



# SWIMMING PROGRAM POLICY

## Kingsbury Primary School

### PURPOSE

At Kingsbury Primary School the Swimming Education program forms an integral part of our Physical Education program.

Our school considers the Swimming Education program as essential to the development of knowledge and skills relating to swimming and basic water safety which may reduce the risk of drowning when undertaking aquatic activities. This policy is to outline how the Kingsbury Primary School Swimming Education Program is implemented.

### POLICY

#### **Responsibilities of Kingsbury Primary School:**

- The Physical Education teacher (nominated teacher) will organise the annual swimming program with the support of leadership team.
- The nominated teacher will book and organise the program one (1) year in advance.
- The nominated teacher will prepare excursion documentation as required by DET and consent forms for distribution to student's parents/carers upon approval by the Principal.
- A minimum of two (2) staff, gender balanced whenever possible, will be in attendance at all times; with a minimum of one (1) staff member being a teacher.
- The school will provide an education support staff member for students with special needs to give assistance when necessary.
- The nominated teacher responsible for the program will log all scheduled lessons on the student activity locator (SAL) on DET.
- The nominated teacher will select a swimming venue that is compliant with DET policy.
- The nominated teacher will advise the swimming centre of the required instructor to student ratio - a maximum of 1:10, and wherever possible a ratio of 1:8.
- The school will book a program consisting of a sixty (60) minute lesson, to be delivered four (4) days a week over a two (2) week period.
- The nominated teacher will organise transport by a commercial bus company.
- Staff will take and complete attendance rolls before departure from school and before departure from the swimming venue.
- School staff in attendance retains overall responsibility for the activity and legal responsibility for emergency procedures.
  
- Staff in attendance maintain responsibility for students in relation to:
  - Student behaviour – when in and out of the water.
  - Changing Rooms.
  - Movement in and around the swimming centre.

- Staff will maintain a high level of supervision for students when:
  - Going to and from, and when using the toileting facilities.
  - In changing areas, including changing areas that may be accessed by the general public.
- If a staff member is required to enter the water, an additional staff member is required for student supervision.
- Parents who attend swimming must:
  - Hold a current Working with Children card which must be presented to school administration staff before attendance at swimming lessons.
  - Provide attendant care for their child only.

It is expected that all students participate in the school Swimming Program in accordance with the following:

- The school must receive a completed and signed consent form from parents/carers allowing their child to participate in the program.
- The school must receive written advice from parents/carers regarding any medical conditions that may impact their child's participation in the swimming program.
- Costs associated with the swimming program must be paid and finalised prior to the commencement of the program. Eligible families can use CSEF to make payment. Note: Special consideration of individual financial circumstances in relation to payments must be requested, assessed and approved through the Principal.
- Students may be excluded from participation if unwell or have an infection; including infections which can be classified as contagious. This includes conditions such as papilloma, skin wounds and ear infections, eye and nose infections, also respiratory infections.

#### **Expectations and Responsibilities of Swimming Centre:**

- The swimming centre will be a Municipal or a registered commercial swimming venue that complies with DET policy and requirements.
- The swimming centre is to provide for an Instructor to Student ratio that does not exceed a maximum of 1:10, and wherever possible provide ratio of 1:8.
- Swimming Centre instructors will be AUSTSWIM qualified in accordance with DET requirements.
- Swimming Centre staff will be responsible for the delivery of an RLSSA Aquapass (Levels 1 – 7) program to Kingsbury Primary School students.
- The swimming instructors will record student progress according to Levels 1-7 of the RLSSA Aquapass program. The swimming centre is required to provide evidence of student achievement through reporting and the supply of achievement certificates to the Physical Education Teacher.
- Swimming centre staff will deliver an explanation of their emergency procedures to school staff and students at the commencement of the scheduled program.
- The swimming centre will provide qualified first aid responders to apply first aid or respond in an emergency, and provide to Kingsbury Primary School any reports or documentation associated with an incident.

It should be noted that Kingsbury Primary School staff are legally responsible for emergency procedures involving students. Staff must be familiar with and able to supply student medical information to first aid responders and emergency services. Incidents must be reported to the swimming centre management and the school principal.

## RELATED POLICIES AND RESOURCES

[DET Swimming Instruction & Water Safety Policy](#)

[DET Student Safety](#)

## REVIEW CYCLE

This policy was last updated May 2020 and is scheduled for review in May 2023.

Signed

A handwritten signature in black ink, appearing to be the initials 'M.A.' followed by a long horizontal stroke.

School Council President