

MANDATORY CHECKLIST FOR SWIMMING CARNIVALS

Principal to complete

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

Principal's Signature: _____

Date: ___/___/_____

CHECKLIST FOR SWIMMING CARNIVALS

Stage 1: Carnival Coordinator to complete

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



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 2: Carnival Coordinator to complete

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



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 3: Carnival Coordinator to complete

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



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 4: Carnival Coordinator to complete

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



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CHECKLIST FOR SWIMMING CARNIVALS

Stage 5: Carnival Coordinator to complete

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

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CHECKLIST FOR SWIMMING CARNIVALS

Stage 6: Carnival Coordinator to complete

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



CHECKLIST FOR SWIMMING CARNIVALS

Stage 7: Carnival Coordinator to complete

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

SWIMMING CARNIVAL – *Sample Primary School Program*

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

From: Imhoff, Brad
Sent: Thursday, 20 September 2012 2:19 PM
To: Wright, Leanne
Subject: RE: MAZE field request

Categories: Director to action

Hi Leanne,

I've contacted Greg from Shared Services and got some advice which I have summarised below.

This is a pretty straightforward change, particularly if this data doesn't have to make its way into the more static central student database (if there is a need to report on this field we can get it included on the dynamic central student database which can be done fairly easily).

It would require a MAZE database schema change to have the additional field(s) added but is only the time required to copy out the change and verify the schema for schools (this wouldn't impact other systems that consume MAZE data). Costs wise it is more of an "opportunity cost" because this sort of thing is covered under the MAZE support agreement.

The current change management process for MAZE, users would contact Shared Services ICT (with the details) and if the change is viable (which Greg indicates it will be) Shared Services would prepare a Request for Change (RFC) to ETD Business System to be sent to Tracy for approval. I'm happy to co-ordinate with yourself on what is required and send the request through on your behalf.

We would need to know how the data will be captured. We just need to confirm whether it is one or more pre-determined outcome fields that could be hard coded in the student table and any preference for what the field(s) would be called?

In summary, it is a fairly straight forward change with minimal costs.

If you would like to meet to discuss you requirements I can get the process started.

Regards
Brad
75892

From: Wright, Leanne
Sent: Thursday, 20 September 2012 1:26 PM
To: Stewart, Tracy (DET); Imhoff, Brad
Cc: [REDACTED]
Subject: RE: MAZE field request

Thanks Tracy
I look forward to hearing from Brad
Cheers
Leanne

Leanne Wright | Director | Learning and Teaching
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From: Stewart, Tracy (DET)
Sent: Wednesday, 19 September 2012 5:31 PM
To: Imhoff, Brad
Cc: Wright, Leanne; [REDACTED]
Subject: FW: MAZE field request

Hi Brad,

Can you please investigate what is required for this change to be made, and discuss with me. We can then communicate to Leanne the process and costs (I am aware that changes of this type need to be made on all MAZE databases – approximately 100? – and therefore the costs can be reasonably high).

Tracy Stewart | Director
Phone: +61 2 6205 5511 | Email: tracy.stewart@act.gov.au
Planning and Performance Branch | Education and Training | ACT Government
Level 1 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601 | www.det.act.gov.au

From: Wright, Leanne
Sent: Wednesday, 19 September 2012 9:15 AM
To: Stewart, Tracy (DET)
Subject: MAZE field request

Hi Tracey

Tomorrow I am presenting the interim policy for Swimming Carnivals at the Operational Forum. Part of the new procedures that schools will implement will require them to keep a record on MAZE of the outcomes of a swimming proficiency test. Can you please advise me what procedure I need to follow and who I need to talk with about getting the MAZE field added to the data base to store this student information. It will need to be similar to the fields such as religious education or media permissions etc.

Many thanks
Leanne

Leanne Wright | Director | Learning and Teaching |
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Office for Schools update:

