with Sean Hodges tomorrow after lunch. Just wondering if there have been any developments or discussions with him that may come up.

Marc

Notes

"Friday, 25 January 2013 at 11:44:56 AM (GMT+11:00) Burkevics, Nancye (MLO):"  
Letter to Sean Hodges and draft for letter to Minister. Emailed to Sean Hodges 11.45 on 25  
January.



**ACT**  
Government

Education and Training

Mr Sean Hodges  
Executive Officer  
Royal Life Saving Society ACT  
shodges@rlssa.org.au

Dear Sean

Thank you for your assistance and advice in revising the policy and procedures relating to swimming pool and aquatic activities. We have worked to a short timeframe in order that schools receive clear advice prior to finalising the arrangements for their swimming carnivals in 2013 and your assistance has been invaluable.

I am now seeking the Royal Life Saving Society's formal endorsement of the policy and procedures. As we have discussed, the procedures are being released as a joint initiative between the Directorate and the Society and will feature both logos. As we have also discussed, the release of the policy and procedures will involve the Minister for Education and Training, Joy Burch MLA. The formal endorsement of the procedures by the Society through a letter to the Minister is requested.

The Directorate will contact you in relation to the joint launch.

Yours sincerely

Leanne Wright  
Director  
Learning and Teaching  
25 January 2013

Ms Joy Burch MLA  
Minister for Education and Training  
ACT Legislative Assembly  
Canberra ACT 2601

Dear Minister Burch

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

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

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

Yours sincerely

Mr Sean Hodges

Dear Sean

Thank you for your assistance and advice in revising the procedures relating to the swimming policy. We have worked to a short timeframe in order that schools receive clear advice prior to finalising the arrangements for their swimming carnivals in 2013 and your assistance has been invaluable.

I am now seeking the Royal Life Saving Society's formal endorsement of the procedures. As we have discussed, the policy are being released as a joint initiative between the Directorate and the Society and will feature both logos. As we have also discussed, the release of the policy and procedures will involve the Minister for Education and Training, Joy Burch MLA. The formal endorsement of the procedures by the Society through a letter to the Minister is requested.

The Directorate will contact you in relation to the joint release.



File Ref: 2012/06066

Executive Director, Learning, Teaching and Student Engagement

## SWIMMING POOL AND WATER PARK BASED AQUATIC ACTIVITIES UPDATES

### Recommendation

That you approve the changes to the *Swimming Pool and Water Park Based Aquatic Activities Procedures and Support Materials*.

AGREED/NOT AGREED/NOTED/PLEASE DISCUSS

Stephen Gniel

Director's Name: Leanne Wright

/ /

Phone: 6205 9205

### Background

The *Swimming Pool and Water Park Based Aquatic Activities* policy and accompanying procedures were published for use by schools in January 2013. On Monday 11 February 2013, a forum was held for schools to provide clarity regarding the policy and procedures. Schools were asked to provide feedback on the procedural requirements to ensure student safety while also encouraging student participation in aquatic activities. 44 participants attended the forum representing 35 schools.

Two key issues were raised by participants regarding the procedures. A PE teachers' network meeting on 19 February 2013 also provided similar feedback on the *Swimming Pool and Water Park Based Aquatic Activities Procedures*.

### Issues

#### Royal Life Saving Society ACT Survival Challenge Proficiency Test

The procedure document has been updated to reflect the feedback from the two forums in consultation with Mr Sean Hodges, Executive Director Royal Life Saving Society ACT. The updates reflect the following:

- a. The results of the Royal Life Saving Society ACT Survival Challenge Proficiency Test remain current for 12 months after the test is conducted.
- b. Once a student has successfully completed the proficiency test, in subsequent years schools may re-test students' proficiency by completing either the proficiency test, or requiring students to swim 50 metres without stopping (Attachment A).

Students identified as clearly proficient on a year by year basis can demonstrate their proficiency by participating in a 50 metre swimming activity. For all other students the Royal Life Saving Society ACT Survival Challenge Proficiency Test provides a clear indication of swimming proficiency.

To support schools in reducing the risk of students not maintaining proficiency over time, the sample Risk Assessment and Management Plan (included in the *Swimming Pool and Water Park Based Aquatic Activities* Support Materials) has been updated to reflect schools' responsibility to ensure they have current and relevant information on students' proficiency (Attachment B).

#### Small Scale Commercial Learn to Swim Pools

Schools use a number of commercial learn to swim pools for swimming lessons and other aquatic educational programs that are not necessarily 5 star rated.

Mr Hodges advised that commercial learn to swim pools do not need to be 5 star rated due to the specific type of activity that is conducted at the venues, student to instructor ratios and pool design.

The *Swimming Pool and Water Park Based Aquatic Activities* Procedure document has been updated to provide clarity regarding the specific requirements for use of small scale commercial learn to swim pools. A definition of commercial learn to swim pools has also been added to the *Swimming Pool and Water Park Based Aquatic Activities* Procedure document to differentiate between these venues and larger scale aquatic events (Attachments C & D).

#### **Consultation with Finance and Corporate Support and Funding Implications**

Nil.

#### **Consultations**

Changes to the *Swimming Pool and Water Park Based Aquatic Activities* Procedure document have been approved by Mr Sean Hodges, Executive Director Royal Life Saving Society ACT.

#### **Media**

Negative media attention has occurred regarding the previous School Swimming Carnival policy and procedures relation to reducing student participation in aquatic activities. The current *Swimming Pool and Water Park Based Aquatic Activities* Procedure document has been revised to enable further student participation in school run aquatic activities and the changes to the procedure document and support materials is to enable schools to provide more opportunities for students to participate in aquatic events.

Leanne Wright  
Director  
Learning and Teaching  
March 2013



ATTACHMENT A

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

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

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

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

Students identified as clearly proficient on a year by year basis can demonstrate their proficiency by participating in a 50 metre swimming activity. For all other students the Royal Life Saving Society ACT Survival Challenge Proficiency Test provides a clear indication of swimming proficiency.

*(Swimming Pool and Water Park Based Aquatic Activities procedures, p.12)*

**ATTACHMENT B**

| Ref | Risk<br>What can happen? How it can happen?<br>What is the outcome if it happens? | Likelihood | Consequence | Initial Risk Rating (before controls) | Risk Treatment / Prevention measure<br>Description and Adequacy of Existing Controls<br>(What are you going to do to prevent or reduce the risk)<br>Risk Control Rating: (G)ood, (A)dequate, (M)arginal   | Likelihood | Consequence | Residual Risk Rating (After Controls) | Responsible Officer       | Timetable (by when)   | Priority rating |
|-----|---|------------|-------------|---------------------------------------|---|------------|-------------|---------------------------------------|---------------------------|---|-----------------|
| 6   | Student drowning  | 3          | 5           | Extreme                               | <p>a. Staff and students briefed on responsibilities during event. (A)<br/>                     b. Adequate number of staff to monitor students throughout activity in accordance with Mandatory Procedures. (A)<br/>                     c. Qualified Lifeguards in attendance. (G)<br/>                     d. Note sent home to parents for them to advise what their child's swimming proficiency is. (M)<br/>                     e. Survival Challenge Proficiency Test conducted prior to unstructured activities (test results current for 12 months). (A)<br/>                     f. Students who do not pass the Survival Challenge Proficiency Test not permitted to participate in any unstructured aquatic activity in water depth at or above the student's waist. (G)<br/>                     g. Students considered to have a borderline pass of the Survival Challenge Proficiency Test are recorded as passed in MAZE. Additional records will be kept identifying borderline students and they will be tested before participating in unstructured activities at future aquatic events within the 12 month currency period. (A)<br/>                     h. Students who pass or do not pass the Survival Challenge Proficiency Test will be clearly identified. (A)</p> | 2          | 3           | medium                                | Principal, TIC, All Staff | Briefing conducted in lead up to event.<br>Notes from parents required 1 week prior to event.<br>Proficiency testing will be conducted on day of carnival for any planned unstructured activities in water depth at or above a student's waist. | A               |

