



POLICY

SWIM AND DIVE SCHOOL

Purpose

The Firbank Swim and Dive School (FSDS) offers an exceptional program which caters for all levels of swimming ability from beginners to open national level.

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

FSDS is the home of Firbank Aquastars (FAS). Firbank Grammar are the major supporter of the Firbank Aquastars. The school provides coaching staff and facilities for use of our club. The relationship with the school is strong with the club having been formed with the support of the school board.

Student Safety and Wellbeing

Firbank Grammar and FSDS has zero tolerance for all forms of student abuse and is committed to Student Safety and Wellbeing. FSDS values diversity and does not tolerate any discriminatory practices.

We demonstrate this commitment through the provision and implementation of various programs and initiatives designed to keep student safe, and to make them feel safe, supported and empowered.

Student Safety is the responsibility of every member of the community. Firbank Grammar School and FSDS has a responsibility to understand and communicate the important and specific role it plays in Student Safety, to ensure that the wellbeing and safety of all student and young people is maintained.

Our Student Safety policies, procedures, strategies, and practices are inclusive of the needs of all students and are available on the School's website.



Staffing

Whilst FSDS strives to maintain teacher to student continuity where possible, continuity cannot be guaranteed from term to term or lesson to lesson. FSDS reserves the right to cancel or change classes and instructors or to move students if the need arises. The FSDS instructor's duty of care does not begin until the students class commences and ends when the class is complete.

All FSDS instructors are professionally trained and qualified, have received Cardiopulmonary resuscitation (CPR) training, and are required to have a current Working with Student clearance and check.

Physical Interactions

Swimming is a physical activity that requires the correct stroke and body alignment to perform the movements in the water. For the safety of students when they are learning and to ensure the correct alignment and movement, there will times when physical contact between the swim instructor/coach and the student are required. The physical contact will be directly related to the correct execution of the movements and to ensure student safety throughout the lesson.

Health and Safety

The Health and Safety of our staff, students and visitors is of paramount importance. Safe behaviour must be always displayed to ensure the centre is free from incidents and injury.

It is important that all swimmers and spectators listen carefully to all instructions given by staff and act in a responsible manner.

- All student under ten (10) must always be supervised by an accompanying adult while in the pool area and student under five (5) must always be within arm's reach of their supervising adult when they are not participating in a lesson.
- No student will be permitted to leave the pool area unaccompanied.
- Students are not permitted to play within any other areas of Firbank Grammar School including but not limited to the gymnasium while they or their siblings are attending lessons at FSDS.
- Students should **not** attend lessons if they are suffering from contagious illnesses such as vomiting, diarrhea, conjunctivitis, or if they have any symptoms consistent with COVID-19. 24 hours symptom free is recommended before returning to lessons.

- It is compulsory for students to wear a swimming cap during all lessons. FSDS also recommends students wear swim goggles and tight-fitting swimwear e.g., Speedos. Wearing of board shorts and suits designed for sun protection (i.e., rash vests) are not recommended as these can hamper swimming.
- Students must only enter the water when instructed to do so by a staff member/coach.
- Students must not run on pool deck or in seating area - only walking is permitted.
- No pushing anyone into the pool, rough play or dunking others when in the pool.
- Students must only dive into the pool when instructed to do so. Diving is **not** permitted in the shallow end of the pool at any time.
- All students must listen carefully and obey all instructions provided by the swim instructor, coaches or swim school staff.
- Do not sit on lane ropes.

Behaviour Management

Behaviour management practices can enhance positive behaviours and provide a more enjoyable learning environment. Management of your student's behaviour is essential in maintaining order and structure in the lesson as well as setting student up for success.

- Misbehaviour, disruptive behaviour or dangerous conduct will result in a student being given 1 verbal warning and asked to sit poolside for a short period. Repeated behaviour following the warning will result in being removed from a lesson altogether.
- FSDS instructors, coaches and staff reserve the right to remove any students, who are deemed to be acting in a dangerous or disruptive manner, from any lesson at any level. Classification of dangerous and disruptive behaviour is at the discretion of the instructor.
- Any repeated unsafe or disruptive behaviour may result in cancellation of enrolment.
- To avoid disruption during the class, parents are required to raise any queries directly to the Swim School Manager rather than raising the concern with the swim instructor directly.

Emergency Procedures

Emergency – exit the water.

If there is an emergency that warrants swimmers to exit the water immediately FSDS will alert swimmers and instructors via a whistle. All swimmers must safely exit the water and return to the seating areas for further instruction.

Emergency - evacuation of the facility or lockdown of the facility

The School's emergency evacuation and lockdown procedures must be followed in the event of an emergency.

Should the facility need to be evacuated the emergency siren will sound, the centre manager (or senior swim coach onsite) will assume the role of emergency warden and direct everyone to the school oval located near outer crescent and the main reception. All visitors to the centre will be expected to comply with warden direction in an emergency.

Any lockdown or shelter in place requirements will be directed via the school's emergency signal (music). The centre manager will direct all visitors to the lockdown/shelter in place positions and provide direction in a lockdown emergency.

Emergency evacuation maps and contact numbers are located near the centre's reception area. The emergency alert buttons on pool deck can be used to contact the school reception area and/or 000.

First Aid

The FSDS manager and squad coaches are trained in First Aid and CPR. All swim instructors are trained in CPR.

Any First Aid concerns should be reported to a member of staff for assistance.

A First Aid kit is located on the pool deck and can be utilised by staff. All incidents will be reported via the School's incident reporting system.

Footwear

The pool deck, change rooms and pool entrance can become slippery, particularly during high volume times such as swimming carnivals. Bare feet or appropriate footwear e.g., flat shoes are strongly recommended for all people entering the pool deck and surrounds.

Make up Classes.

FSDS offers one make up lesson in lieu of lesson absence per student, per term. These must be taken within the term enrolled.

- Where possible Parents/Students are required to give notification of lesson absence and a reason for absence.
- Make up lessons can be booked through reception and are generally scheduled to occur in the last two weeks of term.
- FSDS cannot guarantee that make-up lesson times will be available to suit your needs.
- Non-attendance at a booked make-up class may be liable for a booking fee of \$5.00.

Term dates and Fees

Term dates and fee notifications will be sent out 2 weeks before the end of each term with payment required in full no later than the last week of the preceding term.

All holiday programs must be paid in full two weeks prior to holiday program, commencing.

Unpaid fees after the first week of term will result in lesson bookings being cancelled.

Photography, Video and Social Media

As per the School Policy, FSDS permits parents/carers to photograph or video school-approved activities.

The School requests that parents/carers who photograph, video or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the knowledge of persons whose student also appear in the images.

At no times is photography or video to be taken in the pool changerooms

From time to time the School may photograph, film or record students to use within the school community. Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media accounts
- in handbooks and publications
- for external advertising



On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students' staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

The School/FSDS does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when the School/FSDS photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

For more information on the Photographing and Video of students please visit the Schools website.

Approval

Policy Issue date	November 2023
Document updated by	Risk and Compliance
Document reviewed by	Swim School Manager
Document approved/endorsed by	Board H&S and Student Safety and Wellbeing Committee
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