

SWIMMING

POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on 9741 2803 or iramoo.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to ensure that all school swimming and water safety programs at Iramoo Primary School meet the Victorian Curriculum F–10 (Version 2.0) and provide students with the knowledge and confidence to participate in aquatic activities. Becoming a confident and competent swimmer is essential to student safety, as well as increasing opportunities for both leisure and sporting pursuits.

SCOPE

This policy applies to students, staff and parents/carers at Iramoo Primary School.

This policy is to be read in conjunction with the Policy and Guidance in line with Department of Education (DE) that includes:

- Swimming and water safety is included in the [Health and Physical Education curriculum from Foundation to Level 10](#).
- By the end of Year 6 students should be able to demonstrate the knowledge and skills identified in the Victorian Water Safety Certificate.
- Individual schools are expected to make decisions about how to best incorporate swimming and water safety into their school programs, based on factors such as access to safe swimming facilities/locations, qualified instructors and their broader learning program.
- To help build schools' swimming and water safety programs, the department has collaborated with Life Saving Victoria (LSV) in developing a [School Swimming and Water Safety Toolkit](#) which provides a full suite of information on:
 - [Water safety messages and statistics](#)
 - [Victorian Curriculum as it relates to swimming and water safety](#)
 - [Funding](#)
 - [Program options](#)
 - [The Victorian Water Safety Certificate](#)
 - [Resources](#)
 - [Professional development](#).

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 DE requirements at all times.
- The school will offer an intensive swimming program to all children (where possible), annually.

IMPLEMENTATION

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 a final copy to the 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 DE *Student Activity Locator* online form: <https://sal.educationapps.vic.gov.au> (*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, where possible.
- 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 Compass every day during the swimming program to view 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 on Compass before leaving school.
- Collect First Aid kits for the bus/pool. Epipens to remain with the child's teacher.
- Deliver swimming and water safety activities to complement the swimming program such as:
 - [VCAA swimming and water safety teaching resources](#) – sample swimming and water safety activities developed to support teachers to identify the content descriptors, focus areas and achievement standards where swimming and water safety could be included within a health and physical education teaching and learning program

- [Swimming in schools](#) – overview of the Victorian Government initiative and funding, which assists with the delivery of quality swimming and water safety education for students. Included in the Victorian Curriculum as part of Health and Physical Education
- [Life Saving Victoria Toolkit](#) – a website commissioned by the department to provide resources, training and professional development for the education sector as well as the aquatic industry to facilitate schools meeting the requirements of the Victorian Curriculum F-10 Health and Physical Education in relation to swimming and water safety education
- [LSV on Arc Learning](#) – LSV page on Arc Learning listing upcoming events and professional development for teachers, and a link to the LSV education team.

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.

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 must have a current Working with Children Check.

This policy will be communicated to our school community in the following ways:

- included in staff induction processes, staff training and staff handbooks
- available publicly on our school's website
- reminders in our school newsletter and Year level Compass Updates
- discussed at annual staff briefings/meetings
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- discussed at student forums
- hard copy available from school administration upon request.

RELATED POLICIES AND RESOURCES

- [Child Safe Standards](#)
- [Curriculum Program Foundation to 10](#)
- [Parent Payment Policy](#)
- [Risk Management – Schools](#)

Policy REVIEW and Approval

Policy last reviewed	March, 2025
Approved and ratified by	School Council
Next scheduled review date (3 years)	March, 2028