

Swimming and Water Safety

1	Introduction	2
1.1	Background	2
1.2	Objectives	2
2	Employment with Swimming and Water Safety	2
2.1	Requirements	2
2.2	Qualifications	2
2.3	Conditions	3
2.4	Salary	3
2.5	Applying for employment	4
2.6	Travel assistance	4
2.7	Claims for lessons lost or cancelled	4
2.8	Incidental expenses	5
2.9	Sickness or accidents	5
2.10	Workers' compensation	5
2.11	Grievance resolution procedure	5
3	Other swimming staff	5
3.1	Relief swimming staff	5
3.2	AUSTSWIM practicum candidates – Supervising instructor's guidelines	6
4	Duties	7
4.1	Regional Advisors	7
4.2	Supervisors	8
4.3	Deputy	8
4.4	Instructors	8
4.5	Water Safety Officers (WSO)	8
4.6	School teachers – Interm Swimming only	9
5	Support materials and resources	10
5.1	Swimming instructor handbook and guidelines	10
5.2	Mentoring your team	10
5.3	Uniforms and equipment	10
6	Inservice	11
6.1	Inservice and development	11
6.2	Practical proficiency review	11
6.3	Reviews	12
7	Swimming classes	12
7.1	Emergency procedure	12
7.2	Inclement weather and water hazards	12
7.3	Safety	13
7.4	Safety equipment and first aid kits	14
7.5	Incidents	14
7.6	Teaching resources	14
7.7	Children eligible to participate in lessons	15
7.8	Pool layout	15
7.9	Media requests	16
8	Appendix	17
8.1	Interm Swimming staff appointment offer templates	17
8.2	VacSwim staff appointment offer templates	21

Swimming and Water Safety

1 Introduction

1.1 Background

With swimming pools and beaches a part of the Western Australian lifestyle, ensuring children can swim competently and safely is a must for all families.

The Department of Education, Swimming and Water Safety (SWS) provides swimming lessons for children through our Interm Swimming and VacSwim programs.

VacSwim swimming lessons are in the October and December/January school holidays. Lessons are open to children over five years and under 18 years. Children can join in the fun of learning to swim with lessons conducted at pools and open water venues across the State. Lessons are for beginners through to advanced survival, rescue and resuscitation.

Interm Swimming is through schools at local metropolitan aquatic leisure centres and most swimming pools. Lessons are also available at select beaches. Interm Swimming lessons operate at approximately 100 country locations throughout the State. The majority of programs are conducted in swimming pools with some at beach or open water venues, where possible.

1.2 Objectives

Interm Swimming and VacSwim aim to provide equal access for all Western Australians to a safe, quality swimming and water safety program. This is achieved through:

- Providing access to an affordable learn to swim, water safety and survival program.
- Engaging qualified and capable swimming instructors.
- Fostering desirable attitudes to water and the enjoyment of aquatic activities.
- Teaching student's fundamental swimming, water safety and survival skills and facilitating the learning of rescue and advanced swimming techniques.
- Maintaining an aquatic education program that is supported and valued by both schools and the wider community.

2 Employment with Swimming and Water Safety

2.1 Requirements

Swimming staff will:

- be at least 17 years of age at the commencement of their employment;
- if 18 years or over maintain a current Department of Education Nationally Coordinated Criminal History Check;
- provide a Department of Communities, current Working With Children Check;
- maintain relevant qualifications during their period of employment; and
- fulfil the duties appropriate to their role ([Section 4: Duties](#)).

2.2 Qualifications

The minimum qualifications required by instructors and supervisors to be employed by the Department include:

- a current AUSTSWIM Teacher of Swimming and Water Safety or ASCTA Swim Teacher Australia qualification; and
- a current Cardio Pulmonary Resuscitation (CPR) award from a registered training provider.

The minimum qualifications required by Water Safety Officers to be employed by the Department include:

- a current Surf Rescue or Surf Bronze Medallion; and
- a current Cardio Pulmonary Resuscitation (CPR) award from a registered training provider.

Swimming and Water Safety

2.3 Conditions

Swimming staff are:

- employed in accordance with Part 8 of the [Teachers \(Public Sector Primary and Secondary Education\) Award 1993](#) and Part 11 of the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017](#) and are deemed to be casual employees accordingly;
- required to read and acknowledge the Department's [Code of Conduct](#) and the [Physical Contact with Student](#) policy;
- required to read and acknowledge the [Reporting child abuse – information for VacSwim swimming staff](#) and [Reporting child abuse: information for people in our school communities](#) for Intern Swimming staff;
- required to read and agree to the information outlined in their appointment offer and the *Swimming staff – information and employment conditions*;
- appointed for at least the minimum engagement period, that is two hours per day, at the rate determined by the Department and outlined in the [Teachers \(Public Sector Primary and Secondary Education\) Award 1993](#) and Part 11 of the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017](#);
- employed on a casual basis and the period of their employment, ie duration and number of lessons taught is dependent upon the actual number of students attending. The rate includes a loading in lieu of leave and allowances; and
- not paid for lessons cancelled where sufficient notice is given. When lessons are cancelled with no notice, staff will be paid for minimal engagement.

All swimming staff must present at the inservice ready to complete the Practical proficiency review prior to the commencement of teaching duties.

