

2017 Water Safety Officer Guide to Interm Swimming and Role Statement

The Interm Swimming program is a P - 7 program providing opportunities for students to learn vital swimming and water safety skills.

Full time P – 7 students are eligible to attend.

The purpose of Interm Swimming classes is to develop sound stroke technique and water safety skills. The focus is not on advanced stroke technique or extending beyond Stage 15 at pool centres or Stage 14 at Surf centres.

Objectives

The Interm Swimming program seeks to provide all primary schools with a meaningful swimming and water safety program which is valued by both the school and its community. This is achieved by:

- Providing Western Australian P – 7 students with access to affordable swimming and water safety classes.
- Student's achievement of learning outcomes which are consistent with the Australia Curriculum.
- Providing a safe and positive learning environment for students to develop their skills and understandings to the Stage 15 or an equivalent.
- Fostering desirable attitudes to water and the enjoyment of aquatic activities, which will enhance their physical activity levels now and into the future.

Pay information

- Interm Water Safety Officers (WSO) are paid as swimming instructors and are paid by the lesson at the rate outlined within the School Education Act Employees' (Teachers and Administrators) General Agreement. Current pay rates can be viewed [here](#).
- It is the WSO responsibility to verify correct pay sheet entry against their lessons worked before pay sheet submission by the centre supervisor. Information on how to view your pay history in WAIVS can be viewed [here](#).
- WSO are paid and must be in attendance and ready to work at their centre 15 minutes prior to the commencement of the first lesson.
- It is the WSO responsibility to inform the Department of Education of his/her taxation and banking details.
- WSO are paid on a fortnightly basis and will be lodged into bank accounts on alternate Thursdays, nine working days after the completed work.

Conditions of employment

- Swimming staff will:
 - sign a Department of Education Confidential Declaration Form if 17 years of age;
 - maintain current qualifications during their period of employment;
 - attend all lessons assigned to them during the period of employment;
 - fulfil the duties appropriate to their role.
- Water Safety Officers are employed as swimming instructors on a casual basis for a minimum of two lessons per day at the rate as outlined within the School Education Act Employees' (Teachers And Administrators) General Agreement.
- Water Safety Officers are required to be punctual, prepared for lessons and report each day to the centre supervisor 15 minutes prior to the commencement of their first lesson. Lessons must start and finish at the appropriate times
- Water Safety Officers must be in good physical condition, having been swimming regularly and accept responsibility for protection against the elements.
- Water Safety Officers are not to be responsible for their own children when working for the Department classes.
- The Department has a 'smoke free working environment' to protect the health of everyone. This applies to all work areas.
- Pregnant WSO may continue to work for the Department up to six (6) weeks prior to the expected birth date, given that they can safely perform the duties expected of them. Those wishing to continue working after this date must provide a medical certificate stating they are fit to do so.
- All staff are required to attend an inservice prior to commencing duties. The inservice is conducted by the centre supervisor at the specific swimming centre. It is conducted over two lessons and includes a compulsory practical Proficiency Review, CPR revision, centre safety issues and other information related to delivering lessons.

- WSO should present at the inservice ready to complete the compulsory practical Proficiency Review and CPR revision prior to the commencement of duties.

In the event of an incident every WSO must be able to demonstrate the following:

- I hold a current Surf Rescue Certificate or Surf Bronze Medallion;
- I have a current Cardio-Pulmonary Resuscitation Award;
- I have been swimming regularly and successfully completed the compulsory practical Proficiency Review;
- I kept constant supervision and did not leave the immediate vicinity
- Where practical students were paired for mutual safety;
- I was at all times in my bathers and fully prepared to make a rescue if necessary; and
- I took all reasonable care and precautions to avoid an unsafe situation.

Proficiency Review

- Swim 200m continuously demonstrating:
 - a) Freestyle
 - b) Backstroke (or lifesaving backstroke)
 - c) Breaststroke
 - d) Sidestroke
- Successfully retrieve a weighed object from a depth of 2m (or the deepest point of the centre should the depth not exceed 2m).
- Successfully rescue an unconscious person 10m from safety. Tow to a position of support and commence rescue breaths.
- Successfully demonstrate the immobilisation of a person with a suspected spinal injury in shallow water.

Equipment

Each Interm centre has an allocation of essential teaching equipment. It is the responsibility of every swimming instructor/WSO to use the equipment appropriately and carefully. Each staff member is responsible for collecting and returning the equipment they use during each days lessons.

Equipment should be stored securely when not in use. All equipment must be accounted for at the end of each series.

Occupational Health and Safety

Centre supervisors are required to ensure that:

- emergency procedures are recorded and displayed;
- emergency procedures are practised by staff and participants by no later than Day 2 of the series;
- equipment is used in a correct and safe manner and stored securely; and
- the danger of over exposure to U-V radiation is emphasised to both staff and students. The wearing of protective clothing, including a hat, together with the use of sunscreen should be encouraged.

Accident and Emergency

Critical incidents: any incident where a child or instructor is taken to hospital from your centre must be reported immediately by phone to the SWS office.

All accidents involving either staff or participants must be recorded on an *Incident Report Form* (supplied in each centres kit) and the form forwarded to SWS.

All accidents are to be reported to the SWS office as soon as practical.

Note: All witnesses' names, addresses, and contact numbers must be recorded on the *Incident Report Form*.

Interm Swimming

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Water Safety Officer Role Statement

Duties

- In conjunction with Interim staff be responsible for the safety of children participating in Interim lessons.
- Be in the water every lesson of the day.
- Actively watch students in lessons and scan venue as a whole for any issues.
- Meet with the Interim supervisor before the commencement of lessons each day to assess the venue and advise the supervisor in decisions concerning the “set up” of the safest swimming area.
- Liaise with the surf lifeguards on duty to discuss water conditions, swimming areas, first aid facilities available and emergency procedure drills.
- Assist in the set up and pack up of equipment and the defining of the Interim class swimming and marshalling areas each day.
- Confirm with the supervisor or deputy the planned daily schedule of activities.
- Communicate with instructors each morning to effectively schedule time in the most appropriate areas, with high priority classes, e.g. stage 9 distance swim, stage 6 swimming in deep water or lower levels swimming in the break under difficult conditions.
- Liaise with the instructors to ensure appropriate supervision to all groups at all times.
- Accompany and assist instructors who are conducting deep water swims.
- Have an appropriate piece of safety equipment in hand, e.g. rescue tube, rescue board, kirra board, body board or kickboard at ALL times.
- Assist in the planning and practice of emergency procedures.
- Be an active participant in emergency procedure drills.
- Perform or assist in rescues as necessary.
- Provide or assist in the provision of first aid as necessary.
- Wear the issued Department of Education uniform and identification bib (WSO) at all times.
- Have a whistle to signal staff and in case of emergency.
- Actively promote sun safe practices.