(Swimming Pool and Water Park Based Aquatic Activities support materials, p. 7)

**ATTACHMENT C**

## **1. Select an approved venue**

Schools are required to select an aquatic venue that:

- has been approved by RLSSACT, or can provide evidence of compliance with the RLSS Australia Guidelines for Safe Pool Operation
- has been approved by the Principal
- meets the needs of the school.

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

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

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

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

- All swim teachers, hold a current AUSTSWIM Teacher Licence.
- The venue has a formal Emergency Action Plan (EAP) which includes different scenarios and locations.
- All venue staff are trained in the EAP.
- Recommended swim teacher-to-pupil lesson ratios not exceeded.

- a) For the teaching of beginners, with little or no experience, in shallow water the maximum swim teacher: student ratio for a swimming pool is 1 teacher to 10 students.
- b) For the teaching of intermediate students who have basic skills and can swim 25 metres with a recognisable stroke and can demonstrate comfort and confidence in the aquatic environment (out of own depth), the maximum swim teacher: student ratio for a swimming pool is 1 teacher to 12 pupils.
- c) For the teaching of advanced students who are able to swim 50 metres using two recognisable strokes, demonstrate one survival stroke in deep water and display comfort and confidence in the aquatic environment, the maximum swim teacher: student ratio for a swimming pool is 1 teacher to 15 pupils.

NB: School based the teacher to student ratio of 1: 20 must be maintained provided this ensures duty of care requirements are met.

*(Swimming Pool and Water Park Based Aquatic Activities procedures, pp. 6 – 7)*

## ATTACHMENT D

## Definitions

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

(Swimming Pool and Water Park Based Aquatic Activities procedures, p. 3)

[REDACTED]

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**From:** Joseph, Diane  
**Sent:** Tuesday, 4 December 2012 1:21 PM  
**To:** Bell-Towers, Lynn  
**Cc:** Gniei, Stephen; Wright, Leanne; Springett, Emily; Cover, Leanne  
**Subject:** FW: Letter re School Swimming Carnival Procedures and Checklist  
**Attachments:** Letter to Diane Joseph re Swimming procedures 4 Dec 12.doc

Lynn  
Please TRIM to Learning and Teaching.

Leanne/Steve,  
The response should note factual number of carnivals cancelled, together with the breadth of reasons, and an invitation to provide feedback, and join in a discussion as appropriate.

Diane

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**From:** Terry L Sanders [mailto:[REDACTED]]  
**Sent:** Tuesday, 4 December 2012 12:15 PM  
**To:** Joseph, Diane  
**Subject:** Letter re School Swimming Carnival Procedures and Checklist

Dear Di,

Please find attached a letter from the Council regarding a proposal to urgently establish an advisory committee on the subject matter and stop the cancellation of school swimming carnivals.

Yours sincerely,

**Mr Terry L Sanders**  
Executive Officer

**ACT Council of Parents & Citizens Associations**  
*The parent voice on public education*

Phone (02) 6241 5759  
Fax (02) 6241 8839  
Email [REDACTED]  
Website [www.actparents.org.au](http://www.actparents.org.au)





## ACT Council of Parents & Citizens Associations

*The parent voice on public education*

To: Diane Joseph  
Director General, ETD  
GPO Box 158  
Canberra, ACT 2601

4 December 12

### **School Swimming Carnival Procedures & Check List**

Dear Di,

The ACT Council of P&C Associations appreciates the work ETD is doing to improve the safety of students at school swimming events and we also thank you for the extension of time for us to provide input to the new procedures and check list (extension to 31 Mar 13 granted by Martin Hine, 29 Nov 12).

When this matter was raised by parents at our last General meeting for 2012, there was concern that an over reaction by some school principals to the draft procedures was resulting in the cancellation of a number of school swimming carnivals and other swimming pool based events.

The school swimming carnival season will mostly be over by 31 March 13, so we believe that some action needs to be taken now to avoid further cancellations. Besides students' and parents' disappointment, we understand that such cancellations will have significant impact on ACT swimming pool operators and could result in the loss of jobs at their pools.

Consequently, the Council recommends that ETD form an advisory committee with representatives of the various stakeholders and parents. They should immediately modify the draft procedures and check list and so encourage schools to continue with their swimming events, as well as mollify the concerns of parents. The committee could then produce the full revised version after the close of consultation on 31 March 13.

The P&C Council is prepared to nominate a parent representative to the proposed advisory committee.

We look forward to your response as soon as possible.

Signed

Vivienne Pearce  
**President**

**Wright, Leanne**

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**From:** Garrison, Joanne  
**Sent:** Tuesday, 7 August 2012 2:19 PM  
**To:** Wright, Leanne; Bateman, Michael; Kyburz, Steve  
**Subject:** FW: Emailing: [REDACTED] Recommendations Implementation Plan draft v1.2  
**Attachments:** [REDACTED] Recommendations Implementation Plan draft v1.2.docx

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

**Categories:** PO LTSE to action, Director to action

Dear All

As I will be reporting to Diane next week on our progress - are you able to update add to the previously provided notes. Appreciate your assistance.

Joanne



**Swimming Carnival Investigation  
Implementation Plan**

| <b>PEOPLE</b> | <b>No: Recommendation</b>   | <b>Risk Rating</b> | <b>Priority Rating (1, Low – 5, High)</b> | <b>Responsible Officer/Area</b> | <b>Comments/Actions:</b> |
|---------------|---|--------------------|---|---------------------------------|--------------------------|
| 1             | Debriefing regarding the conclusion of the investigation, the key findings, and the actions to be undertaken in response. | [Redacted]         | [Redacted]                                | [Redacted]                      | [Redacted]               |
| 2             | [Redacted]  | [Redacted]         | [Redacted]                                | [Redacted]                      | [Redacted]               |
| 3             | [Redacted]  | [Redacted]         | [Redacted]                                | [Redacted]                      | [Redacted]               |
| 4             | [Redacted]  | [Redacted]         | [Redacted]                                | [Redacted]                      | [Redacted]               |