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

- *I hold a current AUSTSWIM Teacher of Swimming and Water Safety or ASCTA Swim Australia Teacher qualification;*
- *I have a current Cardio-Pulmonary Resuscitation Award;*
- *I have been swimming regularly and successfully completed the Practical proficiency review;*
- *I kept constant supervision and carefully checked the number in my class before, during and at the end of each lesson;*
- *Where practical the students were paired for mutual safety;*
- *I did not leave the immediate vicinity and my class were under supervision at all times;*
- *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.*

SMOKING – the Department has a smoke free working environment to protect the health of everyone. This applies to all work areas.

Pregnant staff may continue to work for the Department up to six 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.

2.4 Salary

Swimming staff are paid as casual employees at the rate determined by the Department and in accordance with the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017](#).

Water Safety Officers (WSO) are paid as swimming instructors.

Swimming staff are required, and paid, to be at their venue appropriately dressed and prepared to commence work fifteen minutes prior to the start of the first lesson they teach.

Swimming and Water Safety

Pay rates are inclusive of a 20% casual loading.

Supervisor pay rates are determined according to the number of staff that they supervise. Where the number of staff varies during the day, this should be reflected on the pay sheet. That is, it is possible that the supervisor may claim 'X' lessons at one rate and 'Y' lessons at another rate in accordance with the number of swimming staff supervised as outlined in the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017](#).

Additionally, for the purposes of undertaking their duties, supervisors receive a flat rate of one hour for the purpose of collection and drop off of materials, equipment and paperwork. This payment is processed by SWS and paid as stated in the general agreement.

Swimming staff are responsible for informing the Department of Education of any changes to their banking, taxation and superannuation details. The *Employee details form (EDF)* is only used when swimming staff wish to make changes to their bank or taxation details. It is important that the form is completed accurately. When changing your bank details always include the bank BSB number and bank account details (not your card number).

The [Employee details form](#) is available on the SWS website. Completed forms should be emailed to SWS. All enquiries relating to the payment of swimming staff should be referred to SWS payroll officer. Swimming staff will only be paid for hours taught after verification by the Manager, Swimming and Water Safety.

For pay rates details refer to [SWS website](#).

2.5 Applying for employment

WAIVS is the hub for all information, qualifications, clearances, preferences and appointments. All swimming staff must be registered in WAIVS.

It is the responsibility of all swimming staff to maintain their personal WAIVS account and ensure their qualifications are current and clearances are valid. Appointments may be withdrawn if clearances or qualifications are not current/valid in WAIVS three business days prior to the start of the series/program.

Swimming staff are able to manage their work/location preferences. This should be a true reflection of your availability.

All appointments are based on the preferences placed in WAIVS.

Should swimming staff have any concerns regarding their WAIVS account please contact SWS.

E: interm-country@education.wa.edu.au

E: interm-metro@education.wa.edu.au

E: vacs swimstaffing@education.wa.edu.au

2.6 Travel assistance

Travel assistance must be approved by SWS. Travel assistance as noted in Part 8 of [Teachers \(Public Sector Primary and Secondary Education\) Award 1993 21 Swimming Instructors \(2\) Engagement \(4\) Travel](#) is paid when swimming staff have been requested to travel between worksites during any one day.

Request for travel assistance outside of the above is only considered for difficult to staff venues on appointment as outlined in the [Request for Travel Assistance Form](#).

2.7 Claims for lessons lost or cancelled

Where lessons are cancelled or lost, the supervisor should immediately contact SWS to seek advice. Swimming staff need sufficient notice should lessons be cancelled.

Swimming and Water Safety

Sufficient notice during the course of the day is deemed to be:

- a minimum of two hours before the commencement of lessons; or
- when lessons have commenced an additional lesson will be paid.

The supervisor, in consultation with SWS, may be required to conduct professional development during cancelled or lost lesson times.

2.8 Incidental expenses

All supervisors are issued with administration papers and resource materials.

Any further requirements will not be approved without prior negotiation with SWS.

2.9 Sickness or accidents

Swimming staff unable to attend work on any particular day should contact as early as convenient the supervisor and SWS. Early communication allows for a relief instructor to be sought.

Should sickness or an accident occur during the work day the supervisor is required to contact SWS as soon as possible and in the case of accident, complete an incident report form.

Should a critical incident occur (staff member requiring attention by a medical practitioner) the supervisor should follow the guidelines outlined in the SWS critical incident plan and submit the *Swimming staff injury review* to SWS immediately.

Swimming staff are requested to maintain direct telephone communication with SWS for critical incidents.

2.10 Workers' compensation

Standard procedure should be used when submitting claims for workers' compensation. Further information can be obtained by contacting SWS.

When an injury occurs at work, the injured employee should:

- Visit a medical practitioner as soon as possible.
- Note the name and address, and phone number of any witness to the incident.
- Follow carefully the procedures outlined in the information received from Swimming and Water Safety.

Please note all workers' compensation claims use a formula calculated by the percentage hours worked in a 12 month period and that percentage is paid at your current rate. For example; if you worked a total of 2 weeks in the previous 12 months, your workers' compensation rate, once approved would be approximately 2 hours in a pay period.

2.11 Grievance resolution procedure

When a grievance arises at a venue, it should be dealt with in accordance with the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2017](#) page 33. The initial stages of the process are summarised as follows:

Stage one Aggrieved party and immediate supervisor should attempt to resolve.

Stage two If unresolved refer to Manager, Swimming and Water Safety.

3 Other swimming staff

3.1 Relief swimming staff

Where a supervisor has been notified that an instructor will be absent for swimming lessons they must contact the Program Coordinator informing them of the absentee, date, time and number of lessons that need covering.

Swimming and Water Safety

Relief swimming staff are appointed for the requested lessons and will need to be added to the WAIVS pay sheet by the supervisor. Supervisors must record details of the absences on the pay sheet.