1. **Interim *Swimming Carnival Policy and Procedures and Checklists***
 - a. Consultation process to be commenced within 2 weeks and anticipated 6 week consultation process expected completion by end of 2012
 - b. Stakeholders identified
 - i. School Network Leaders
 - ii. School Principals
 - iii. Royal Life Saving ACT
 - iv. ACT Pool Managers
 - v. Safe Water ACT
 - vi. Sport and Recreation Services
 - vii. Australian Education Union
 - viii. CORPEX members
 - ix. P&C Association
 - c. Policy approval early 2013
 - d. Further feedback from schools will be sort at the end of Term 1 after carnivals have been held and policy reviewed if required
2. ***School Aquatic Activities Policy***
 - a. Policy review process commenced to align with *Swimming Carnival Policy and Procedures and Checklists* – expected consultation Term 1 2013
3. ***Aquatic based fun days – current advice for schools***
 - a. Risk assessment to be completed by school
 - b. Decision to proceed with activity at Principal's discretion following risk assessment
 - c. Follow procedures as per the *Interim Swimming Carnival Policy and Procedures and Checklists* ie
 - i. Must complete proficiency test for all participating students
 - ii. Follow guidelines outlined in interim *Swimming Carnival Policy and Procedures and Checklists* for non-proficient swimmers
 - d. Schools are only to use venues identified as 5 star rated with the ACTRLSS
 - i. Canberra International Sports and Aquatic Centre, Belconnen
 - ii. Lakeside Leisure Centre, Tuggeranong
 - iii. Dickson Aquatic Centre
 - iv. Canberra Olympic Pool
 - v. Active Leisure Centre, Erindale
 - vi. Manuka Swimming Pool
 - vii. Australian Institute of Sport, Bruce
 - viii. Current list <http://www.royallifesaving.com.au/www/html/2728-5-star-approved-venues-.asp>
 - e. Please note that Big Splash is not currently rated as a 5 star rated venue but under process of gaining 5 star rating, check link above for currency

From: Wright, Leanne
Sent: Tuesday, 6 November 2012 11:43 AM
To: Janssens, Sue
Subject: RE: Swimming Proficiency

Hi Sue
I will check on whether this requires an amendment.
Thanks
Leanne

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From: Janssens, Sue
Sent: Tuesday, 6 November 2012 11:39 AM
To: Wright, Leanne
Subject: RE: Swimming Proficiency

Thanks Leanne, will that be written into the procedures?

<i>Sue Janssens</i>	Education ICT, Treasury	Email: sue.janssens@act.gov.au
Sue Janssens	Directorate, ACT	Phone: (02) 6207 2388
Manager MAZE Support	Government.	Fax: (02) 6207 2418

From: Wright, Leanne
Sent: Tuesday, 6 November 2012 11:38 AM
To: Janssens, Sue
Subject: RE: Swimming Proficiency

Hi Sue
Royal Life Saving have advised that proficiency testing must be conducted each year – so I do not think that the date is relevant.
Regards
Leanne

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From: Janssens, Sue
Sent: Tuesday, 6 November 2012 10:38 AM
To: Wright, Leanne
Subject: Swimming Proficiency

Hi Leanne,

I have been having talks with Brad Imhoff in Planning and Performance re the Maze requirements for the swimming proficiency and he has sent me the draft procedures and guidelines and I am just wondering whether students are going to be tested each year or just until they become proficient?

There has been talk of putting a date, they were tested, in Maze but I am not sure whether it is needed.

Your advice would be appreciated.

Regards,

Sue Janssens

Sue Janssens

Manager MAZE Support

Education ICT, Treasury
Directorate, ACT
Government.

Email: sue.janssens@act.gov.au

Phone: (02) 6207 2388

Fax: (02) 6207 2418

From: Wright, Leanne
Sent: Tuesday, 6 November 2012 11:45 AM
To: Hine, Martin
Subject: FW: Swimming carnivals

Hi Martin
We need to discuss
Regards
Leanne

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From: Beecher, Phil [<mailto:Phil.Beecher@ed.act.edu.au>]
Sent: Tuesday, 6 November 2012 8:39 AM
To: Wright, Leanne
Cc: [REDACTED]
Subject: FW: Swimming carnivals

Hi Leanne

I am not sure if this is your area but I am concerned about the Mandatory Procedures for Swimming Events. Whilst I understand the need for the procedures it is becoming very difficult to conduct any event on a school wide basis. We are currently evaluating how to comply for next year's swimming carnival which is scheduled for the beginning of term 1. However, in our deliberations we have been informed by Darryl Stuckey that there is no "free swimming allowed" - see below.

We pride ourselves on our involvement in our sporting events and have significant numbers attending because it is not just about the elite swimming but involvement and the opportunity to have fun in the water. In this day of childhood obesity and lack of involvement in physical activities I am shocked that an event that encourages such involvement could be in jeopardy because of these guidelines. I am sure that this was not the intent but it is a reality. Although the testing will offer some challenges for the school, the limits on what we can do on the day and the involvement of all students - not just the swimming elite.

I am happy to discuss this matter in more detail but am seeking direction on what can be done to address this anomaly.

