



ROYAL LIFE SAVING
WESTERN AUSTRALIA

PRINCIPAL COMMUNITY
PARTNER

BHP



Endorsed Swim School Agreement Renewal 2024/25



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Thank you for your support of the Royal Life Saving Society WA (RLSSWA) Endorsed Swim School program. RLSSWA is proud to endorse providers of swimming and water safety lessons.

As an Endorsed Swim School (ESS) you are an endorsed provider of RLSSWA swimming and water safety programs and are expected to uphold the RLSSWA ESS eligibility criteria as stated below.

Endorsement

By utilising ESS programs and resources your Swim School becomes endorsed by the Royal Life Saving Society WA. RLSSWA and its logo signify trust, quality and long-term commitment to swimming and water safety education.

The Swim School can request to be an endorsed provider of the following programs:

Infant Aquatics

Swim and Survive (Stage 1-12)

Bronze Rescue (Stage 13-16)

Junior Lifeguard Club

The Swim School must declare that they will maintain as a minimum standard for the swim school operation, the following three (3) eligibility requirements:

- Use of program curriculum and certificates (Swim and Survive, Infant Aquatics or JLC)
- Nationally certified instructor qualification as a minimum standard (RLSSWA Swim Teacher or equivalent). Instructors must also undertake an in-house Swim School induction in resuscitation and rescue (or preferably hold a current qualification in both).
- Instructor/ pupil ratios set at or below the maximum ratios as per RLSSA GSPO for each program.

Safety Assessment Information

Administration

- Operations Manual: A set of documents describing policies, procedures & work practices. Operations manual has been developed specific to the Swim School.
- The Operations Manual is regularly updated to reflect current standards and operations.
- Staff are regularly in serviced to the requirements of the Operations Manual.

Emergency Procedures

- A Swim School Emergency Action Plan (EAP) has been developed in conjunction with the Aquatic Centres EAP. EAP sighted by assessor.
- The EAP has been practiced in conjunction with the Swim School and the Aquatic Facility in the last twelve months. Evidence of this procedure sighted by the assessor.

Staffing Requirements

- Maintenance of minimum teaching qualifications of all staff employed in the Swim School. The minimum qualification is the RLSSWA Swim Teacher or equivalent. A copy of each staff member's qualifications displaying currency of an award is on record and sighted by the assessor.

- Teaching qualifications are considered valid only if an instructor has attended an induction on Cardiopulmonary Resuscitation (CPR) and Rescue (or holds current qualifications). A copy of each staff member's attendance at induction (or qualifications) in CPR and rescue is on record and sighted by the assessor.
- For those Swim Schools teaching specialist groups e.g. infant/pre-school, disabilities, personnel should preferably hold the extension certificate relevant to that group. Where applicable provide evidence of this to assessor.
- As a legal requirement of working with children in WA all staff employed within the swim school must have a current Working With Children Check. A copy of this is kept on file and updated where necessary.

Instructor: Pupil Ratios

- Adherence to ESS guidelines for maximum class ratios as per RLSS GSPO for each relevant program Infant Aquatics, Swim and Survive and Junior Lifeguard Club.

Infant Aquatics

- **Less than 12 months** - During the first-year infants should participate in informal casual water play activities under in-water supervision of parents, guardians, or carers.
- **1 to 3 years** - For the safety of preschoolers it is recommended that the water familiarisation activity requires the in-water participation by each child's parent or person trusted by the child with a maximum of one child per parent/carer.
- **3 to 5 years** - For the safety of the pre-schoolers, it is recommended that water familiarisation and awareness programs are under the supervision of an in-water qualified teacher with a maximum teacher: pupil ratio for a swimming pool of 1 teacher to 5 pupils.

Swim and Survive

- Stages 1 to 3 = 1:10
- Stages 4 to 6 = 1:12
- Stages 7 to 16 = 1:15

Junior Lifeguard Club

Instructor/ pupil ratios set at or below 1 Instructor (bronze holder or above) per 15 students in accordance with RLSSA Guidelines for Safe Pool Operations.

By maintaining these standards as a minimum, the Swim School will provide the customer with recognised best practice for swimming and water safety lessons.

Instruction Guidelines

- All children are instructed using the RLSSWA Course Curriculum (Swim and Survive Cert, Infant Cert, JLC waterlog/stickers) as the foundation of lessons and certification of achievement.
- All children passing a stage in the Swim and Survive curriculum have achieved the competencies of that stage. Assessor monitors the pass/fail standards of the swim school.
- As a guide the minimum water depth of 1.8m is suitable for learn to swim water entry and diving instruction. The teaching of safe water entry and diving should be taught progressively in the following sequence:
 - In water forward glide from standing position
 - Pool side, seated
 - Pool side, standing crouched
 - Pool side, standing
 - Starting block.

Diving should only be allowed in pools where there is sufficient forward clearance (ideally greater than 5000mm) for a constant depth.

First Aid

- First Aid must be readily accessible during lessons.
- Rescue equipment is located at First Aid Stations and on pool deck during lessons.
- Reports are made for every incident involving life-threatening hazards, first aid, or customer relations problems.
- We state that the information provided is to the best of our knowledge true and correct. We understand that the information provided is to ensure the safe provision of quality swimming and water safety lessons for the community.