Swimming staff available for relief are encouraged to attend an organised SWS inservice. This provides swimming staff the opportunity to:

- keep up to date with current administrative and organisational practices, including safety issues and information related to delivering lessons;
- complete the compulsory Practical proficiency review; and
- activate screening for a further 12 months.

3.2 AUSTSWIM practicum candidates – Supervising instructor’s guidelines

A candidate may only commence at a venue after applying through SWS.

Prior to commencing any practical teaching it is required that the candidates:

- are at least 17 years;
- provide evidence of having successfully completed the theoretical requirements for the particular award;
- hold an approved CPR award;
- 18 years and over must consent to a full paid Department of Education Nationally Coordinated Criminal History Check and have a valid Screening Clearance Number (SCN);
- who are 17 years are ineligible to consent to a Nationally Coordinated Criminal History Check and must sign a Department of Education *Confidential Declaration*; and
- 18 years or over must have a Department of Communities Working with Children Check (WWCC) or provide the application receipt.

The following format is intended as a guide for supervising the practical teaching component of the *Teacher of Swimming and Water Safety Certificate* and is designed to suit the conditions normally encountered during the Interm and VacSwim programs. It is the individual’s competence to teach swimming and water safety that is important, not the number of hours of teaching practice.

The AUSTSWIM *Teacher of Swimming and Water Safety* qualification is competency based. As a result of previous experience, candidates will vary greatly in terms of existing knowledge and confidence.

Candidates without previous experience may need to complete considerable teaching practise before being assessed, for example, 30 lessons over 10 days of teaching practice. On the other hand, candidates with previous experience or relevant qualifications may be at a level of competence to be assessed without further teaching practise. In general, all candidates should be encouraged to attempt a minimum of three lessons per day for a series with the same three classes every day.

Throughout the series, candidates should be guided in their knowledge of the Department’s progressions and program administration. The classes should be different stages (including beginners) and cover as wide a range of swimming and water safety skills as possible, eg stage 1 or 2, stage 3 or 4 and stage 6 or 7.

A recommended outline for candidates attending for a series:

- Observe – learn names – give incidental help to instructors – note ability – discuss series.
- Take a smaller group for specific activities as directed by instructors – plan these in advance.
- Take whole class with instructors’ assistance.
- Teach from formal lesson plans – evaluate each plan after the lesson and discuss with the instructors

Note: The regular class instructor is responsible for supervision and safety at all times and must not leave a candidate alone with students.

It is a requirement for those assessing the teaching competency of AUSTSWIM practicum candidates to hold an AUSTSWIM Assessor qualification. (Assessment occurs after the candidate has gained an appropriate amount of experience with their supervising instructors.)

Swimming and Water Safety

- All supervisors and experienced instructors are encouraged to contact AUSTSWIM for information on completing the free online Assessor module.
- Teaching practice is to be supervised by a person holding an approved teaching accreditation.
- Supervising instructor must consult with the AUSTSWIM Assessor on the progress of the candidate during the series.

All candidates are required to complete a lesson plan and submit this to the assessor prior to commencing the assessed lesson. The assessed lesson should be of at least 30 minutes duration and have minimum of four participants.

The uniform for practical candidates is personal swim attire and the Department's bib noting "T".

4 Duties

This section provides an outline of the role and responsibilities of the various swimming staff involved in the management and operation of the program.

4.1 Regional Advisors

Regional Advisors (RAs) are to enhance the reputation of the program and assist in maintaining a high level of customer and stakeholder satisfaction. This is achieved through constructive and supportive communication with swimming staff, venue management, parents/caregivers, students and members of the public.

Role

- Be responsible to the Manager, Swimming and Water Safety, through the Program Coordinator and to act according to the policies and aims set by SWS.
- Liaise with SWS and venues, particularly supervisors.
- Provide information and resource back up at the local, venue level.
- Ensure venues are operating in accordance with Department requirements, including safety standards, teaching standards and assessment procedures.
- Provide assistance and mentoring to all swimming staff as required.

Duties

- Prepare an itinerary to visit all allocated venues.
- Maintain regular communication with SWS.
- Engage and mentor supervisors and swimming staff.
- Establish and maintain good public relations with the venue managers, schools (Interm Swimming) and the general public.
- Analyse and review the program at the venue level.
- Provide assistance to the supervisor and staff on standards of safety, teaching and assessment.
- Ensure that correct procedures are being implemented for safety and emergencies at venues.
- Report incidents immediately.
- Collaborate, share and communicate information and ideas between venues.
- Provide feedback and mentoring as required to supervisors.
- Demonstrate an understanding of program policies, procedures and relevant program administration.
- Maintain detailed and accurate records of program information through WAIVS in a timely manner.
- Demonstrate and promote Statewide Services values and group norms.

Swimming and Water Safety

4.2 Supervisors

The supervisor is responsible to the Manager, Swimming and Water Safety for the organisation and administration of classes and the safety, teaching and assessment standards at the swimming venue.

Supervisors must ensure the following outcomes are achieved:

- Establish a safe teaching environment, free from foreseeable risks for all swimming staff and students.
- Understand and implement relevant procedures and policies that directly link to the program.
- Prepare, plan and conduct an inservice including venue information, relevant policies and procedures, Practical proficiency review and CPR revision.
- Maintain open and effective communication between regional advisors, swimming staff, venue staff and stakeholders.
- Provide feedback and mentoring as required to instructors and Water Safety Officers.
- Develop, implement and practice specific venue safety and emergency procedures.
- Maintain detailed and accurate records of staff attendance, student achievement and related matters.
- Complete and submit required administration in a timely manner.

