

RESPONSIBILITIES SUMMARY CHECKLIST

SCHOOL SWIMMING, WATER SAFETY PROGRAMS AND AQUATIC ACTIVITIES POLICY

Stage	Responsibility	Action	Detail	Support Resources	Completed
Planning	Principal	Provide opportunities for all primary and middle years students to participate in swimming and water safety programs which include resuscitation education	<ul style="list-style-type: none"> Cost of program Duration of program 	Royal Life Saving NT, PE Plan for Aquatic Education	
	Teacher in Charge	Select a venue	Select a venue that is appropriate for the aquatic program/activity	Contact the managing body to confirm the designated area is safe for swimming (this may include Parks Australia, NT Parks and Wildlife, Stations and Resort Management).	
Administration	Teacher in Charge	Risk Assessment	Complete Risk Assessment Plan	Risk Management Plan Template Example Risk Management Plan	
		Risk Assessment	Diving strategy/rules	Diving Depth Matrix	
		Emergency Action Plan	Complete Emergency Action Plan	Example Emergency Action Plans	
		Staff Qualifications	<ul style="list-style-type: none"> Ensure staff qualifications meet the departmental guidelines 	Qualification and Ratio Table	
		Teacher: Student Ratio	Ensure teacher: student ratios meet the departmental guidelines	Qualification and Ratio Table	
		First Aid Kit	Ensure that a First Aid kit is available for use at the swimming venue		
	Obtain parent permission forms	<ul style="list-style-type: none"> Complete permission notes and send out to parent Ensure that all permission forms have been returned <u>No student permitted to enter the water without a completed consent form including parental assessment of the child's swimming ability</u> 	Swimming Programs and Activities Consent Form		

Stage	Responsibility	Action	Detail	Support Resources	Completed
		Create student list	<p>List students names according to parental assessment of swimming ability;</p> <ul style="list-style-type: none"> • Not permitted to swim • Non swimmer • Weak swimmer • Average swimmer • Strong swimmer <p>The swimming ability of students must be checked with records of each student's swimming proficiency stored in SAMS or with Royal Life Saving Australia.</p> <p>Student list including swimming ability must be taken to all swimming and water safety programs, swimming carnivals and recreational activities.</p>		
		Program	<ul style="list-style-type: none"> • program should include scope for modified activities that match the swimming capabilities of the students • use of the RLSSA <i>Swim and Survive</i> and <i>Bronze Star</i> Rescue Awards scheme as the performance criteria for swimming and water safety programs 	Royal Life Saving NT PE Plan for Aquatic Education	
	Principal	Check staff qualifications	<ul style="list-style-type: none"> • Check staff and outside provider qualifications • ensure that all teaching staff including outside providers, are holders of a Working with Children Clearance Notice 	Qualification and Ratio Table	

Stage	Responsibility	Action	Detail	Support Resources	Completed
		Check Risk Assessment Plan, and Emergency Action Plan	Ensure that the Risk Management Plan, and Emergency Action Plans are correct and completed by the teacher in charge of the aquatic program/activity	Risk Management Plan Template Example Risk Management Plan Example Emergency Action Plan Diving Depth Matrix	
Swimming and Water Safety Education	Teacher in Charge	Staff induction	All staff are aware of; <ul style="list-style-type: none"> venue details individual roles and responsibilities Emergency Action Plan and practice the Emergency procedure at the start of the swimming and water safety program/activity Testing swim ability - RLSSA Swim and Survive program for swimming and water safety programs 	Emergency Action Plan RLSSA Swim and Survive Program	
		Sun protection	Sun smart procedures and practices are followed by students and staff www.sunsmart.com.au		
		Student induction	Explain to students; <ul style="list-style-type: none"> Testing swim ability - RLSSA Swim and Survive program for swimming and water safety programs venue rules and regulations Emergency procedure and practice it at the start of the swimming and water safety program/activity 	RLSSA Swim and Survive Program Emergency Action Plan	
		Testing proficiency	<ul style="list-style-type: none"> Students participate in swimming ability assessment 	RLSSA Swim and Survive Program	

Stage	Responsibility	Action	Detail	Support Resources	Completed
			for swimming and water safety programs		
		Classifying students	Based on the outcomes of the; <ul style="list-style-type: none"> Swimming ability assessment, organise students into class groups according to their individual swimming ability 	RLSSA Swim and Survive Program	
Swimming Carnivals and Recreational Aquatic Activities	Teacher in Charge	Staff induction	All staff are aware of; <ul style="list-style-type: none"> venue details individual roles and responsibilities Emergency Action Plan and practice the Emergency procedure at the start of the swimming and water safety program/activity Testing proficiency - Water Survival Challenge Proficiency for swimming carnivals and recreational swimming Use of appropriate coloured bands for unstructured aquatics activities 	Emergency Action Plan Water Survival Challenge Proficiency Table and classifying students section	
		Sun protection	Sun smart procedures and practices are followed by students and staff www.sunsmart.com.au		
		Student induction	Explain to students; <ul style="list-style-type: none"> Testing proficiency - Water Survival Challenge Proficiency for swimming carnivals and recreational swimming Use of appropriate coloured bands for unstructured aquatics activities venue rules and regulations 	Water Survival Challenge Proficiency Table and classifying students section Emergency Action Plan	

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			<ul style="list-style-type: none"> Emergency procedure and practice it at the start of the swimming and water safety program/activity 		
		Testing proficiency	<ul style="list-style-type: none"> Students participate in the Water Survival Challenge Proficiency for swimming carnivals and recreational aquatic activities 	Water Survival Challenge Proficiency Table	
		Classifying students	Based on the outcomes of the; <ul style="list-style-type: none"> Water Survival Challenge Proficiency, apply appropriate coloured bands to all students and record details 	Water Survival Challenge Proficiency Table and classifying students section	
Administration	Teacher in Charge	Update student swim ability records	Update records of student swimming ability by recording in SAMS at the conclusion of each swim program/activity and report to Royal Life Saving NT Branch	User notes for SAMS reporting	
	Principal	Student swim ability records	Ensure records of student swimming ability are updated by staff, maintained in SAMS at the conclusion of each swim program/activity and reported to Royal Life Saving NT Branch.	User notes for SAMS reporting	