

DUTY OF CARE FOR PUBLIC SCHOOL STUDENTS POLICY

OUTDOOR EDUCATION ACTIVITIES FOR PUBLIC SCHOOLS PROCEDURES

New policy takes effect as from **1 January 2019**

These new procedures support the Duty of Care for Public School Students policy that ***replaces the Outdoor Education and Recreation Activities for Public Schools, Duty of Care VET for School Students Attending TAFEWA Colleges from Public Schools and Workplace Learning for Public School policies***. Endorsed by the Director General at Corporate Executive on 9 August 2018.

- **Transition period** – all requirements must be implemented by **31 December 2019**

*During this transition period, where schools have not implemented or are in the process of implementing these procedures, they **must follow the previous Outdoor Education and Recreation Activities for Public Schools Policy** for any planned activities.*

- **Transgender and intersex students:**

The Western Australian Equal Opportunity Commission's Guidelines for supporting sexuality and gender diversity in schools include information about **inclusive practices when planning excursions or overnight excursions**, and about the use of facilities at Outdoor Education activities.

- **Fragile, physically demanding, remote or isolated environments** require a high level of planning, student preparation and staff supervision with:

One qualified supervisor nominated as lead supervisor.

Participants organised into subgroups, each comprising up to eight students. Each subgroup requires a qualified supervisor and the necessary emergency, first aid and communications equipment. ***(Consideration should be given to the inclusion of an additional qualified supervisor when dividing students into subgroups; to enhance learning opportunities and communication across groups and to offer expertise and support in the event of a rescue or incident.)***

The skills and experience of each supervisor accompanying students in these environments documented in the risk management plan.

Remote or isolated areas include any location where definitive medical care is more than one hour away, or where access to medical assistance is likely to be hampered by time, terrain, distance or circumstances

- **EVIDENCE REQUIREMENTS FOR QUALIFICATIONS OR COMPETENCIES**

The supervisory team, collectively must have:

Activity-specific qualifications and/or attainment of activity-specific sets of

competencies gained through a recognised tertiary education institution or training organisation;

And that **these incorporate relevant, current and/or applicable units, competencies or skill sets, as appropriate for people conducting the proposed activity**

- **ACTIVITIES INVOLVING AN OVERNIGHT STAY**

To meet the duty of care owed when mixed gender students are travelling or on overnight stays, both **male and female supervisors are required**. If this is not possible, a note of acknowledgement to, and approval from parents, guardians or carers should be requested.

The Western Australian Equal Opportunity Commission's Guidelines for supporting sexuality and gender diversity in schools include information about inclusive practices when planning excursions or overnight excursions, and about the use of facilities at outdoor education activities.

- **WATER-BASED ACTIVITIES**

Supervisors must be briefed about the phenomenon of "**shallow-water blackouts**", especially if a **recreational or "free" swim** is proposed.

Strategies put in place for students who cannot swim and/or students from cultural backgrounds who may have had limited exposure to water-based activities.

- **EXTERNAL PROVIDERS - PUBLIC LIABILITY INSURANCE**

The **minimum level** of public liability insurance requirement for cover by external providers is **\$20 million**

- **EXTERNAL PROVIDERS - PROFESSIONAL INDEMNITY INSURANCE**

The **minimum level** of professional indemnity insurance requirement for cover by external providers is **\$5 million**.

- **GOVERNMENT OWNED BUILDINGS AND PREMISES**

Government-owned buildings and premises **are insured by RiskCover** and comply with **public liability and professional indemnity** insurance requirements of the Outdoor Education Activities Procedures.

Implications for Interstate / International tours

Water recovery for sporting teams

Classified as OFF-SITE AQUATIC ENVIRONMENTS

- **Supervised and structured** recovery sessions **in a swimming pool** (hotel / campsite / community) classified as Other Water Based Activities “Closed Water”

1:32 Qualified Supervisor 1:12 Assistant Supervisor

- **Supervised and structured** recovery sessions in **anything other than a swimming pool** (hotel / campsite / community) classified as Other Water Based Activities “Open Water”

1:11 Qualified Supervisor 1:22 Assistant Supervisor

- **Recreational or “free swim”** recovery sessions **in a swimming pool** (hotel / campsite / community) classified as Other Water Based Activities “Closed Water”

1:32 Qualified Supervisor 1:12 Assistant Supervisor

- **Recreational or “free swim”** recovery sessions in **anything other than a swimming pool** (hotel / campsite / community) classified as Other Water Based Activities “Open Water”

1:11 Qualified Supervisor 1:8 Assistant Supervisor

For SSWA Swimming Carnivals:

Classified as OFF-SITE AQUATIC ENVIRONMENTS

- Swimming and water safety programs, swimming carnivals “Closed Water”

1:32 Qualified Supervisor 1:12 Assistant Supervisor

- Swimming and water safety programs, swimming carnivals “Open Water”

1:12 Qualified Supervisor 1:22 Assistant Supervisor

At a swimming pool such as Challenge Stadium, the pool lifeguard would be deemed to be:

- Solely supervising the students in the pool
- Not having responsibility for any members of the public
- Life guards on duty at pools and beaches may be considered a qualified adult supervisor and part of the supervisory team only if they do not have general lifeguard duties at the venue at that time, and if their sole responsibility during the activity is for the students undertaking the activity.

Each school will be responsible for their own supervision ratios as per the above.

- When allocated a lane for warm-ups, **each school** must ensure that the ratio of Qualified and Assistant Supervisors meet the minimum requirements **NOT INCLUDING** any on-duty Pool Lifeguards
- It is suggested that the **Qualified Supervisor** should monitor the deep end of the pool and the **Assistant Supervisor** monitor the shallow end of the pool
- The same will apply to cool-downs, whether they occur in the main pool or a secondary pool.

As the event provider, **SSWA assumes overall Duty of Care** and is responsible for ensuring that each school maintains the minimum requirements for supervisor ratios.

SSWA is not required to provide supervisory staff for schools.

School Sport WA teams at National Championships

Classified as OFF-SITE AQUATIC ENVIRONMENTS

- Swimming and water safety programs, swimming carnivals “Closed Water”

1:32 Qualified Supervisor 1:12 Assistant Supervisor

- Swimming and water safety programs, swimming carnivals “Open Water”

1:12 Qualified Supervisor 1:22 Assistant Supervisor

At a swimming pool, the pool lifeguard would be deemed to be:

- Solely supervising the students in the pool
- Not having responsibility for any members of the public
- Life guards on duty at pools and beaches may be considered a qualified adult supervisor and part of the supervisory team only if they do not have general lifeguard duties at the venue at that time, and if their sole responsibility during the activity is for the students undertaking the activity.

School Sport WA will be responsible for their own supervision ratios as per the above.

- When allocated a lane for warm-ups, **SSWA** must ensure that the ratio of Qualified and Assistant Supervisors meet the minimum requirements **NOT INCLUDING** any on-duty Pool Lifeguards
- It is suggested that the **Qualified Supervisor** should monitor the deep end of the pool and the **Assistant Supervisor** monitor the shallow end of the pool.
- The same will apply to cool-downs, whether they occur in the main pool or a secondary pool.

As the event provider, **School Sport Australia** assumes overall **Duty of Care** and is responsible for ensuring that each State maintains the minimum requirements for supervisor ratios.

School Sport Australia is not required to provide supervisory staff for State Teams.

New Policy Ratio Summary

School Pools

Swimming and water safety programs, swimming carnivals Number Qualified Supervisors 1:22

Other water based activities Number Qualified Supervisors 1:22

Off-site aquatic environment

Swimming and water safety programs, swimming carnivals

closed water Number Qualified Supervisors 1:32

Number Assistant Supervisors 1:32

open water Number Qualified Supervisors 1:11

Number Assistant Supervisors 1:22

Other water based activities

closed water Number Qualified Supervisors 1:32

Number Assistant Supervisors 1:12

open water Number Qualified Supervisors 1:11

Number Assistant Supervisors 1:22

Recreational or free swims

closed water Number Qualified Supervisors 1:32

Number Assistant Supervisors 1:12

open water Number Qualified Supervisors 1:11

Number Assistant Supervisors 1:8

If other schools or groups are using the same venue, potential risks must be identified, and supervisory strategies put in place to deal with the nature and number of those groups, and any risks that might arise from that situation.

Qualifications

The **RLSSA Bronze Medallion is not suitable** for a surf beach environment where there are waves and currents. The supervisor may need additional training to be able to demonstrate the capacity to supervise or perform a rescue at a surf beach location.