4.3 Deputy

A deputy to the supervisor may be employed where staff experience, the number or the needs of students attending classes or swimming conditions warrant the employment of an additional instructor. It is recommended the deputy role is rotated to allow experienced team members the opportunity to experience a leadership role.

The deputy role is typically to assist the supervisor and instructors so effective and safe teaching procedures are followed. This may involve some administrative duties and assisting instructors in the water with large classes or students requiring additional assistance.

The deputy works directly under the supervision of the supervisor. Generally, a minimum of six instructors is required before consideration will be given to the appointment of a deputy. Deputies are paid at the instructor rate.

4.4 Instructors

An instructor's role is to conduct safe, appropriate learning activities that will develop the swimming and water safety skills, knowledge and attitudes of the students under their supervision ensuring the following outcomes are achieved:

- Establish a safe teaching environment, free from foreseeable risks and suitable for the conduct of classes.
- Attend the inservice. If you attend a SWS organised inservice please ask the supervisor/presenter to discuss any specific operational issues at your preferred venues (eg emergency exists, student marshalling, equipment storage etc).
- Successfully complete the Practical proficiency review.
- Identify, plan and implement learning activities suitable to the level of the student.
- Maintain open and effective communication with work colleagues and required staff.
- Understand and implement, as required, safety and emergency procedures.
- Maintain accurate and detailed records of student achievement and related matters.
- Assist with equipment set up and pack up.

4.5 Water Safety Officers (WSO)

The WSO role, in conjunction with instructors, is to be responsible for the safety of children participating in open water lessons.

The duties of the WSO include:

Swimming and Water Safety

- Attend the inservice. If you attend a SWS organised inservice please ask the supervisor/presenter to discuss any specific operational issues at your preferred venues, eg emergency exists, student marshalling, equipment storage.
- Successfully complete the Practical proficiency review.
- Actively watch students from the water every lesson and scan venue as a whole for any issues.
- Daily review of the venue and advise the supervisor of the safest swimming areas.
- Liaise with the surf lifeguards on duty to discuss water conditions, swimming areas, first aid facilities available and emergency procedure drills.
- Understand and implement, as required, safety and emergency procedures.
- Assist in the set up and pack up of equipment 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, eg stage 9 distance swim, stage 6 swimming in deep water or lower levels swimming in the break under difficult conditions.
- Have an appropriate piece of safety equipment in hand, eg rescue tube, rescue board, kirra board, body board or kickboard at all times.
- Be an active participant in emergency procedure drills and assist in the provision of first aid/emergency treatment as necessary.

4.6 School teachers – Interm Swimming only

The Department of Education encourages schools to conduct well planned off-school site activities that are integrated with learning programs. Activities conducted outside the protective environment of the school site involve greater risk and particular attention should be given to ensure the safety and welfare of all excursion participants.

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 such as 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:

- the behaviour of students attending swimming lessons is appropriate;
- students are supervised when moving around the Venue, eg 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.

All requirements for additional supervision or resources remain the responsibility of the school in consultation with parents/carers. 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. 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.

Supervisors are expected to advise school principals in the event that attending school teachers are not providing adequate supervision.

Swimming and Water Safety

5 Support materials and resources

5.1 Swimming instructor handbook and guidelines

Instructors employed in the Department's swimming and water safety programs will be issued with the [Swimming instructor handbook and guidelines](#) on initial appointment and should be familiar with the contents.

The content in the handbook and guidelines should form a sound basis from which instructors may develop a range of effective techniques to assist students increase their swimming and survival skills and water safety knowledge and understanding.

5.2 Mentoring your team

Supervisors must provide support and ongoing mentoring for the team. Mentoring should be regarded as a mutually beneficial relationship that fosters caring to support a person to achieve their goals.

Effective mentoring focusses on the needs of the mentee.

Regional Advisors provide support and mentoring for supervisors and instructors. Regional Advisors can assist supervisors with ideas, support and discuss relevant issues. Regional Advisors have scheduled visits to venues during a program.

Mentoring forms a part of the professional development of staff.

5.3 Uniforms and equipment

Swimming staff employed by SWS will receive a Department issue uniform annually. The SWS uniform includes a rash shirt and hat. Swimming staff are also supplied with a bib to assist in the ready identification of staff. Staff members working outdoors are expected to wear the hat supplied whenever practicable.

The rash shirt and bib are compulsory and should remain visible at all times.

Rash shirts and the number on bibs are not to be altered.

All swimming staff are expected to be prepared with the following:

- their own whistle;
- appropriate bathers (shorts and protective clothing, eg rain/wind jacket) can be worn however it must be appropriate to the role of a swimming instructor and not hinder the teaching of swimming skills);
- warm clothes as required; and
- file, pen and paper.

The identification bibs are:

Supervisor	red bib, noting S
Deputy	green bib, noting D
Instructor	gold bib, noting number
Water Safety Officer	white bib, noting WSO
Practicum candidate	white bib, noting T

At open water venues students will be supplied with coloured identification caps to be worn during lesson times. It is essential that Department instructors and their students can be easily distinguished from the general public.

The Department's uniform must not be worn whilst working in other programs, or outside work time.

Swimming and Water Safety

6 Inservice

6.1 Inservice and development

As part of accepting an appointment, swimming staff must attend an inservice. Payment for inservice attendance is two hours.

Supervisors are responsible for organising and conducting the inservice.

