Swimming and Water Safety

Interm swimming operational information for schools

We work to ensure your school’s lessons are a positive and rewarding experience for everyone.

If you organise or accompany students to the venue, familiarise yourself with our protocols. This helps classes run safely and efficiently.

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| Duty of care | Most interm swimming lessons are activities which happen off a school site. In these cases, principals need to complete the appropriate administrative requirements.    Our Department’s duty of care policy states, ‘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 may all owe a duty of care to the students. For example, swimming staff, venue staff and school staff. Swimming staff and venue staff do not have sole responsibility for the safety of students.  Previous advice from the State Solicitor’s Office is clear. School staff who accompany students to swimming lessons remain responsible for the adequate supervision of their students.  Adequate supervision ensures:   * the behaviour of students attending swimming lessons is appropriate * students are supervised when they move around the venue, for example, to change rooms and toilets, and getting on and off the bus * school staff know student numbers on arrival at the venue, during and after lessons.   We request school staff who accompany students to lessons wear high visibility vests. This makes Department staff members immediately recognisable for toilet and security issues.  It is essential any medical, social or emotional needs that may affect a student’s safety or progress are clearly outlined on the student enrolment form.  If a student needs to take medication during the period when they have swimming lessons, always bring this to the venue.  Consider if you make teaching and learning adjustments for the student at school. You may need to provide similar, extra help for the student at the swimming venue. |
| Students who require extra support | School staff provide teaching and learning adjustments during interm swimming. This includes extra supervision or resources. Do this in consultation with parents. If you need further advice or help, contact either the Disability and Support Services branch on 9402 6476 or us on 9402 6195.  **Medical conditions with possible loss of consciousness**    If a child has or is at risk of any medical condition which involves periodic loss of consciousness, do not let them swim until either:   * their parent or carer provides a medical certificate which says it is safe for the child to take part * you can arrange extra supervision to make it safe for the child to take part.   The medical certificate needs to outline any extra supervision or necessary adjustments. These certificates are normally valid for 12 months.  We require a new certificate after a period of 12 months or earlier if another episode occurs.  When medical advice indicates a child suffers from diabetes, they always require extra supervision. Therefore, you don’t need to seek a medical certificate. |
| Students eligible to attend | Our Department meets the cost of interm swimming lessons for all:   * primary students in public schools * primary students in rural and remote non-government schools.   The program is also available to primary students in metropolitan non-government schools where the user pays. For more information, refer to [Metropolitan interm swimming non-government school conditions and invoicing rates](https://www.education.wa.edu.au/dl/3dm7d1). |
| Interm swimming enrolment | We require every student to have a current interm swimming enrolment form completed by their parent or carer. It needs to be returned to you at least 4 weeksbefore lessons start. To access the enrolment form, refer to [Interm swimming](https://www.education.wa.edu.au/interm-swimming?redirect=%2Fswimming-lessons). |
| Confirm student attendance | We appreciate you can only estimate the number of students likely to attend lessons when you make your booking.  Significant changes to your confirmed booking affect how well we can resource the centre.  To avoid this, we email you an interm swimming attendance confirmation form. Return the completed form to us no later than 2 weeks before your lessons start.  Do this before you finalise travel and supervision requirements. |
| Changes to bookings | We organise lessons, book pool space and engage casual swimming instructors for your booking.  Any late changes to your booking results in:   * the casual swimming instructor’s loss of pay * a vacant spot in the program which another school could have used.   Consider all your options carefully before you change your booking.  Arrange all changes through Swimming and Water Safety. Email us at [interm-metro@education.wa.edu.au](mailto:interm-metro@education.wa.edu.au).  We will notify you when you can view your updated booking in WAIVS. |
| Disruption to lessons | If a lesson is lost because of unforeseen circumstances, we make every attempt to provide an alternative dry or land-based lesson on the day. If this isn't possible, you can't make up the lost lessons.  Increasing the length of each lesson is not an option. |