

## Endorsed Swim School Safety Assessment Checklist 2017-2018

VENUE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

1.0 ADMINISTRATION	OBSERVED Y/ N	COMMENTS
1.1 Operations Manual: A set of documents describing policies, procedures & work practices. Has an operations manual been developed specific to the Swim School?		
1.2 Is the Operations Manual regularly updated to reflect current standards and operations?		
1.3 Are staff regularly inserviced to the requirements of the Operations Manual?		
<b>2.0 EMERGENCY PROCEDURES</b>		
2.1. Has a Swim School Emergency Action Plan (EAP) been developed in conjunction with the Aquatic Centres EAP? EAP sighted by assessor.		
2.2. Has the EAP 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.		
<b>3.0 STAFFING REQUIREMENTS</b>		
3.1. Maintenance of minimum teaching qualifications of all staff employed in the Swim School. The minimum qualification is the Austswim Certificate or equivalent. A copy of each staff member's qualifications displaying currency of an award is on record and sighted by the assessor.		
3.2. Teaching qualifications are considered valid only if an instructor has attended an induction on Cardio Pulmonary 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.		
3.3. 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.		



**4.0 INSTRUCTOR: PUPIL RATIOS**

**COMMENTS**

<p>4.1. Adherence to ESS guidelines for maximum class ratios as per RLSS GSPO;  a. stages 1 to 3 = 1:10  b. stages 4 to 6 = 1:12  c. stages 7 to 16 = 1:15  Adherence to guideline observed by assessor.</p>		
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**5.0 INSTRUCTION GUIDELINES**

<p>5.1 All children are instructed using the RLSS Course Curriculum (S&amp;S Cert, Infant Cert, JLC waterlog/stickers) as the foundation of lessons and certification of achievement.</p>		
<p>5.2 All children passing a stage in the S&amp;S curriculum have achieved the competencies of that stage.  Assessor monitors the pass/fail standards of the swim school.</p>		
<p>5.3 a) As a guide the minimum water depth of 1.8m is suitable for learn to swim water entry and diving instruction.  b)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.  c) Diving should only be allowed in pools where there is sufficient forward clearance (ideally greater than 5000mm) for a constant depth.</p>		

**6.0 FIRST AID**

<p>6.1 First Aid must be readily accessible during lessons.</p>		
<p>6.2 Rescue equipment is located at First Aid Stations and on pool deck during lessons.</p>		
<p>6.3 Reports are made for every incident involving life-threatening hazards, first aid, or customer relations problems.</p>		

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.

ESS Manager/Co-ordinator \_\_\_\_\_ Aquatics/Centre Manager \_\_\_\_\_  
\_\_\_\_\_  
Signature Signature

Office Use Only:  
RLSS Assessor Signature: \_\_\_\_\_