Prior to the inservice it is expected supervisors are familiar with all information contained in the [Swimming instructor handbook and guidelines](#) and program support materials.

Changes to the published inservice time and date will only be considered for exceptional circumstances. Any potential change to the advertised date and time must be negotiated with SWS.

Swimming staff will be notified by SWS of any inservice changes.

The inservice should familiarise staff with any special features of the swimming venue and all safety issues pertinent to teaching at that venue, eg pontoons, water depths, rocks.

In addition to the compulsory requirements, the content of the inservice should also reflect relevant topics and issues discussed at the supervisor seminars.

6.2 Practical proficiency review

Supervisors must conduct a compulsory Practical proficiency review at the inservice. The purpose of this review is to ensure swimming staff employed by SWS are competent at the time of their appointment.

The Practical proficiency review will require all swimming staff to successfully demonstrate competency in the following skills:

- swim 200m continuously; demonstrating freestyle, backstroke (or lifesaving backstroke), breaststroke and sidestroke;
- retrieve a weighted object from a depth of 2m (or the deepest point of your venue should the depth not exceed 2m);
- demonstrate a rescue of an unconscious person, 10m from safety. Tow to a position of support and commence rescue breathing; and
- demonstrate the immobilisation of a person with suspected spinal injury in waist to chest deep water.

The technical aspects of the swimming strokes are not part of the competency requirements; however the role of the supervisor is to provide feedback in relation to the instructor demonstrating and teaching skills with the program.

Should any swimming staff not be competent in any part of the proficiency review they will be deemed unsuitable for their appointment and must not commence teaching duties. Please advise SWS immediately if any swimming staff is unable to complete the Practical proficiency review.

Regional Advisors and supervisors must also complete a Practical proficiency review prior to lessons commencing. After completion the supervisor must submit details on WAIVS and nominate the name of the witness who can verify the completion.

Relief staff must also complete a Practical proficiency review prior to commencing duties on their first teaching appointment for the program. Where there is limited time prior to the lesson, with approval from SWS, the relief staff MUST complete the 200m continuous swim prior to commencing, with the remaining components completed by the conclusion of the day's lessons. Please advise SWS immediately if a relief staff is unable to complete the Practical proficiency review.

Swimming and Water Safety

6.3 Reviews

At the conclusion of a swimming staff's appointment a review is submitted by the supervisor. The review is an overall discussion of the individual's performance.

Initial discussions (incorporating the Instructor journal) should occur during an appointment to form a basis for mentoring by the senior staff member. The review should be utilised to identify strengths and areas for improvement and be openly discussed throughout the appointment. The review should not form any surprises for the parties involved but a summary of an individual's professional experience at the venue.

Guidelines are provided on the Instructor and Water Safety Officer review to assist supervisors and swimming staff to develop and understand the criteria and process.

Note: If an instructor/WSO receives an overall review stating Improvement required, a report summarising the reason for the rating must be attached, including support strategies employed during the series. The supervisor will contact the Regional Advisor early in the series if this rating is likely. If safety and supervision is noted as an issue the review must be immediate improvement required. The instructor/WSO cannot be marked as being competent.

When the review has been completed and discussed, both parties must sight and sign. Comments are encouraged.

VacSwim supervisors are reviewed by the Regional Advisors. This is also a two-way process for individual progress and improvement and further enhancement of the program. The Regional Advisor will utilise the *Supervisor performance review* for this process. When the review has been completed and discussed, both parties must sight and sign.

7 Swimming classes

Note: Swimming staff should refer to the [Swimming instructor handbook and guidelines](#).

7.1 Emergency procedure

The supervisor is responsible for planning and conducting a practise emergency procedure to ensure the efficient management of injuries or medical emergencies. The emergency procedure must be posted in a prominent, clearly visible position and brought to the attention of all swimming staff at the inservice.

This display should take the form of a flow chart accompanied by the *Emergency procedure checklist* that is in the kit.

An *Incident report* is to be submitted for any serious incident that may occur during lesson times.

In the case of a critical incident (staff member requiring attention by a medical practitioner) the supervisor should follow the guidelines outlined in the SWS Critical incident plan and submit the *Swimming staff injury review* to SWS immediately.

All staff must be fully aware of the emergency procedure for their venue.

Supervisors should take control of the overall situation. Any delegation of responsibilities during an emergency must be determined before the series commences.

For all serious accidents and critical incidents the supervisor and/or Regional Advisor must contact SWS as soon as possible.

7.2 Inclement weather and water hazards

In the event that classes are cancelled without prior warning or entry into the water is restricted due to the conditions becoming unsafe, staff must remain at the venue to supervise students and where practical organise alternate activities.

Swimming and Water Safety

Conditions that may result in classes being cancelled or restrict entry into the water include shark sightings, thunderstorms, unsuitable or unsafe conditions, or changes in the physical condition of the venue or beach.

Before allowing classes to resume in the water careful consideration should be given to any potential ongoing risk to participants. Supervisors, in exercising their discretion, should where possible consult with local expert staff, ie lifeguards, beach inspectors, council rangers, venue managers, before allowing classes to resume in the water.

Where lifeguards, beach inspectors or council staff, such as rangers, are employed or present, supervisors should work with and follow their directions.

When thunderstorms are a threat, SLSWA advises that the beach should be closed for 30 minutes when the time lapse between lightning flash and thunder clap is 30 seconds or less.