Rescue and CPR requirements:

At least one member of the supervisory team must be **experienced at teaching swimming and water safety, and providing emergency rescue and cardio pulmonary resuscitation (CPR).**

Recommended minimum qualifications and/or formal training requirements:

- Recognised qualifications are specific to different aquatic environments.
- At least one member of the supervisory team must hold a current, activity-specific qualification and/or have attained current, activity-specific competencies through a recognised tertiary institution or Registered Training Organisation (RTO) recognised by the Department; including:

Closed Water	<p>Must have at least ONE of the following:</p> <ul style="list-style-type: none"> • AUSTSWIM Teacher of Swimming and Water Safety certificate (for swimming pools only) • ASCTA Swim Australia Teacher (SAT) qualification (for swimming pools only) • Level I (or higher) Coach award • Bronze (or higher) award relevant to the specific activity under the National Coaching Accreditation Scheme • Royal Life Saving Society Australia (RLSSA) Swimming Instructor certificate (for swimming pools only) • RLSSA School Teacher Aquatic Rescue Training certificate (for closed and open water locations) • RLSSA Aquatic Rescue qualification • Surf Life Saving Australia (SLSA) Surf Rescue certificate • SLSWA Community Surf Rescue certificate • RLSSA Bronze Medallion qualification or equivalent • RLSSA Pool Lifeguard certificate (swimming pools only) • Australian White Water Rescue Training certificate (for non-surf environments, such as a lake exposed to wind or waves) • Unit of competency from the SIS10 Sport, Fitness and Recreation Training Package such as SISCAQU202A - Perform basic water rescue (or equivalent) • an equivalent award, as recognised by the Director General.
Open Water	<p>Must have at least ONE of the following:</p> <ul style="list-style-type: none"> • SLSA or RLSSA Bronze Medallion

	<ul style="list-style-type: none"> • SLSA Surf Rescue certificate • SLSWA Community Surf Rescue certificate • RLSSA School Teacher Aquatic Rescue Training certificate • White Water Rescue Training certificate (for non-surf environments, such as a lake exposed to wind or waves) • Level I (or higher) Coach award • Bronze (or higher) award relevant to the specific activity under the National Coaching Accreditation Scheme • an equivalent award, as recognised by the Director General.
<p style="text-align: center;">Skills and Experience</p>	<p>The Department employee in charge must confirm that the supervisory team:</p> <ul style="list-style-type: none"> • has experience in the activity at the level being offered to students; • has at least one member with relevant qualifications; • has at least one member with a current CPR qualification; and • understands the emergency responses and supervision responsibilities. <p>All supervisors should, as a minimum, be able to swim the length of the area they are supervising, be able to effect a rescue, and have experience in, or be able to demonstrate capacity to supervise at the specified (or similar) locations.</p> <p>Supervising staff should have the required training and qualifications and the required physical attributes to undertake any necessary rescue.</p>

Old Policy Ratio Summary

Closed water

There must be at least:

- one qualified supervisor for every 32 students or part thereof; and
- one supervisor for every 12 students or part thereof (inclusive of the qualified supervisor).

Number of Students	Number of Qualified Supervisors Required	Total Supervisory Team
1-12	1	2
13-24	1	2
25-32	1	3
33-36	2	3
37-48	2	4
49-60	2	5
61-64	2	6
65-72	3	6

Open water

There must be at least:

- one qualified supervisor for every 16 students or part thereof; and
- one supervisor for every eight students or part thereof (inclusive of the qualified supervisor).

Number of Students	Number of Qualified Supervisors Required	Total Supervisory Team
1-8	1	2
9-16	1	2
17-24	2	3
25-32	2	4
33-40	3	5
40-48	3	6

MINIMUM LEVEL OF SUPERVISION

For swimming carnivals, there is a minimum level of supervision for students in the water. That is:

- at no time will there be less than two supervisors; and
- one of these supervisors must be a qualified supervisor (Section 18.4.2.3).

Closed water

There must be at least one qualified supervisor for every 32 students or part thereof. The minimum requirement of two supervisors must be maintained.

Open water

There must be at least one qualified supervisor for every 16 students or part thereof.
The minimum requirement of two supervisors must be maintained.

QUALIFICATIONS

A qualified supervisor must hold a qualification recognised by the Department of Education and Training.

<p>closed-water environments</p>	<p>Recognised qualifications include:</p> <ul style="list-style-type: none">• Aquatic Rescue Qualification¹⁶;• RLSSA¹⁷ Bronze Medallion;• SLSWA¹⁸ Bronze Medallion;• SLSWA Surf Rescue Certificate;• AUSTSWIM Teacher of Swimming and Water Safety Certificate (recognised as being appropriate for swimming pools only);• RLSSA WA Swimming Instructors Certificate (recognised as being appropriate for swimming pools only); and• equivalent award as recognised by the Director General.
<p>open-water environments</p>	<p>Recognised qualifications include:</p> <ul style="list-style-type: none">• Aquatic Rescue Qualification;• SLSWA Bronze Medallion;• SLSWA Surf Rescue Certificate;• RLSSA Bronze Medallion (is suitable for a flowing river or waterway); and• equivalent award (as recognised by the Director General).