| No: | Recommendation   | Risk Rating   | Priority Rating (1, Low – 5, High) | Responsible Officer/Area  | Comments/Actions:   |
|-----|--|---|------------------------------------|---|---|
| 5   | [Redacted]   | [Redacted]  | [Redacted]                         | [Redacted]  | [Redacted]  |
| 6   | <p>Training and professional development activities provided for school staff regarding policies and procedures relevant to the conduct of the school swimming carnivals must be reviewed.</p> | <p>Medium (In alignment with review and finalisation of policies)</p> | <p>3</p>                           | <p>Learning &amp; Teaching Professional Learning P.E &amp; Sport section</p>              | <p>Review of professional learning processes and processes to be included in the policy and procedural review due for completion by the end of term 3 week 6 week ending 31 August.</p> <p>8/8/12 Policy and procedures documentation under development with excellent progress - anticipate that draft version will be available to Governance and Legal section by 17/8/2012</p> <p>Initial training for Principals and key school personnel to be conducted in term 3 Week 9 – week commencing 17 September.</p> <p>Professional Learning to be scheduled for Term 1 Week 1 for key school personnel engaged in the planning, preparation and conduct of swimming carnivals due to the early scheduling of School swimming carnivals for the 2013 school year.</p> |
| 7   | <p>Specific training for principals regarding the use of and importance of Risk Management Plans for swimming carnivals, over and above training already provided.</p>                         | <p>High</p>   | <p>3</p>                           | <p>Risk Management &amp; Audit section, P.E &amp; Sport section Professional Learning</p> | <p>A special forum is scheduled to be held in Term 3 (suggest Week 9) for principals to discuss risk management and water safety. A repeat forum will be held in Term 1 2013 whilst planning for swimming carnivals is taking place.</p>  |



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|  |  |  |  |  |  |  |  |  | An instructional DVD on best practice testing for students swimming proficiency and supervision of students whilst at the swimming carnival is underway in conjunction with the Royal Lifesaving Society ACT. DVD Viewed 10/8/12 |
|--|--|--|--|--|--|--|--|--|--|

| <b>POLICY</b> |  |             |                                    |  |   |  |  |  |  |
|---------------|--|-------------|------------------------------------|--|---|--|--|--|--|
| No:           | Recommendation   | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                 | Comments/Actions:   |  |  |  |  |
| 8             | <p>Review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnival to address:</p> <ul style="list-style-type: none"> <li>• Assessment and identification of student swimming proficiency</li> <li>• Arrangements for non-proficient swimmers during unstructured water activities (free swimming time)</li> <li>• Record keeping</li> <li>• Communications with staff and parents</li> <li>• Requirements for supervision</li> <li>• Qualifications of staff</li> <li>• Safety procedures and equipment</li> <li>• Cancellation of carnivals if all requirements not met</li> <li>• Roll marking processes and procedures for swimming carnivals must be reinforced to schools. This should include the provision of sample attendance template</li> </ul> | High        | 5                                  | Learning & Teaching, P.E & Sport section | <p>Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September</p> <p>8/8/12 Policy and procedures documentation under development with excellent progress - anticipate that draft version will be available to Governance and Legal section by 17/8/2012</p> <p>First Draft documentation includes guidelines, procedures and checklists for all identified areas listed.</p> |  |  |  |  |

| No:     | Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                                | Comments/Actions:  |
|---------|---|-------------|------------------------------------|---|--|
| 8 cont. | <ul style="list-style-type: none"> <li>Schools must ensure, and be supported to provide, appropriate communication with parents regarding swimming carnivals.</li> </ul>  | Medium      | 3                                  | School Principals<br>School Network Leaders             |  |
| 9       | The development of mandatory checklists for schools to support implementation of policies and to assist in planning and conducting swimming carnivals. A special checklist for non-swimmers should also be developed. | High        | 4                                  | Learning & Teaching,<br>P.E & Sport section             | <p>Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpep prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September</p> <p>8/8/12 Policy and procedures documentation under development with excellent progress - anticipate that draft version will be available to Governance and Legal section by 17/8/2012 – Checklists are included in draft documentation.</p> <p>Following policy/procedure review the accessibility to material relevant to swimming carnivals will be assessed.</p> |
| 10      | Review the provision of and access to policies and procedures regarding school swimming carnivals.  | Medium      | 3                                  | Planning and Performance                                |  |
| 11      | Review the risk management approach to school swimming carnivals. This should include the provision of support templates for swimming carnival specific risk assessments.   | High        | 5                                  | Risk Management & Audit section,<br>P.E & Sport section | <p>Risk Management and Audit will work with P.E &amp; Sport to review policy, develop new guidelines and risk assessment templates specific to requirements for swimming carnivals. This work will be done in conjunction with the review undertaken by Learning and Teaching and due for completion by 31 August.</p>   |



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| <b>PRACTICE</b> |   |             |                                    |  |   |
|-----------------|---|-------------|------------------------------------|--|---|
| No:             | Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                                     | Comments/Actions:   |
| 12              | Until the review of relevant policies and procedures is finalised, all school swimming carnivals must be approved by the relevant School Network Leader.  | High        | 5                                  | School Network Leaders                                       | All principals notified of the changes in approval processes for water related activities.  |
| 13              | Schools must ensure, and be supported to provide, appropriate induction for acting principals and acting school leaders.  | Medium      | 3                                  | Office for Schools, P.E & Sport section, Learning & Teaching | Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September<br>8/8/12 Policy and procedures documentation under development with excellent progress - anticipate that draft version will be available to Governance and Legal section by 17/8/2012 |
| 14              |   |             |                                    |  |   |
| 15              | Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities. | High        | 5                                  | Principals, School Network Leaders                           | All principals and key school personnel to participate in the Professional learning session provided in term 3 week 9 week commencing 17 September 2012.<br><br>All key school personnel to participate in professional learning session in term 1 week 1 2013  |



ACT Government

Education and Training

### Swimming Carnival Investigation Implementation Plan

| PEOPLE |   |             |                                    |                          |                   |
|--------|---|-------------|------------------------------------|--------------------------|-------------------|
| No:    | Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area | Comments/Actions: |
| 1      | Debriefing regarding the conclusion of the investigation, the key findings, and the actions to be undertaken in response. |             |                                    |                          |                   |
| 2      |   |             |                                    |                          |                   |
| 3      |   |             |                                    |                          |                   |
| 4      |   |             |                                    |                          |                   |
| 5      |   |             |                                    |                          |                   |