Shark sightings and other dangerous marine animals

In the event of a shark sighting at beach centres, the supervisor should:

- evacuate classes immediately;
- contact the WA Water Police (Fremantle) immediately on T: 08 9442 8600 or Police enquiries on T: 131 444;
- notify the Surf Patrol, if at patrolled beach or the local authority if at an unpatrolled beach;
- notify SWS;
- organise alternate activities where practical; and
- re-enter the water only under instructions of Surf Patrol, local authority or water police.

If a sea snake is sighted, the supervisor should contact the Surf Patrol or relevant authority if at an unpatrolled beach, evacuate classes and re-enter the water when the sea snake has moved away from the vicinity of the teaching area. A similar process should be used for other dangerous marine animals, eg stinging jellyfish.

For more information supervisors should refer to *Shark sightings – information and procedures*.

7.3 Safety

Safety is the supervisors' greatest responsibility and the supervisor should ensure swimming staff carry out all possible safety measures at all times during lessons.

Supervisors must be confident that all critical safety issues have been covered. This includes:

- *Workplace daily checklist*.
- Staff members have been informed of their safety obligations.
- Staff members are informed of venue safety requirements and issues.
- An emergency procedure for the venue has been developed, discussed and practised.
- An appropriate emergency telephone/communication system is in place and working. Important contact numbers are displayed.
- Instructors are advised and directed to the medical history of participants.
- Staff members are aware of the importance of being sun smart.
- Staff members have been informed of the guidelines regarding dismissal of students at the conclusion of each lesson.

Ensure staff emergency contacts are readily available. If necessary contact SWS.

In the event of sickness or an incident, the person in charge should act in accordance with the advice given to instructors in the Swimming instructor handbook and guidelines.

The supervisor should immediately contact the Program Coordinator at SWS to report any incident. A clearly completed incident report must be submitted to SWS by the end of the day. Please take care to note; date, time, place, nature of incident, action taken, staff involved, witness/s and any follow-up action. A major emergency response flow chart is in the Swimming instructor handbook and guidelines.

Swimming and Water Safety

Note: Staff members are not to talk to the media regarding any incident unless authorised by the Manager, Swimming and Water Safety.

7.4 Safety equipment and first aid kits

Safety equipment

Supervisors must be aware of the necessary safety requirements at the venue. Discussion should take place with the venue manager/surf club to formulate what is required and what the venue has available in case of accidents, ie telephone, first aid.

Beach and river venues need special attention, additional safety equipment and an awareness that special measures may need to be taken.

First aid kits

Most venues will be able to use the 'First Aid Kit' at the venue. If any medical supplies need to be replaced, contact SWS. At venues where first aid kits are not available please contact SWS.

7.5 Incidents

The supervisor, swimming staff and witnesses (if appropriate) are required to submit an *Incident report* on any serious incidents that may occur to either staff or students during lesson times.

In the event of sickness or accident when, in the opinion of an instructor, a child is so badly injured as to require immediate medical or hospital attention, the instructor will be regarded as acting on behalf of the Department or parent, as the case may be, in seeking such attention, and will be recouped expenses that it may be necessary for them to incur by so doing.

If medical attention is required supervisors are requested to immediately advise SWS.

An *Incident report* should be submitted to Program Coordinator noting the following:

- the day, date and time of the accident;
- the area of the pool in which the accident took place;
- the full names of all staff and students involved;
- a detailed description of how the accident took place;
- the injuries sustained to both staff and students; and
- an explanation of the course of action undertaken by all swimming staff and others involved (including both during and after the incident).

Incident reports are supplied in the kits and extra copies are available from SWS.

It is essential that all swimming instructors are fully aware of the emergency procedure requirements, as detailed in emergency procedures.

Should an incident involve any swimming staff member then the *Swimming staff injury review* must be completed and submitted to SWS.

7.6 Teaching resources

SWS has a supply of equipment for use in Department swimming programs. The equipment must be maintained and managed correctly.

Equipment available includes:

Noodles	underwater mirrors	student surf caps (open water venues)
Kickboards/pull buoys	ropes/safety ropes	rescue boards (surf centres)
throwing aids/reaching poles	shelters	

Swimming and Water Safety

Similarly, at many school pools and country venues, equipment is available as long as certain procedures are strictly adhered to.

- Seek permission from the appropriate authority to use the equipment. In the case of an aquatic venue this may be obtained from the Venue Manager or the swimming club or from the Principal organising the school pool.
- List all equipment to be borrowed and check off when it is handed over to you.
- Return equipment in good condition to the appropriate authority and re-check the list.

Venue facilities

Any complaints or suggestions relating to the swimming venue should be conveyed directly to the Venue Manager. If further discussion is required, contact the Program Coordinator at SWS.

7.7 Children eligible to participate in lessons

Interm Swimming

Interm Swimming is a school-based swimming program for children from Pre-primary to Year 7.

VacSwim

VacSwim operates during the October and January school holidays. Lessons are open to children over five years and under 18 years.

Children requiring additional support

Although it is considered that every child should have the opportunity of participating in swimming lessons, the safety of the child must be the first consideration.

Medical advice has been received on essential precautions to be taken in connection with children whose medical conditions could put them at risk in the water. They are stated in the following manner as a guide to all swimming instructors.

1 Medical conditions involving possible loss of consciousness

If a child has been observed, or is otherwise known, 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 produced by the child's parents stating that it is safe for the child to do so or additional supervision can be arranged making it safe for the child to do so.

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.

Any requirements for additional supervision should include consultation with the parent. In such cases the parent must be satisfied with the level of supervision.

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.

2 Children attending with special needs

Where a large number of special needs students are attending classes and suitable assistance is not available, or the provision of additional supervision presents a problem, please contact the Program Coordinator at SWS.

