

# SWIMMING SUPERVISION POLICY

## PURPOSE

The purpose of this policy is to ensure that all school swimming and water safety programs meet the Victorian Curriculum F–10, provide students with the knowledge and confidence to participate in aquatic activities and also comply with Child Safe Standards. This policy applies to programs which have the purpose of teaching swimming and water safety as part of the school curriculum.

## SUMMARY

- The Victorian Curriculum F–10 is structured as a continuum across levels of learning achievement, which enables the development of targeted learning programs for all students that can be delivered with a range of classroom-based lessons together with in-pool swimming lessons across the year levels.
- Child Safe Standards must be observed at all times.

## PROCESS & ROLES:

### PROCESS:

As part of its swimming program, Langwarrin Park Primary School will

- Organise permission and payment forms for parents/guardians to complete
- Authorise King's Swim School to organise the levelled grouping of swimming abilities.
- Keep records of Working With Children Checks, attendance and other related Child Safe documentation.
- Oversee the process of parent helpers(**Volunteers**) and spectators (**Visitors**) during the swimming program.

### ROLES:

Parents who wish to be Volunteer, will need to express their interest to the classroom teacher who will send an invitation via Compass.

### VISITORS/SPECTATORS:

- Will be required to sign in their attendance on the attendance sheet, which then allows them to sit on the pool deck to watch the swimming classes.
- Spectators are not required to sign in at the front office.
- Visitors are not to be in the changing rooms or directly involved with the care of the students at any time.

## **VOLUNTEERS:**

- Will be required to present a current Working With Children's Check (WWCC) at least 2 weeks in advance of a session to the front office and to meet verification and record keeping obligations.
- Will be required to complete the LPPS Volunteer Childsafe training.
- Will be required to sign-in at the school front office each day of volunteering before they attend the pool.
- Will be required to wear a brown lanyard at all times designating that they are a volunteer helper not simply a spectator. This will allow for easy identification of helper parents by teachers who may not be familiar with the class, e.g CRTs and specialist teachers.
- Will be required to notify the class teacher at least one week in advance of a lesson if they are able to help assist with the supervision of changing of students. This supports efficient management of volunteers in advance of activity dates
- Kingswim's policy is that children over the age of 7 cannot go into the changeroom of the opposite sex, which of course covers adults as well. However, families may use the disabled/family facilities to change their children
- Langwarrin Park Primary School policy is that Foundation to Year 2 classes may have verified volunteers to help in the change rooms, but from Year 3 onwards, no parent volunteers should not be in the change rooms unless given written permission from a principal class officer.
- There must be at least two adults in a changing room at any one time (two deep supervision)
- Volunteers must carry their current WWCC when onsite for any volunteering reason.

## **TEACHERS:**

### **General Expectations (All Year Levels):**

- Teachers have a duty of care to actively supervise students during swimming lessons
- Poolside supervision must be continuous and active, with one or more teachers in a clearly visible supervisory position.
- Active supervision means being alert, mobile when needed, and not engaging in activities (e.g., using mobile phones) that distract from supervision duties.
- A designated teacher must be present poolside at all times while students are in the water, even if swim instructors are running the session.
- Any incidents, injuries or near misses must be reported and documented in accordance with school and Department of Education procedures.
- Prior to entering changerooms, teachers must clearly announce themselves using appropriate phrasing, e.g., "Girls, it's Mrs. Jones, I'm coming in now."

### **Foundation – Year 2 (F–2):**

- Teachers will maintain student safety, positive behaviour, and smooth transitions before, during, and after swimming sessions.
- Teachers may enter the changerooms to assist students.
- Teachers should assist promptly, ensuring supervision is not compromised elsewhere (e.g., pool deck or waiting areas).

- Mobile phones are not to be used while supervising swimming or in the changerooms, except in the case of emergencies. They must be kept in the owner's bag or pocket whilst in the changing room unless there is an emergency.
- Prior to entering changerooms, teachers must clearly announce themselves using appropriate phrasing, e.g., "Girls, it's Mrs. Jones, I'm coming in now."

### **Years 3 – 6:**

- Teachers will maintain student safety, positive behaviour, and smooth transitions before, during, and after swimming sessions.
- Teachers will remain outside the changerooms, giving timely reminders to ensure efficient and independent student changing.
- Teachers may only enter the changerooms if student safety, wellbeing, or behaviour management requires it.
- Prior to entering changerooms, teachers must clearly announce themselves using appropriate phrasing, e.g., "Girls, it's Mrs. Jones, I'm coming in now."
- Teachers should respect student privacy and only enter changerooms when absolutely necessary.
- Mobile phones are not to be used while supervising swimming or helping in changerooms, except in case of emergencies. They must be kept in the owner's bag or pocket whilst in the changing room unless there is an emergency.

### **REVIEW CYCLE**

Policy last reviewed	Term 2 2025 (19/5/2025)
Consultation	Education Sub Committee
Approved by	Education subcommittee
Next scheduled review date	Term 2 2026