| No: | Recommendation  | Risk Rating  | Priority Rating (1, Low – 5, High) | Responsible Officer/Area   | Comments/Actions:   |
|-----|---|--|------------------------------------|--|---|
| 6   | Training and professional development activities provided for school staff regarding policies and procedures relevant to the conduct of the school swimming carnivals must be reviewed. | Medium (In alignment with review and finalisation of policies) | 3                                  | Learning & Teaching Professional Learning P.E & Sport section              | <p>Review of professional learning processes and processes to be included in the policy and procedural review due for completion by the end of term 3-week 6 week ending 31 August.</p> <p>Initial training for Principals and key school personnel to be conducted in term 3 Week 9 – week commencing 17 September.</p> <p>Professional Learning to be scheduled for Term 1 Week 1 for key school personnel engaged in the planning, preparation and conduct of swimming carnivals, due to the early scheduling of School swimming carnivals for the 2013 school year.</p> |
| 7   | Specific training for principals regarding the use of and importance of Risk Management Plans for swimming carnivals, over and above training already provided.                         | High   | 3                                  | Risk Management & Audit section, P.E & Sport section Professional Learning | <p>A special forum is scheduled to be held in Term 3 (suggest Week 9) for principals to discuss risk management and water safety. A repeat forum will be held in Term 1 2013 whilst planning for swimming carnivals is taking place.</p> <p>An instructional DVD on best practice testing for students swimming proficiency and supervision of students whilst at the swimming carnival is underway in conjunction with the Royal Lifesaving Society ACT.</p>   |

| POLICY | No: Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                 | Comments/Actions:   |
|--------|---|-------------|------------------------------------|--|---|
|        | <p>8</p> <p>Review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnival to address:</p> <ul style="list-style-type: none"> <li>• Assessment and identification of student swimming proficiency</li> <li>• Arrangements for non-proficient swimmers during unstructured water activities (free swimming time)</li> <li>• Record keeping</li> <li>• Communications with staff and parents</li> <li>• Requirements for supervision</li> <li>• Qualifications of staff</li> <li>• Safety procedures and equipment</li> <li>• Cancellation of carnivals if all requirements not met</li> <li>• Roll marking processes and procedures for swimming carnivals must be reinforced to schools. This should include the provision of sample attendance template</li> </ul> | High        | 5                                  | Learning & Teaching, P.E & Sport section | <p>A revised version of the Risk Management Guidelines for Schools is in draft form and is awaiting approval to seek further consultation. Risk register and risk assessment templates have been developed and made available via the Education and Training Intranet site, Index, and support is also provided through a range of communication methods on the use of these templates.</p> <p>Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at CorpeX prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September</p> |





| No:     | Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                                   | Comments/Actions:  |
|---------|---|-------------|------------------------------------|--|--|
| 8 cont. | <ul style="list-style-type: none"> <li>Schools must ensure, and be supported to provide, appropriate communication with parents regarding swimming carnivals.</li> </ul>  | Medium      | 3                                  | School Principals<br>School Network Leaders                |  |
| 9       | The development of mandatory checklists for schools to support implementation of policies and to assist in planning and conducting swimming carnivals. A special checklist for non-swimmers should also be developed. | High        | 4                                  | Learning & Teaching,<br>P.E & Sport section                | Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September |
| 10      | Review the provision of and access to policies and procedures regarding school swimming carnivals.  | Medium      | 3                                  | Planning and Performance                                   |  |
| 11      | Review the risk management approach to school swimming carnivals. This should include the provision of support templates for swimming carnival specific risk assessments.   | High        | 5                                  | Risk Management &<br>Audit section,<br>P.E & Sport section |  |

| <b>PRACTICE</b> |   |             |                                    |  |  |
|-----------------|---|-------------|------------------------------------|--|--|
| No:             | Recommendation  | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                                     | Comments/Actions:  |
| 12              | Until the review of relevant policies and procedures is finalised, all school swimming carnivals must be approved by the relevant School Network Leader.  | High        | 5                                  | School Network Leaders                                       | All principals notified of the changes in approval processes for water related activities.   |
| 13              | Schools must ensure, and be supported to provide, appropriate induction for acting principals and acting school leaders.  | Medium      | 3                                  | Office for Schools, P.E & Sport section, Learning & Teaching | Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September |
| 14              |   |             |                                    |  |  |
| 15              | Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities. | High        | 5                                  | Principals, School Network Leaders                           | All principals and key school personnel to participate in the Professional learning session provided in term 3 week 9 week commencing 17 September 2012.<br><br>All key school personnel to participate in professional learning session in term 1 week 1 2013   |

[REDACTED]

---

**From:** Garrison, Joanne  
**Sent:** Tuesday, 27 November 2012 11:11 AM  
**To:** Wright, Leanne  
**Subject:** [REDACTED] Recommendations Implementation Plan draft v1.2  
**Attachments:** [REDACTED] Recommendations Implementation Plan draft v1.2.doc; ATT00001.txt

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

Hi Leanne

I just found this document in Joanne's archived folders. It appears to be the latest version from Michael Bateman.

Regards  
Paulette

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

**From:** Bateman, Michael  
**Sent:** Tuesday, 7 August 2012 5:04 PM  
**To:** Garrison, Joanne  
**Subject:** [REDACTED] Recommendations Implementation Plan draft v1.2

Joanne

Updated version. I tried to do it on the iPad so not sure what it looks like or worked.

Back in the office next week.

Michael

**Swimming Carnival Investigation  
Implementation Plan**

| <b>PEOPLE</b> | No: Recommendation   | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area | Comments/Actions: |
|---------------|--|-------------|------------------------------------|--------------------------|-------------------|
|               | 1<br>Debriefing regarding the conclusion of the investigation, the key findings, and the actions to be undertaken in response. | [Redacted]  | [Redacted]                         | [Redacted]               | [Redacted]        |
|               | 2  | [Redacted]  | [Redacted]                         | [Redacted]               | [Redacted]        |
|               | 3  | [Redacted]  | [Redacted]                         | [Redacted]               | [Redacted]        |

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| 4 |  |  |  |  |  |
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| No: | Recommendation  | Risk Rating  | Priority Rating (1, Low – 5, High) | Responsible Officer/Area                                      | Comments/Actions:   |
|-----|---|--|------------------------------------|---|---|
| 5   |   |  |                                    |   |   |
| 6   | Training and professional development activities provided for school staff regarding policies and procedures relevant to the conduct of and the school swimming carnivals must be reviewed. | Medium (In alignment with review and finalisation of policies) | 3                                  | Learning & Teaching Professional Learning P.E & Sport section | Review of professional learning processes and processes to be included in the policy and procedural review due for completion by the end of term 3 week 6 week ending 31 August.<br>Initial training for Principals and key school personnel to be conducted in term 3 Week 9 – week commencing 17 September.<br>Professional Learning to be scheduled for Term 1 Week 1 for key school personnel engaged in the planning, preparation and conduct of swimming carnivals due to the early scheduling of School swimming carnivals for the 2013 school year. |

|   |   |      |   |  |  |
|---|---|------|---|--|--|
| 7 | Specific training for principals regarding the use of and importance of Risk Management Plans for swimming carnivals, over and above training already provided. | High | 3 | Risk Management & Audit section,<br>P.E & Sport section<br>Professional Learning | A special forum is scheduled to be held in Term 3 (suggest Week 9) for principals to discuss risk management and water safety. A repeat forum will be held in Term 1 2013 whilst planning for swimming carnivals is taking place.<br><br>An instructional DVD on best practice testing for students swimming proficiency and supervision of students whilst at the swimming carnival is underway in conjunction with the Royal Lifesaving Society ACT. |
|---|---|------|---|--|--|

