



## SWIMMING POLICY

### **Rationale:**

Swimming is an integral and important part of our Physical Education program. Becoming a confident and competent swimmer is essential to student safety, as well as increasing opportunities for both leisure and sporting pursuits.

### **Aim:**

- To develop confident and competent swimmers who display the skills, knowledge and confidence required to enjoy swimming and other aquatic activities safely.

### **Implementation:**

- The school's annual swimming program is organised and coordinated by the Physical Education teacher who will be in attendance on the first day, where practical. The program will only involve the use of municipal and commercial swimming pools, and will comply with Department of Education and Training (DET) requirements at all times.
- The school will offer an intensive swimming program to all children (where possible), annually.

### **Swimming Coordinator:**

#### **(At school):**

- Organise and cost qualified swimming instructors for each group at the pool (arranged through pool contact person).
- Organise and cost buses to be used for transport.
- Prepare swimming information including consent forms and ability assessment forms to go home and on Compass to parents/carers.
- Ensure that information regarding the swimming program is sent home at least one term in advance of the intensive program taking place. Swimming is part of the curriculum and all students are expected to participate.
- Prepare timetables for swimming groups and buses and provide final copy to office and leadership.
- Ensure that adult/student bus ratios are adhered to.
- Liaise with administration to ensure that appropriate organisational procedures are in place for the swimming program to go ahead.
- Inform staff of their roles and responsibilities before the commencement of the program.
- Enter details of the swimming program on DET *Student Activity Locator* online form:  
**See - Student Activity Locator online form (Education Mail password required).**
- Liaise with leadership to make changes to yard duty, if required.

**(At the pool):**

- Organise at least one male and one female staff member to be at the pool to assist with group changeovers and supervise changing areas.
- Arrange for provision to be made for extension work for children who have achieved advanced swimming levels.
- An emergency drill will be explained and practised at the start of the program and throughout the program.
- Liaise with pool staff on procedure for staff/parents/carers taking photographs.

**Class Teachers:****(At school):**

- Collect and pass on all consent forms and ability assessment forms regarding swimming to the office.
- Teachers to keep a record using a class checklist.
- Swimming coordinator to maintain records of level achieved for students, where possible.
- Access to Compass every day during the swimming program to access permission forms and attendance roll.
- Teacher Leaders to organise arrangements for children not attending.
- For some year levels, the swimming program may occur during the usual lunchtime break. Teachers Leaders will need to inform families that the students affected will not be able to order lunches from the canteen during the duration of the swimming program.
- Mark swimming roll before leaving school.
- Collect First Aid kits for the bus/pool. Epipens to remain with the child's teacher.

**Class Teachers****(At the pool):**

- Ensure that children are courteous and polite while travelling on the bus.
- Ensure that children are with their designated instructor at the pool.
- Ensure that Epipen and asthma medication are readily accessible.
- Assist with supervision of children in changing areas.
- Provide adequate supervision of children in and around the pool.
- Qualified instructors will be used for all groups including the evaluation of children's progress.

**(Back at school)**

- At the end of the swimming program, all permission notes are to be given to the Teacher Leader, to be archived for 7 years.

**Parents/Carers:**

- There will be one day set aside specifically for parents/carers who wish to watch the program.
- Parents/carers visiting the pool are not to enter the changing rooms.
- Parent/carers to comply with facility guidelines.
- Any volunteer helper required to help directly with children is required to have a current Working with Children Check.

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.