

SCHOOL SWIMMING BOOKING CHECKLIST

For Department of Education and Training swimming policies, please refer to the [School Policy and Advisory Guide](#). The following checklist may assist you to plan your school swimming and water safety program and engage an aquatic facility. Please note this is a guide only.

At least 6-12 months in advance:

- Does the facility offer a school swimming program which aligns with the [Victorian Curriculum](#)?
- Are the swim teachers conducting the lessons adequately qualified to teach swimming and water safety?
- What capacity does the facility have to accommodate students with learning and/or physical difficulties?
- What report of student assessment data will the facility provide to both students/parents and your school at completion of the program?
- Does the facility issue the [Victorian Water Safety Certificate \(VWSC\)](#) as part of their program? If not, encourage the facility to consider providing them. Alternatively, schools can order their own certificates directly via the online ordering system. Read the 'VWSC Roadmap' for more information.
- What is the program cost? Can the facility provide a detailed quote? Is a deposit is required?
- Does the facility have risk management plans and emergency procedures in place?
- Does the facility have all required equipment and facilities, first aid (room and kits), change rooms, lifeguards on duty etc.?
- What duty of care expectations does the facility have? (i.e. staff present on pool deck with a high visibility jacket, staff to be a 'spotter' for students with additional needs, change room supervision)
- What do they require the school to bring/provide? (i.e. additional staff, first aid kits, school to communicate any parent feedback etc.)

Complete a booking form with the facility to secure the program. At the time of booking, confirm approval process from the Principal and/or School Council, read over Terms & Conditions and update/involve Parent Council.



At least 2-3 months in advance:

- Confirm facility booking and/or lane hire.
- Arrange transport for the day and/or check with the facility if this is something that they organise (i.e. buses, walk, parent drop off or pick up options if before/after school).
- Promote the school swimming program to the wider school community via parent information night slides and school newsletter inserts.

At least 1-2 month in advance:

- Ask parents to complete the pre-program parent survey to assess baseline swimming capabilities.
- Communicate program logistics and collect information from students, parents and staff, including collecting permission forms and medical details.
- Check with the facility if they require any information/notices to be sent home to parents.
- Create awareness and promote the importance of the [Victorian Water Safety Certificate](#).

At least 1-3 weeks in advance:

- Organise class lists and confirm student numbers and any medical information to the aquatic facility. Note: You will most likely be required to pay for the numbers that you confirm as aquatic facilities will need to pay and roster appropriate staff in accordance to the numbers you provide. Therefore, ensure your class lists are as accurate as possible.
- Send the aquatic facility a digital copy of the class list. Either utilise template provided by the facility or the VVSC sample template (available to access via the [VVSC Portal](#))
- If required, organise a 'spotter' in the water for any students with special needs.
- Deliver any pre-program 'dry swimming' and/or water safety lessons in class. Utilise 'dry swimming' lessons and resources provided on the Toolkit. Options also include [Water Smart](#) lessons and [Everyday Lifesaver app](#).
- Include school newsletter articles to inform parents about what to pack in their child's bag and any other relevant instructions. Utilise parent information and letters / templates available on the Toolkit.

Throughout the program:

- (Optional) Ask students to complete a reflection task/s for homework to optimise learning.
- Nightly reminder to get to bed early, wash and dry clothes, pack swimming gear (goggles, towel, thongs, bag for wet clothes, bathers to wear or pack), pack lunch box and fill up water bottle!

Post program:

- Collate student assessment data and report back to parents.
- Provide parents with a copy of the resource: 'School Swimming - What Next?' (available via the Toolkit)
- Refer to the 'Swimming Pathways' poster for progression opportunities.

OTHER OPTIONS:

If your school has decided to deliver and instruct the school swimming and water safety program using your own staff, there are additional delivery and safety considerations. These depend on the aquatic environment selected; pool, inland waterway or beach, and the swimming competency of your students.

Please refer to the:

[School Policy and Advisory Guide \(SPAG\)](#)

For further information:

www.lsv.com.au/toolkit