| POLICY |                |                          |                                    |
|--------|----------------|--------------------------|------------------------------------|
| No:    | Recommendation | Risk Rating              | Priority Rating (1. Low – 5. High) |
|        |                | Responsible Officer/Area | Comments/Actions:                  |

|   |  |      |   |  |   |
|---|--|------|---|--|---|
| 8 | <p>Review all Directorate policies, procedures and guidelines relating to the planning and conduct of swimming carnival to address: Assessment and identification of student swimming proficiency Arrangements for non-proficient swimmers during unstructured water activities (free swimming time) Record keeping Communications with staff and parents Requirements for supervision Qualifications of staff Safety procedures and equipment Cancellation of carnivals if all requirements not met Roll marking processes and procedures for swimming carnivals must be reinforced to schools. This should include the provision of sample attendance template</p> | High | 5 | Learning & Teaching, P.E & Sport section | <p>Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September</p> |
|---|--|------|---|--|---|


|     |                |             |                                    |                          |                   |
|-----|----------------|-------------|------------------------------------|--------------------------|-------------------|
| No: | Recommendation | Risk Rating | Priority Rating (1, Low – 5, High) | Responsible Officer/Area | Comments/Actions: |
|-----|----------------|-------------|------------------------------------|--------------------------|-------------------|

|         |   |        |   |  |  |
|---------|---|--------|---|--|--|
| 8 cont. | Schools must ensure, and be supported to provide, appropriate communication with parents regarding swimming carnivals.  | Medium | 3 | School Principals<br>School Network Leaders                |  |
| 9       | The development of mandatory checklists for schools to support implementation of policies and to assist in planning and conducting swimming carnivals. A special checklist for non-swimmers should also be developed. | High   | 4 | Learning & Teaching,<br>P.E & Sport section                | Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September |
| 10      | Review the provision of and access to policies and procedures regarding school swimming carnivals.  | Medium | 3 | Planning and<br>Performance                                | Following policy/procedure review the accessibility to material relevant to swimming carnivals will be assessed.   |
| 11      | Review the risk management approach to school swimming carnivals. This should include the provision of support templates for swimming carnival specific risk assessments.   | High   | 5 | Risk Management &<br>Audit section,<br>P.E & Sport section | Risk Management and Audit will work with P.E & Sport to review policy, develop new guidelines and risk assessment templates specific to requirements for swimming carnivals. This work will be done in conjunction with the review undertaken by Learning and Teaching and due for completion by 31 August.              |



**PRACTICE**

| No. | Recommendation  | Risk Rating | Priority Rating<br>(1, Low – 5, High) | Responsible Officer/Area                                     | Comments/Actions:  |
|-----|---|-------------|---------------------------------------|--|--|
| 12  | Until the review of relevant policies and procedures is finalised, all school swimming carnivals must be approved by the relevant School Network Leader.  | High        | 5                                     | School Network Leaders                                       | All principals notified of the changes in approval processes for swimming carnivals and excursions with water related activities. School Network Leader approval is required for any swimming carnival. This requirement will remain in place until further notice. In addition, School Network Leaders are to be informed at the commencement of planning of any excursion with water related activities.<br><b>COMPLETED</b> |
| 13  | Schools must ensure, and be supported to provide, appropriate induction for acting principals and acting school leaders.  | Medium      | 3                                     | Office for Schools, P.E & Sport section, Learning & Teaching | Policy review, all working templates including risk assessments, checklists and procedural documents to be completed no later than 31 August (end of term 3 week 6) to ensure this material is cleared at Corpex prior to presentation at the Principal Forum to be held in term 3 Week 9 – week commencing 17 September   |
| 14  | [REDACTED]  | [REDACTED]  | [REDACTED]                            | [REDACTED]   | [REDACTED]   |
| 15  | Schools must ensure, and be supported to make certain, all staff attending swimming carnivals are cognisant of relevant policies and procedures and their individual and collective responsibilities. | High        | 5                                     | Principals, School Network Leaders                           | All principals and key school personnel to participate in the Professional learning session provided in term 3 week 9 week commencing 17 September 2012.<br><br>All key school personnel to participate in professional learning session in term 1 week 1 2013   |



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**From:** Hine, Martin  
**Sent:** Friday, 11 January 2013 5:20 PM  
**To:** Wright, Leanne  
**Subject:** Swimming Pool and Aquatic Activities dot points Minister's meeting 14 January 2013  
**Attachments:** Swimming Pool and Aquatic Activities dot points Minister's meeting 14 January 2013.docx

| Minister's Meeting  |   |
|---|---|
| <b>Meeting Date:</b>  | 14 January 2013   |
| <b>Agenda Item:</b>   | Update on Swimming Pool and Water Park Aquatic Activities Policy  |
| <b>SET member:</b>  | Stephen Gniel   |
| <b>Division/Branch:</b>   | Learning and Teaching   |
| Issue   | Key Revisions   |
| <b>1. Participation</b>   | <ul style="list-style-type: none"> <li>• The policy statement has been strengthened to reflect the Directorate's intent to encourage maximum student participation in aquatic activities.</li> <li>• Draft policy text: <i>The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing student's confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The School Swimming Pool and Water Park Based Aquatic Activities Policy and associated Procedures and Checklists aims to encourage participation of all students in aquatic activities in a safe and supportive environment.</i></li> </ul>  |
| <b>2. Relationship between swimming carnivals and aquatic activity days</b> | <ul style="list-style-type: none"> <li>• Schools conduct both swimming carnivals and aquatic based activity days, commonly referred to as 'fun' days. Swimming carnivals and aquatic based activity days are held at both swimming pools and water parks such as Big Splash.</li> <li>• In response to the confusion the policy scope has been revised to include swimming pool and water park aquatic based events and associated aquatic activities. The new policy name will be Swimming Pool and Water Park Based Aquatic Activities Policy.</li> </ul>   |
| <b>3. Types of Activities</b>   | <ul style="list-style-type: none"> <li>• To further encourage participation in aquatic events, the policy reinstates the option of unstructured aquatic activities at swimming pool or aquatic based events.</li> <li>• To support schools in determining what activities constitute structured or unstructured, both types of activities have been redefined in the new policy.</li> <li>• Draft text: <i><b>Structured Aquatic Activity</b> is an aquatic activity involving direct teacher supervision and instruction, including swimming races, novelty events, water slides, and aqua runs.<br/><b>Unstructured Aquatic Activity</b> is an activity that does not meet the description of Structured Aquatic Activity. Free swim time or unstructured pool play as part of an excursion, school swimming carnival, school camp, or weekly swimming program is considered an unstructured aquatic activity.</i></li> </ul> |