7.8 Pool layout

Supervisors must ensure they have planned the use of the allocated space. Programs typically share pool space as directed by venue management and should be courteous of public swimming space.

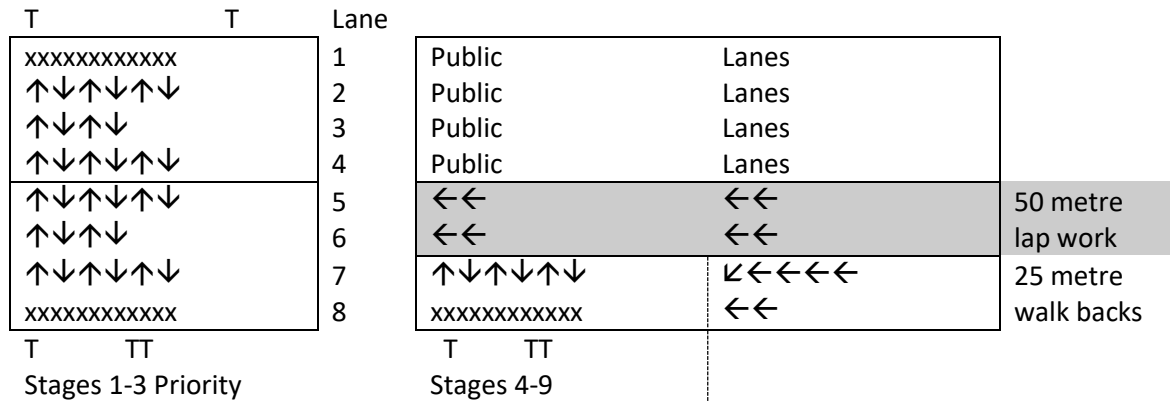
Swimming and Water Safety

It is therefore suggested that the supervisor and venue manager devise a system in which pool space can be utilised safely by both parties.

The diagram below outlines a recommendation of pool space utilisation that operates successfully at many metropolitan pools.

'Learners' Pool'

'Lap Pool'



Legend:

T Swimming instructor X Swimming student _ 25 metre mark --- Lane ropes

In the learners' pool, stages 1-3 have priority of space. Instructors are encouraged to work their classes between the wall and the middle of the pool.

In the lap pool, lanes 5 and 6 are utilised for the higher stages where a distance of 50m or more is required. The deep end of the pool for lanes 7 and 8 is utilised for stages that need up to 25m distance. The shallow end of these lanes is used for skill teaching. Even higher stage classes should spend some of the lesson performing short distance swims, eg between the edge and the lane rope.

Students should only swim long distances, eg laps when proficiency in a stroke has been demonstrated.

7.9 Media requests

All media items are to come through SWS before going to print, broadcast or telecast. If a supervisor is contacted by the media to supply any information they should contact SWS immediately.

Photographing students

If parents/carers appear to be taking photos of, or filming students, a common sense approach is required. (This is to ensure photos of other children are not taken before seeking permission.)

No member of the general public can take photos of children without prior permission. Always refer all matter to SWS. All children being photographed by third parties must have first signed the digital release form.

Swimming and Water Safety

8 Appendix

8.1 Interm Swimming staff appointment offer templates

Instructor appointment

Congratulations on your appointment to the Department of Education's Interm Swimming team. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

Anticipated cessation date: \${END_DATE}

Supervisor: \${SUPERVISOR}

Phone: \${SUPERVISOR_PHONE}

Email: \${SUPERVISOR_EMAIL}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

An instructor's role is to conduct safe, appropriate learning activities that will develop the swimming and water safety skills, knowledge and attitudes of the students under their supervision.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to the Supervisor; and
- acceptance of this appointment **within five working days** of notification.

The details of your appointment, including venue and supervisor, can be viewed in WAIVS when you have accepted your appointment.

Should you have any queries regarding your employment, please contact us at

E: interm-metro@education.wa.edu.au

E: interm-country@education.wa.edu.au

Please note: Request for travel assistance is only considered for difficult to staff country centres. Please refer to the [website](#).

Swimming and Water Safety

Water Safety Officer appointment

Congratulations on your appointment to the Department of Education's Interm Swimming team. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

Anticipated cessation date: \${END_DATE}

Supervisor: \${SUPERVISOR}

Phone: \${SUPERVISOR_PHONE}

Email: \${SUPERVISOR_EMAIL}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

The WSO role, in conjunction with instructors, is to be responsible for the safety of children participating in open water lessons.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to the Supervisor; and
- acceptance of this appointment **within five working days** of notification.

The details of your appointment, including venue and supervisor, can be viewed in WAIVS when you have accepted your appointment.

Should you have any queries regarding your employment, please contact us at

E: interm-metro@education.wa.edu.au

E: interm-country@education.wa.edu.au

Please note: Request for travel assistance is only considered for difficult to staff country venues. Please refer to the [website](#)..

Swimming and Water Safety

Supervisor appointment

Congratulations on your appointment as a Supervisor in the Department of Education's Interm Swimming program. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

End date: \${END_DATE}

First lesson time: \${START_TIME}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

The supervisor is responsible to the Manager, Swimming and Water Safety for the organisation and administration of classes and the safety, teaching and assessment standards at the swimming venue.

Supervisors must ensure venues operate in accordance with the Department's policies, procedures and guidelines.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to SWS; and
- acceptance of this appointment **within five working days** of notification.

