

Swimming and Water Safety

Interm Swimming operational information for schools

Our team will work to ensure that every effort is made to make your school's lessons a positive and rewarding experience for everyone.

To assist with the efficient and safe conduct of classes it is appreciated that staff organising the lessons and/or accompanying students to the venue are receiving and become aware of the following protocols:

Duty of Care	<ul style="list-style-type: none">• Most Interm Swimming lessons are conducted as off-school site activities and in such cases principals are required to complete an Excursions Management Plan Checklist.• The Department's Duty of Care policy states that "Members of the teaching staff will owe a duty of care whenever a student is involved in a school activity or presents for a school activity". Teaching staff cannot delegate their duty of care to another group. Several groups e.g. swimming staff, venue staff and teaching staff, may however all owe a duty of care to the students. It is important that teaching staff understand that during lessons the swimming staff and venue staff do not have sole responsibility for the safety of students.• Previous advice given to the Department by the Crown Solicitor's Office requires that school teachers accompanying students to swimming lessons retain responsibility for and provide adequate supervision of their students. Adequate supervision will ensure that:<ul style="list-style-type: none">• the behaviour of students attending swimming lessons is appropriate;• students are supervised when moving around the venue, e.g. to change rooms and toilets, and getting on and off the bus;• assistance with the conduct of classes is available and that the needs of all students are met; and• the number of students attending classes is known at the time of arrival at the venue and both during and after lessons.• Schoolteachers accompanying student groups to lessons are requested to wear high visibility vests so that the Department staff members are immediately recognisable for toilet and security issues. The Swimming and Water Safety (SWS) team at the venue will supply vests if you do not have sufficient stock.• It is essential that any medical or social/emotional needs that may affect a student's safety or progress are clearly outlined on the student enrolment form.• Schools are reminded to consider if teaching and learning adjustments are necessary for the student in the school situation, similar additional assistance needs to be provided for the student by the school at the swimming venue.
Students requiring additional support	<p>Medical conditions involving possible loss of consciousness</p> <ul style="list-style-type: none">• If a child has been observed, or is otherwise known to be at risk, or to be subject to any form of medical condition involving periodic loss of consciousness, the child should not be permitted to swim unless a medical certificate is provided by the child's parents stating that it is safe for the child to participate or additional supervision can be arranged making it safe for the child to do so. <p>The medical certificate should detail any additional supervision/adjustments necessary. Such a certificate would normally be valid for twelve (12) months. A new certificate is required after a period of twelve months or earlier if a further episode occurs.</p>

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Students requiring additional support	<ul style="list-style-type: none"> All requirements for additional supervision or resources remain the responsibility of the school in consultation with parents/carers. <i>Please note when medical advice indicates that a child suffers from diabetes, additional supervision is always required and therefore no medical certificate need be sought.</i> <p>Schools are responsible for the adequate provision of teaching and learning adjustments during Interm swimming. For further information please contact the Program Coordinator at SWS on T: 9402 6195 or the Manager, Disability Services and Support on T: 9402 6478</p>
Children eligible to attend	<ul style="list-style-type: none"> Pre-primary to Year 7 school students are eligible to attend Interm Swimming. The Department meets the cost of instruction for all Public School students. Private schools are able to join the program on a user pays basis for the Metropolitan Interm Swimming program. For country private schools, lessons are offered free of instruction fees to improve the viability of the program.
Disruption to lessons	<ul style="list-style-type: none"> Where a lesson is lost due to the closure of the venue or due to unforeseeable circumstances, every attempt will be made to provide an alternative dry/land based lesson on the day. When this cannot be accommodated, lost lessons cannot be made up. <p><i>Please note that increasing the length of each lesson is not an option.</i></p>
Changes to bookings	<ul style="list-style-type: none"> Your lessons have been organised, pool space booked and casual swimming instructors engaged. Any late changes to your booking will result in the casual swimming instructor's loss of pay and a vacant spot left in the program that could have been scheduled with another school. Please consider all your options carefully if you need to change your schools allocated booking time. <p><i>All changes must be arranged through Swimming and Water Safety.</i></p> <ul style="list-style-type: none"> Schools will be advised when they are able to view their changed, confirmed allocated times in WAIVS.
Interm Swimming enrolment	<ul style="list-style-type: none"> All students are required to have a current <i>Interm Swimming enrolment form</i> completed by their parent/carer and returned to the school at <u>least two weeks prior to the start of lessons</u>. The form is available on our website.
Confirmation of students attending	<ul style="list-style-type: none"> The Department appreciates that schools can only anticipate the number of students who are likely to attend lessons when they make their booking. Significant changes to the confirmed booking will, however, impact on the capacity of the Department to effectively resource the centre. Schools are requested to confirm the number and year levels of students attending lessons with SWS no later than two weeks before the commencement of your lessons and before finalising travel and supervision requirements. SWS will confirm your school's booking, finalise the number of students attending and ensure that suitable adjustments have been made for any students who may require additional support. <i>Confirmation of Interm Swimming attendance</i> will be emailed to your school in the weeks leading up to the commencement of your lessons. <p>Your timely completion and return of this form i.e. at <u>least two weeks prior to the start of lessons</u>, will assist greatly with the effective organisation of your school's swimming classes. Your cooperation with this process will be appreciated.</p>