



## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL WATER BASED ACTIVITIES POLICY**

### **Vision Statement**

St. Joseph's Catholic Primary School is a Christ-centred community, within the Bunbury Parish, which aspires to educate and develop the whole child in a caring, Catholic environment, recognising and respecting the uniqueness, dignity and the rights of others.

### **Rationale**

To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations (Mandate, para 66).

School water based activities are opportunities for students to experience learning on or offsite.

### **Definitions**

A water based activity: is any learning activity organised by the school, which is conducted on, near or in water for educational purposes. For the purposes of this policy statement, water based activities include but are not restricted to water fun days, excursions, swimming lessons, swim club and swimming carnivals. There are two types of water based activities: 1. Compulsory are considered integral to the educational program (e.g. school swimming lessons). 2. Optional water based activities are considered complementary to the educational program (e.g. excursions, swim club and swimming carnivals).

Student: includes all students, including children and young people and children enrolled in early learning and care services.

Participants: includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

Parents: includes parents or guardians or carers.

Duty of care: refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable steps to prevent such harm. The principal's duty of care cannot be delegated to third parties.

### **Principles**

- 1 The principal, in discharging their duty of care, shall ensure that the highest emphasis is placed on the safety and wellbeing of all participants in school water based activities.
- 2 The principal shall ensure that, as appropriate, school water based activities are part of the educational program.
- 3 School water based activities are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all participants for the duration of the excursion. All relevant legal requirements, school policies and processes shall continue to be applicable.

- 4 Staff and volunteers at water based activities shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
- 5 The principal, in planning school water based activities, shall make provision for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.
- 6 The principal shall consider the financial implication on families of conducting compulsory water based activities.
- 7 Provision shall be made by the school so that no student is prevented from attending compulsory water based activities on financial grounds.
- 8 Staff shall ensure that prayer is included at the opening of water based activities.

## **Procedures**

- 1 The St Joseph's Catholic Primary School Water Based Activities Policy is compatible with the CEWA School Excursions Policy Statement and is in accordance with the Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools.
- 2 In order to discharge their duty of care, the principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school water based activity.
- 3 Students shall not be allowed to attend school water based activities unless written permission is granted by the parent. A permission note shall be sent prior to water based activities and shall outline details such as the method of transport, timing and the activities to be undertaken.
- 4 Compulsory school water based activities shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a school water based activities these issues shall be discussed with the principal or the principal's delegate.
- 5 Where a student does not attend a compulsory school water based activity the school shall provide an alternative educational program.
- 6 Planning for school water based activities shall be in accordance with the School Excursions – Guidelines for Catholic Schools and will take into consideration:
  - the educational purpose of the water based activities
  - the participating students' capacity to undertake the excursion, including the medical and other requirements of participants and students with special needs.
  - assessment of the venue or site for the water based activities
  - consideration of relevant previous written water based activities and incident reports
  - the supervisory team attending the water based activities, including an appropriate the student to adult ratio
  - supervision strategies discussed and agreed upon with the participants
  - the medical kit required and the appropriate first aid qualifications of staff in attendance
  - the responsibilities of staff and participants
  - insurance cover
  - transport arrangements, including drivers' licences
  - preparation of students, including advice on developmentally appropriate, personal safety strategies
- 7 At the conclusion of any water based activity a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:

- the adequacy of the facilities
  - recommendations for the future use of the facilities
  - the overall management of the water based activities
  - any injuries that occurred
  - the achievement or otherwise of the objectives of the water based activities
  - other information relating to specific incidents at the water based activities
  - any other information which may assist in the planning of future water based activities
- 8 When during the course of a water based activity:
- a participant suffered an injury; or
  - experienced ill health; or
  - where an incident related to discipline, safety, or any serious consequence occurred; a report shall be submitted to the principal by the teacher in charge of the water based activity.
- 9 If an event occurs in the course of a school water based activity, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the procedures outlined in CECWA policy statement 2-D2 Crisis Management Planning in Catholic Schools shall be adhered to.

### Planning Water Based Activities

When planning water based activities the following factors need to be given serious consideration:

- Water based activities should have clear educational outcomes.
- The Principal must approve all water based activities.
- Water based activities should be arranged at least 1 month ahead of time.
- Avenues of cost minimisation should be considered for parents.
- Minimum of one excursion and two water based activities, per class, per year. (Excursions to the value of \$20; covered in school fees with no additional charges to parents. Water based activities e.g. school swimming lessons will be at an additional charge to parents)
- All venue choices which can deliver the same educational outcomes should be considered.
- A thorough **risk assessment** of the water based activity is to be carried out by the teacher/s prior to the water based activity
- Teachers need to be familiar with any special requirements of chosen water based activity venues, e.g. footwear, clothing, availability of food, water, etc.
- Non-compulsory water based activities should be avoided in fourth term as a consideration to parents' end of year expenses. Approval by the principal for an excursion in fourth term may be sort in special circumstances e.g. Year Six water fun day. During other terms try to avoid other school events which may draw on parent funds.
- Parents/caregivers must be provided with clear, comprehensive details of water based activities including details of time, location, cost, supervision, activities and anticipated learning outcomes.
- Staff must type a **WATER BASED ACTIVITY PERMISSION FORM** to be signed by parent/guardian.

- Staff must complete the **CLASS EXCURSION DETAILS FORMS** and include water based activity details on it. This is to be signed by the principal.
- The principal, before distribution, must approve water based activity notes. Parents should receive water based activity permission notes at least one week prior to event.
- The teacher must know each child's medical needs and conditions.
- Buses need to be booked through the office.
- Students are not permitted on water based activities without a permission note.
- Unless there are exceptional circumstances, all students are required to attend compulsory water based activities.
- Teachers must make formal arrangements for supervision of those students with exceptional circumstances who do stay behind at school whilst the rest of the class is away. An alternative education programme is to be provided.
- The ratios of adults to students are:
  - Years P – 3: 1:5**
  - Years 4 – 6: 1:8**
  - Swimming Lessons all PP class staff**
  - Swimming Lessons Primary Classes 1:16 (2 staff on each bus i.e. teacher & EA)**
  - Competitive Swimming 1:32**
- Staff must give considered thought to how they are going to organize grouping.
- If taking education assistants to the water based activity this must be cleared with the principal and prior arrangements need to be made with any relevant class teachers that may be affected.
- When at a water based activity, you are required to take the following:
  - the medical kit (and bucket/container and towel)
  - the school mobile phone (in case of emergencies)
  - the permission forms (these have contact phone numbers, if required) ➤ class lists (check student numbers on and off the bus)
- When, during the course of an excursion,
  - a student suffered an injury or
  - experienced ill health or
  - where an incident related to student discipline, safety, or any serious consequence occurred, a report shall be submitted to the principal by the teacher in charge of the excursion.

Released: 2018  
Next Review: 2021