Should you have any queries regarding your employment, please contact us at

E: interm-metro@education.wa.edu.au

E: interm-country@education.wa.edu.au

Please note: Request for travel assistance is only considered for difficult to staff country centres. Please refer to the [website](#).

Swimming and Water Safety

Regional Advisor appointment

Congratulations on your appointment as a Regional Advisor in the Department of Education's Interm Swimming program. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Start date: \${START_DATE}

End date: \${END_DATE}

Regional Advisors are to enhance the reputation of the program and assist in maintaining a high level of customer and stakeholder satisfaction. This is achieved through constructive and supportive communication with swimming staff, venue management, parents/caregivers, students and members of the public.

Regional Advisors must ensure venues operate in accordance with the Department's policies, procedures and guidelines.

Please read all information carefully.

Your appointment is also subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to SWS; and
- acceptance of this appointment **within five working days** of notification.

Should you have any queries regarding your employment, please contact us at

E: interm-metro@education.wa.edu.au

E: interm-country@education.wa.edu.au

Swimming and Water Safety

8.2 VacSwim staff appointment offer templates

Instructor appointment

Congratulations on your appointment to the Department of Education's \${PROGRAM_YEAR} VacSwim team. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

End date: \${END_DATE}

First lesson time: \${START_TIME}

Supervisor: \${SUPERVISOR}

Phone: \${SUPERVISOR_PHONE}

Email: \${SUPERVISOR_EMAIL}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

An instructor's role is to conduct safe, appropriate learning activities that will develop the swimming and water safety skills, knowledge and attitudes of the students under their supervision.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to the Supervisor; and
- acceptance of this appointment **within five working days** of notification.

The details of your appointment, including venue and supervisor, can be viewed in WAIVS when you have accepted your appointment.

Should you have any queries regarding your employment, please contact us at
E: vacswimstaffing@education.wa.edu.au.

Please note: Request for travel assistance is only considered for difficult to staff country venues. Please refer to the [website](#)..

Swimming and Water Safety

Water Safety Officer appointment

Congratulations on your appointment to the Department of Education's \${PROGRAM_YEAR} VacSwim team. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

End date: \${END_DATE}

First lesson time: \${START_TIME}

Supervisor: \${SUPERVISOR}

Phone: \${SUPERVISOR_PHONE}

Email: \${SUPERVISOR_EMAIL}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

The WSO role, in conjunction with instructors, is to be responsible for the safety of children participating in open water lessons.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to the Supervisor; and
- acceptance of this appointment **within five working days** of notification.

The details of your appointment, including venue and supervisor, can be viewed in WAIVS when you have accepted your appointment.

Should you have any queries regarding your employment, please contact us at
E: vacsximstaffing@education.wa.edu.au.

Please note: Request for travel assistance is only considered for difficult to staff country venues. Please refer to the [website](#)..

Swimming and Water Safety

Supervisor appointment

Congratulations on your appointment as a Supervisor in the Department of Education's VacSwim \${PROGRAM_YEAR} program. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Venue: \${VENUE}

Start date: \${START_DATE}

End Date: \${END_DATE}

First lesson time: \${START_TIME}

Regional Advisor: \${REGIONAL_ADVISOR}

Phone: \${REGIONAL_ADVISOR_PHONE}

Email: \${REGIONAL_ADVISOR_EMAIL}

Inservice date: \${INSERVICE_DATE}

Inservice time: \${INSERVICE_TIME}

A seminar will be conducted to assist you in planning and managing a successful program. Seminar details and program administration documents will be forwarded to you shortly.

The supervisor is responsible to the Manager, Swimming and Water Safety for the organisation and administration of classes and the safety, teaching and assessment standards at the swimming venue.

Supervisors must ensure venues operate in accordance with the Department's policies, procedures and guidelines.

Please read all information carefully.

Your appointment is subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- successful completion of Practical proficiency review prior to commencing duties;
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to SWS; and
- acceptance of this appointment **within five working days** of notification.

Should you have any queries regarding your employment, please contact us at

E: vacswimstaffing@education.wa.edu.au

Please note: Request for travel assistance is only considered for difficult to staff venues on appointment. Please refer to the [website](#).

Swimming and Water Safety

Regional Advisor appointment

Congratulations on your appointment as a Regional Advisor in the Department of Education's \${PROGRAM_YEAR} VacSwim program. The specific details of your appointment are listed below.

Program: \${PROGRAM}

Start date: \${START_DATE}

End date: \${END_DATE}

Region: \${SWS_REGION}

Seminars are conducted for VacSwim supervisors and it is expected that all regional advisors attend one to clarify changes to the program and contribute, where appropriate, to the presentation of workshops. Seminar details, program administration documents and vehicle booking information will be forwarded to you shortly.

Regional Advisors are to enhance the reputation of the program and assist in maintaining a high level of customer and stakeholder satisfaction. This is achieved through constructive and supportive communication with swimming staff, venue management, parents/caregivers, students and members of the public.

Regional Advisors must ensure venues operate in accordance with the Department's policies, procedures and guidelines.

Please read all information carefully.

Your appointment is also subjected to, but not limited to the following:

- acceptance of the conditions outlined in [SWS swimming staff information and employment conditions](#);
- Department of Education policies:
 - the [Code of Conduct](#); and
 - [Physical Contact with Students](#);
- understanding the [Information on reporting child abuse](#);
- presentation of your valid Working with Children Card (or application receipt dated less than 3 months old) to SWS; and
- acceptance of this appointment **within five working days** of notification.

Should you have any queries regarding your employment, please contact us at

E: vacswimstaffing@education.wa.edu.au