|                                       |   |
|---------------------------------------|---|
| <p><b>4. Proficiency testing</b></p>  | <ul style="list-style-type: none"> <li>Concerns regarding the relevancy of the Royal Life Saving Society Survival Challenge Proficiency Test for some types of activities have been addressed in the policy by removing the need for mandatory Royal Life Saving Society Survival Challenge Proficiency Test for structured aquatic activities.</li> <li>The Royal Life Saving Society Survival Challenge Proficiency Test continues to be mandatory for all unstructured aquatic activities except when the unstructured aquatic activity is conducted in water depth at or below a student's waist.</li> <li>The period of time the Royal Life Saving Society Survival Challenge Proficiency Test remains valid has been included in the policy. The period is defined as the duration of the current calendar year.</li> </ul> |
| <p><b>5. 5 Star Accreditation</b></p> | <ul style="list-style-type: none"> <li>The policy maintains that all ACT based aquatic venues must be Royal Life Saving Society ACT five star accredited.</li> <li>All ACT aquatic venues are now Royal Life Saving Society ACT accredited.</li> <li>When using interstate swimming pools or water parks, schools must be provided with evidence from the venue of compliance with, or audit against, the Royal Life Saving Society Australia Guidelines for Safe Pool Operation, on which the ACT five star accreditation is based.</li> </ul>   |
| <p><b>6. Consultation</b></p>         | <ul style="list-style-type: none"> <li>As previously advised, key stakeholder group has been established</li> <li>Direct contact will be made this week with group members for feedback on key revisions</li> </ul>   |
| <p><b>7. Next Steps</b></p>           | <p>Please refer to the table below.</p>   |

|                                       |  |
|---------------------------------------|--|
| <p>Week commencing<br/>14 January</p> | <p>Written clarification sought from by the Royal Life Saving Society on key policy areas.</p> |
|                                       | <p>Direct contact with key stakeholder group for feedback.</p>                                 |
|                                       | <p>Incorporation of stakeholder feedback into draft.</p>                                       |
| <p>Week commencing<br/>21 January</p> | <p>Finalise draft policy.</p>  |
|                                       | <p>Advice to schools generated.</p>  |
|                                       | <p><b>Full briefing to the Minister and copy of changes to the policy.</b></p>                 |
| <p>Week commencing 29<br/>January</p> | <p>Advice to schools sent out with revised policy, procedures and checklists</p>               |

**From:** Wright, Leanne  
**Sent:** Friday, 11 January 2013 5:35 PM  
**To:** Gniel, Stephen  
**Cc:** Hine, Martin  
**Subject:** Swimming Pool and Aquatic Activities dot points Minister's meeting 14 January 2013  
**Attachments:** Swimming Pool and Aquatic Activities dot points Minister's meeting 14 January 2013.docx

Dot points attached

| Minister's Meeting   |  |
|--|--|
| Meeting Date:  | 14 January 2013  |
| Agenda Item:   | Update on Swimming Pool and Water Park Aquatic Activities Policy   |
| SET member:  | Stephen Gniel  |
| Division/Branch:   | Learning and Teaching  |
| Issue  | Key Revisions  |
| 1. Participation   | <ul style="list-style-type: none"> <li>The policy statement has been strengthened to reflect the Directorate's intent to encourage maximum student participation in aquatic activities.</li> <li>Draft policy text: <i>The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing student's confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The School Swimming Pool and Water Park Based Aquatic Activities Policy and associated Procedures and Checklists aims to encourage participation of all students in aquatic activities in a safe and supportive environment.</i></li> </ul>   |
| 2. Relationship between swimming carnivals and aquatic activity days | <ul style="list-style-type: none"> <li>Schools conduct both swimming carnivals and aquatic based activity days, commonly referred to as 'fun' days. Swimming carnivals and aquatic based activity days are held at both swimming pools and water parks such as Big Splash.</li> <li>In response to the confusion the policy scope has been revised to include swimming pool and water park aquatic based events and associated aquatic activities. The new policy name will be Swimming Pool and Water Park Based Aquatic Activities Policy.</li> </ul>  |
| 3. Types of Activities   | <ul style="list-style-type: none"> <li>To further encourage participation in aquatic events, the policy reinstates the option of unstructured aquatic activities at swimming pool or aquatic based events.</li> <li>To support schools in determining what activities constitute structured or unstructured, both types of activities have been redefined in the new policy.</li> <li>Draft text: <i>Structured Aquatic Activity is an aquatic activity involving direct teacher supervision and instruction, including swimming races, novelty events, water slides, and aqua runs.</i><br/><i>Unstructured Aquatic Activity is an activity that does not meet the description of Structured Aquatic Activity. Free swim time or unstructured pool play as part of an excursion, school swimming carnival, school camp, or weekly swimming program is considered an unstructured aquatic activity.</i></li> </ul> |

|                                |   |
|--------------------------------|---|
| <b>4. Proficiency testing</b>  | <ul style="list-style-type: none"> <li>• Concerns regarding the relevancy of the Royal Life Saving Society Survival Challenge Proficiency Test for some types of activities have been addressed in the policy by removing the need for mandatory Royal Life Saving Society Survival Challenge Proficiency Test for structured aquatic activities.</li> <li>• The Royal Life Saving Society Survival Challenge Proficiency Test continues to be mandatory for all unstructured aquatic activities except when the unstructured aquatic activity is conducted in water depth at or below a student's waist.</li> <li>• The period of time the Royal Life Saving Society Survival Challenge Proficiency Test remains valid has been included in the policy. The period is defined as the duration of the current calendar year.</li> </ul> |
| <b>5. 5 Star Accreditation</b> | <ul style="list-style-type: none"> <li>• The policy maintains that all ACT based aquatic venues must be Royal Life Saving Society ACT five star accredited.</li> <li>• All ACT aquatic venues are now Royal Life Saving Society ACT accredited.</li> <li>• When using interstate swimming pools or water parks, schools must be provided with evidence from the venue of compliance with, or audit against, the Royal Life Saving Society Australia Guidelines for Safe Pool Operation, on which the ACT five star accreditation is based.</li> </ul>   |
| <b>6. Consultation</b>         | <ul style="list-style-type: none"> <li>• As previously advised, key stakeholder group has been established</li> <li>• Direct contact will be made this week with group members for feedback on key revisions</li> </ul>   |
| <b>7. Next Steps</b>           | Please refer to the table below.  |

|                               |   |
|-------------------------------|---|
| Week commencing<br>14 January | Written clarification sought from by the Royal Life Saving Society on key policy areas. |
|                               | Direct contact with key stakeholder group for feedback.                                 |
|                               | Incorporation of stakeholder feedback into draft.                                       |
| Week commencing<br>21 January | Finalise draft policy.  |
|                               | Advice to schools generated.  |
|                               | <b>Full briefing to the Minister and copy of changes to the policy.</b>                 |
| Week commencing 29<br>January | Advice to schools sent out with revised policy, procedures and checklists               |



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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

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## **1. POLICY STATEMENT**

- 1.1. The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing student's confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The *School Swimming Pool and Water Park Based Aquatic Activities Policy and associated Procedures and Checklists* aims to encourage participation of all students in aquatic activities in a safe and supportive environment.
- 1.2. To ensure that swimming pool and water park aquatic based activities occur in a safe and supportive environment, Principals must ensure that all aquatic events and associated aquatic activities are planned, conducted and evaluated within a risk management framework to ensure the safety of all staff and students at all times.
- 1.3. This policy has been developed by the ACT Education and Training Directorate in consultation with key stakeholders including the Royal Life Saving Society, ACT public schools, Swimming Australia, ACT Sport and Recreation, School Sport ACT, pool operators, and the wider community.