Regards Phil

Phil Beecher

Principal
Canberra High School
TEL: (02) 6205 7000
FAX: (02) 6205 7006

From: Stuckey, Darryl [<mailto:Darryl.Stuckey@act.gov.au>]
Sent: Monday, 5 November 2012 2:28 PM
To: Radford, Peter
Subject: RE: meeting agenda

Hi Pete

The test results last as long as you want them to. Your professional judgement. Bring it up tomorrow.

No free swimming, it is dead.

Regards

Darryl Stuckey | Executive Officer
Phone: 6205 4381 | Fax: 6205 9340 | Email: darryl.stuckey@act.gov.au
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From: Radford, Peter [<mailto:Peter.Radford@ed.act.edu.au>]
Sent: Monday, 5 November 2012 2:26 PM
To: Stuckey, Darryl
Subject: RE: meeting agenda

Hey mate,

Can you answer a couple of questions for me re swimming:

Does the swimming test we do for kids last 6 months before we'd have to re test?

Is free swimming still allowed at a carnival?

Thanks Darryl, see you tomorrow.

Peter Radford
SLC SHAPE (Sport Health and Physical Education)
SLC Student Management
Canberra High School
Ph: 62057023
Fax: 62057006
Email: peter.radford@ed.act.edu.au



From: Wright, Leanne
Sent: Tuesday, 6 November 2012 6:07 PM
To: Beecher, Phil (ACTEDU)
Cc: Hine, Martin
Subject: RE: Swimming carnivals

Hi Phil
I tried to give you a call to discuss and will try again tomorrow afternoon.
Thanks Leanne

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SLC Student Management
Canberra High School
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Fax: 62057006
Email: peter.radford@ed.act.edu.au

Hine, Martin

From: [REDACTED]
Sent: Friday, 9 November 2012 10:18 AM
To: Hine, Martin
Subject: [REDACTED] - Swimming

Hi Martin,

I had another thought. If I have to test the kids on the day of the carnival, I won't know in advance how many kids are in the non-proficient group and how many teachers I am going to need as the yellow group will need 1:10 ratio. I might have lots of yellow and need more teachers or I might not have many and then have extra staff at the pool which will cost the school more money. It will make it very difficult to be organising groups 'on the spot' the day of the carnival with so much going on. If we can't take the word of the parent, then we would prefer to test kids before carnival day so I can organise staff and grouping prior to the carnival – but again, we then have to pay for bus hire and pool entry to run the tests.

[REDACTED]



Policy title: SCHOOL AQUATIC ACTIVITIES

Published: 2012

Identifier: To be added by PPB post endorsement

Legislation: Nil

Procedures: School Swimming and Aquatic Activities Procedures and Checklists

1. POLICY STATEMENT

- 1.1. Aquatic activities can be part of a schools extra-curricular options. Aquatic activities can be whole school, year level, single class or small group programs that promote swimming and recreation skills, health, fitness and social interaction.
- 1.2. As the safety of students is important, school aquatic activities must be planned, conducted and evaluated within a risk management framework that manages the safety of all staff and students at all times.
- 1.3. The Directorate supports school aquatic activities but requires that this mandatory policy and the supporting procedures are followed when planning, conducting and evaluating school aquatic activities.
- 1.4. This policy does not cover aquatic activities as part of outdoor adventure activities. For information on these activities refer to the Outdoor Adventure Activities Policy and Mandatory Procedures.

2. RATIONALE

- 2.1. This policy and associated *School Aquatic Activities Procedures and Checklists* explains the responsibilities of school principals, aquatic activity coordinators, parents/carers, and school staff for the provision of a safe and effective aquatic activity.

3. DEFINITIONS

- 3.1. **Duty of Care** is a legal duty that requires that teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists.
- 3.2. **The Aquatic Activity Coordinator** is a competent teacher with experience in coordinating all facets of an aquatic activity. This person may also have had experience as a swimming competitor, instructor or similar event organiser.
- 3.3. **Venue** is an aquatic location in which water activity is to take place.

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

4. PROCEDURES

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

Supporting Documentation

- 4.7. The *School 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)

Policy Owner: Director, Teaching and Learning

Related Documents: *ETD School Swimming Carnival Policy*
ETD Excursions policy
ETD First Aid policy
ETD Sun Protection policy
ETD Student Accidents / Incidents policy
ETD Physical Education and Sport policy
ETD Swimming Carnival Risk Assessment and Risk Management Plan
ETD Safety and Emergency Contingency Plan
ETD Risk Management Framework

DRAFT