## **2. RATIONALE**

- 2.1. This policy and associated *School Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.



### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Structured Aquatic Activity** is an aquatic activity involving direct teacher supervision and instruction, including swimming races, novelty events, water slides, and aqua runs.
- 3.8. **Unstructured Aquatic Activity** is an activity that does not meet the description of Structured Aquatic Activity. Free swim time or unstructured pool play as part of an excursion, school swimming carnival, school camp, or weekly swimming program is considered an unstructured aquatic activity.
- 3.9. **Appropriate Depth** refers to the choice of depth for any activity.
- 3.10. **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.
- 3.11. **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.
- 3.12. **Royal Life Saving Society 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.
- 3.13. **Currency of Royal Life Saving Society Survival Challenge Proficiency Testing** exists for the duration of the calendar year in which it was completed.
- 3.14. **Proficient Swimmer** is a student who has successfully passed the five stage *Royal Life Saving Society 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 skull, float or tread water and call for help) in deep water for 1 minute
  - exit the water unassisted, and
  - perform a voice rescue.
- 3.15. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 3.16. **First Aid Officer** is a responsible adult who holds a current senior first aid certificate.
- 3.17. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists.
- 4.2. Principals are responsible for the appointing of an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework must be kept for a period of no less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the Royal Life Saving Society Australia Guidelines for Safe Pool Operation.
- 4.5. Principals must identify and record which aquatic activities at any aquatic event are considered unstructured.
- 4.6. Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.7. Principals must ensure that all students engaged in unstructured aquatic activities greater than their waist must be proficient swimmers.
- 4.8. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the risk assessment and management plan.
- 4.9. The school must record electronically the student results of the Royal Life Saving Society Survival Challenge Proficiency Test.

#### Supporting Documentation

- 4.10. The *School Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at:  
[http://www.det.act.gov.au/publications and policies/policy a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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

**DRAFT**

**Burkevics, Nancye**

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**From:** Hine, Martin  
**Sent:** Wednesday, 16 January 2013 8:57 AM  
**To:** Gniel, Stephen  
**Subject:** Swimming Pool and Water Park Aquatic Activity Policy Draft  
**Attachments:** Swimming Carnival Procedures and Checklists consultation version.docx

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

**Categories:** EDLTSE Action/Internal

Hi Steve,

Can you please do a quick final peruse. Track any changes and can you please shoot it back sometime today, I hope to complete consultation with available stakeholders by Friday afternoon. Will you need a brief or meeting notes for the Minister for Monday?

Cheers,  
Martin

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



**ACT**  
Government

Education and Training

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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

## 1. POLICY STATEMENT

- 1.1. The ACT Education and Training Directorate recognises the importance of providing students with opportunities to participate in school based aquatic activities, such as swimming lessons, swimming carnivals, and the important role they play in developing student's confidence in and around water, capacity to improve health and fitness and contribution to a positive school culture. The *School Swimming Pool and Water Park Based Aquatic Activities Policy* and associated *Procedures and Checklists* aims to encourage participation of all students in aquatic activities in a safe and supportive environment.
- 1.2. To ensure that swimming pool and water park aquatic based activities occur in a safe and supportive environment, Principals must ensure that all aquatic events and associated aquatic activities are planned, conducted and evaluated within a risk management framework to ensure the safety of all staff and students at all times.
- 1.3. This policy has been developed by the ACT Education and Training Directorate in consultation with key stakeholders including the Royal Life Saving Society, ACT public schools, Swimming Australia, ACT Sport and Recreation, School Sport ACT, pool operators, and the wider community.

## 2. RATIONALE

- 2.1. This policy and associated *School Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** is any equipment used as part of an aquatic activity.
- 3.8. **Structured Aquatic Activity** is an aquatic activity with a clearly defined structure.
- 3.9. **Unstructured Aquatic Activity** is an activity that does not meet the description of Structured Aquatic Activity. Free swim time, and unstructured pool play are considered unstructured aquatic activities.
- 3.10. **Appropriate Depth** refers to the choice of depth for any activity.
- 3.11. **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.
- 3.12. **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.
- 3.13. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria prior
- 3.14. **Proficient Swimmer** is a student who has successfully passed the five stage *Royal Life Saving Society 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.
- 3.15. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 3.16. **First Aid Officer** is a responsible adult who holds a current senior first aid certificate.
- 3.17. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists.
- 4.2. Principals are responsible for the appointing of an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework must be kept for a period of no less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the Royal Life Saving Society Australia Guidelines for Safe Pool Operation.
- 4.5. Principals must identify which aquatic activities at any aquatic event are considered unstructured.
- 4.6. Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.7. Principals must ensure that all students engaged in unstructured aquatic activities at or above their waist must be proficient swimmers.
- 4.8. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the risk assessment and management plan.
- 4.9. The school must record electronically the student results of the Royal Life Saving Society Survival Challenge Proficiency Test.

#### Supporting Documentation

- 4.10. The *School Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at:  
[http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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**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 School Swimming Pool and Water Park Aquatic Based Activities  
Procedures and Checklists Risk Assessment and Risk Management  
Plan*

*ETD Safety and Emergency Contingency Plan*

*ETD Risk Management Framework*

**DRAFT**





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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

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## **1. POLICY STATEMENT**

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

## **2. RATIONALE**

2.1. This policy and associated *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Structured Aquatic Activity** is an organised, directed and planned aquatic activity.
- 3.9. **Unstructured Aquatic Activity** is an activity that does not meet the description of Structured Aquatic Activity. Free swim time, and unstructured pool play are considered unstructured aquatic activities.
- 3.10. **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.
- 3.11. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria.
- 3.12. **Proficient Swimmer** is a student who has successfully passed the five stage *Royal Life Saving Society 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 skull, float or tread water and call for help) in deep water for 1 minute
  - exit the water unassisted, and
  - perform a voice rescue.
- 3.13. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 3.14. **First Aid Officer** is a responsible adult who holds a current Senior First Aid Certificate.
- 3.15. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework are kept for a period of not less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.5. Principals must classify all aquatic activities at any aquatic event as being structured or unstructured, including those that include specialised water play equipment.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.8. Principals must ensure that all students engaged in unstructured aquatic activities at or above waist deep water must be proficient swimmers.
- 4.9. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the risk assessment and management plan.
- 4.10. The school must record electronically the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.

#### Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at: [http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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**Policy Owner:** Director, Teaching and Learning

**Related Documents:** *ETD Excursions policy*

*ETD First Aid policy*

*ETD Sun Protection policy*

*ETD Student Accidents / Incidents policy*

*ETD Physical Education and Sport policy*

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

*ETD Safety and Emergency Contingency Plan*

*ETD Risk Management Framework*

**DRAFT**



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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

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## **1. POLICY STATEMENT**

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

## **2. RATIONALE**

2.1. This policy and associated *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Unstructured Aquatic Activity** is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities. Participating students in unstructured activities in water depth at or above waist deep water must have undertaken and passed the *Royal Life Saving Society Survival Challenge Proficiency Testing*.
- 3.9. **Informed Consent** means that parents/careers give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs.
- 3.10. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria.
- 3.11. **Proficiency test** refers to the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*. The five stages are:
- 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.
- 3.12. **First Aid Officer** is a responsible adult who holds a current Senior First Aid Certificate.
- 3.13. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework are kept for a period of not less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.5. Principals must classify those aquatic activities at any aquatic event as being structured or unstructured, including those that include specialised water play equipment.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. During unstructured activities in water depths at or above a student's waist, Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.8. Principals must ensure that students engaged in unstructured aquatic activities at or above waist deep water must be proficient swimmers.
- 4.9. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the risk assessment and management plan.
- 4.10. The school must record electronically the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.

#### Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at: [http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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**Policy Owner:** Director, Teaching and Learning

**Related Documents:** *ETD Excursions policy*

*ETD First Aid policy*

*ETD Sun Protection policy*

*ETD Student Accidents / Incidents policy*

*ETD Physical Education and Sport policy*

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

*ETD Safety and Emergency Contingency Plan*

*ETD Risk Management Framework*

**DRAFT**





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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

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## **1. POLICY STATEMENT**

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

## **2. RATIONALE**

2.1. This policy and associated *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park based aquatic activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Structured Aquatic Activity** contains one or more actions that are clearly defined by a set of goals.
- 3.9. **Unstructured Aquatic Activity** is an activity that does not meet the description of Structured Aquatic Activity. Free swim time, and unstructured pool play are considered unstructured aquatic activities
- 3.10. **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.
- 3.11. **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.
- 3.12. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria.
- 3.13. **Proficient Swimmer** is a student who has successfully passed the five stage *Royal Life Saving Society 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 skull, float or tread water and call for help) in deep water for 1 minute
  - exit the water unassisted, and
  - perform a voice rescue.
- 3.14. **Non-Proficient Swimmer** is a student who has not successfully passed the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*.
- 3.15. **Risk Assessment and Management Plan** identifies, analyses and documents risk and risk treatment and prevention measures associated with aquatic events. The plan is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator where appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework be kept for a period of not less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the Royal Life Saving Society Australia Guidelines for Safe Pool Operation.
- 4.5. Principals must classify all aquatic activities at any aquatic event as being unstructured or unstructured, including those that include specialised water play equipment.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.8. Principals must ensure that all students engaged in unstructured aquatic activities at or above waist deep water must be proficient swimmers.
- 4.9. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the Risk Assessment and Management Plan.
- 4.10. The school must record electronically the student results of the Royal Life Saving Society Survival Challenge Proficiency Test.

#### Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at: [http://www.det.act.gov.au/publications and policies/policy a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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**Policy Owner:** Director, Teaching and Learning

**Related Documents:** *ETD Excursions policy*  
*ETD First Aid policy*  
*ETD Sun Protection policy*  
*ETD Student Accidents / Incidents policy*  
*ETD Physical Education and Sport policy*  
*ETD Swimming Pool and Water Park Aquatic Based Activities  
Procedures and Checklists Risk Assessment and Risk Management  
Plan*  
*ETD Safety and Emergency Contingency Plan*  
*ETD Risk Management Framework*

**DRAFT**

**ACT**  
Government

Education and Training

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

**Published: 2013**

**Identifier: To be added by PPB post endorsement**

**Legislation: Nil**

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

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## **1. POLICY STATEMENT**

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

## **2. RATIONALE**

2.1. This policy and associated *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* outlines the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of safe and effective swimming pool and water park aquatic based activities.

### 3. DEFINITIONS

- 3.1. **Aquatic Event** is a school program that involves one or more water based activities.
- 3.2. **Aquatic Activity** is a water based activity
- 3.3. **Swimming Pool** is a commercially operated venue used for aquatic based activities and includes provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.4. **Water Park** is a commercially operated venue used for aquatic based activities that may or may not include provision for formal swimming race events. The definition **excludes** a tidal pool or any similar structure where water flow in and out of the area is governed by natural forces.
- 3.5. **Venue** is any swimming pool or water park as defined above.
- 3.6. **Aquatic Activity Coordinator** is a teacher designated to coordinate swimming pool and water park aquatic based activities.
- 3.7. **Specialised Water Play Equipment** any apparatus, such as inflatable aqua run equipment and water balls, used as part of an aquatic activity.
- 3.8. **Unstructured Aquatic Activity** is an activity that is non-directed and does not include planned activities. Free swim time, and unstructured pool play are considered unstructured aquatic activities. Participating students in unstructured activities in water depth at or above waist deep water must have undertaken and passed the *Royal Life Saving Society Survival Challenge Proficiency Testing*.
- 3.9. **Informed Consent** means that parents/carers give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs.
- 3.10. **Royal Life Saving Society Survival Challenge Proficiency Testing** is a proficiency test that assesses a student's aquatic skill level against predetermined criteria.
- 3.11. **Proficiency test** refers to the five stage *Royal Life Saving Society Survival Challenge Proficiency Test*. The five stages are:
- 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.
- 3.12. **First Aid Officer** is a responsible adult who holds a current Senior First Aid Certificate.
- 3.13. **Risk Management Planning** is defined by the standards in the Directorate's Risk Management Framework.

#### 4. REQUIREMENTS

- 4.1. Principals are responsible for all aquatic activities and the adherence to all mandatory procedures contained in the *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists*.
- 4.2. Principals are responsible for appointing an Aquatic Activities Coordinator if appropriate.
- 4.3. Principals are responsible for ensuring appropriate records of all planning and implementation of any aquatic activities covered under this framework are kept for a period of not less than 2 years.
- 4.4. The venue selected for any swimming pool and water park aquatic based activities must be either ACT Royal Life Saving Society 5 star accredited, or can provide evidence of compliance with, or audit against, the *Royal Life Saving Society Australia Guidelines for Safe Pool Operation*.
- 4.5. Principals must classify all aquatic activities at any aquatic event as being structured or unstructured, including those that include specialised water play equipment.
- 4.6. Principals must ensure all students attending an aquatic event have informed consent.
- 4.7. During unstructured activities in water depths at or above a student's waist, Principals must ensure that proficient and non-proficient swimmers are clearly identified and easily distinguishable from each other.
- 4.8. Principals must ensure that all students engaged in unstructured aquatic activities at or above waist deep water must be proficient swimmers.
- 4.9. The Principal and/or Aquatic Activity Coordinator must induct all staff and students according to the risk assessment and management plan.
- 4.10. The school must record electronically the student results of the *Royal Life Saving Society Survival Challenge Proficiency Test*.

#### Supporting Documentation

- 4.11. The *Swimming Pool and Water Park Based Aquatic Activities Procedures and Checklists* document is available at: [http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

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**Policy Owner:** Director, Teaching and Learning

**Related Documents:**

*ETD Excursions policy*

*ETD First Aid policy*

*ETD Sun Protection policy*

*ETD Student Accidents / Incidents policy*

*ETD Physical Education and Sport policy*

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

*ETD Safety and Emergency Contingency Plan*

*ETD Risk Management Framework*

**DRAFT**