

Role of Instructors in Charge

The Instructor in Charge role is to support the learning outcomes and specific objectives of the Swimming and Aquatics program.

Instructors in Charge achieve this by:

- Liaising with Pool Managers/Staff regarding bookings and any other matters that arise and ensure written documentation is in order
- Liaising with school in regards to their booking requirements and gaining written confirmation on their booking and student numbers
- Establishing behaviour management guidelines in consultation with the school
- Liaising with school staff on arrival and during the program and assisting school staff with parents enquiries if necessary
- Ensuring Instructors have the necessary current qualifications, have read and understood the Instructor Induction package and are fully aware of the centre emergency plan
- Facilitating rosters, pay claims and staff training
- Ensuring that all OHSW and Risk Management policies are documented and adhered to
- Supervising Instructors to ensure they are providing a safe and quality program that meets the needs of all students
- Ensuring that Instructors complete a Developmental Record for each of their students

Role of Instructors

Instructor's role is to support the learning outcomes and specific objectives of the Swimming and Aquatics program.

Instructors can achieve this by:

- Supporting the Instructor in Charge in all policies and procedures established to support the program
- Supporting the teachers' duty of care by providing expertise and reasonable care in the provision of the program
- Being easily identifiable to school site staff
- Seeking support and active supervision by on site school staff during the lesson
- Referring all enquires from parents to on site school staff or Instructor in Charge
- Maintaining their required qualifications
- Preparing comprehensive lesson plans that meet the objectives of the program
- Completing class attendance rolls at the commencement and completion of each lesson
- Ensuring that all equipment required for a lesson is on pool deck prior to commencement of the lesson
- Providing a Developmental Record for each of their students once assessment has been completed



DECD Swimming & Aquatics Unit

"ROLES & RESPONSIBILITIES"

The DECD Swimming and Aquatics Program is an integral part of the total educational program of South Australian schools and as such enhances curriculum learning outcomes for students.

Swimming and Aquatics provides the opportunity for all students to develop a range of skills, understanding and attitudes about water safety, survival in the water, rescue of others and mobility in, on and around the water.

The Sport, Swimming and Aquatics Unit ensures that this specialist service is delivered appropriately and meets the following specific objectives:

- Promoting swimming and aquatics in schools as a valuable educational experience
- Ensuring that swimming and aquatics is conducted in a safe, enjoyable environment for all participants
- Improving overall student achievement through the teaching of swimming stroke technique
- Developing essential water safety knowledge and skills, in on and around the water to promote safe participation in water related pursuits
- Providing opportunities for upper primary students to experience a variety of introductory aquatic activities
- Enabling secondary students to develop their aquatic skills to an advanced level and work towards the completion of their SACE in
- Physical Education.



Role of Schools

Swimming and Aquatics is a school based program with schools working closely with the Instructor in Charge at their chosen centre to provide this service.

This partnership encourages open lines of communication enabling students to experience their swimming and aquatics education in a positive and enjoyable environment.

Schools are responsible for:

- Contacting the Instructor in Charge of a chosen centre regarding booking enquiries
- Providing written confirmation of a booking and accurate student numbers
- Providing information that may assist instructors with their class, such as behavioural issues or students that may require additional assistance
- Advising teachers of their roles and responsibilities during their students' Swimming and Aquatics program (see "Role of onsite School Staff" guidelines)
- Advising parents, who choose to attend their child's lesson, of the "Role of Parent" guidelines
- Communicating with parents who require information regarding the Swimming and Aquatics program or their child's involvement in the program (Schools may wish to involve the Instructor in Charge in this discussion)

Role of On Site School Staff

Teachers retain the "Duty of Care" for their students at all time during the Swimming and Aquatics program by monitoring their health, well being and learning outcomes whilst accessing the expertise of the DECD Instructors.

Teachers can assist the program by:

- Ensuring that all students in their care have parental consent and complete medical information (and medication readily available if applicable) before they allow them to participate in the program
- Providing support to instructors in managing student behaviour and medical issues
- Being available for parent enquiries during the program and by consulting with the Instructor in Charge if necessary
- Ensuring that parents are acting in accordance with "Role of Parents" guideline

Teachers are to provide direct and appropriate supervision of their students for the following aspects of the program.

- All travel to and from the centre
- All aspects of changing and accessing toilets during the program (including situations where the general public may be accessing these facilities at the same time)
- Monitoring the behaviour of instructors in relation to students
- Supervision of Students and Instructors during the Swimming and Aquatics lesson at all times. This may include performing safety watch duties for a student with a specific medical condition.

Role of Parents

The DECD Swimming and Aquatics program is a curriculum based program and as such the direct relationship is between the instructors and the school.

Where a parent attends in a private capacity they can assist the instructors by observing the following guidelines.

- Parents are asked not to communicate with the Instructor or any child during the lesson. Direct communication in this way does distract and can impact on the safety of the class.
- Parents to contact the school, or school representative on site, if they require any further information about the program or their child's involvement in the program.

In some situations the school will release the child in the care of the Parent or Caregiver.

In this situation parents can assist the instructors by observing the following additional guidelines.

- Parents will need to ensure that a consent form and complete medical information (and medication readily available if applicable)
- Parents will oversee all aspects of changing and accessing toilets during the program
- Parents will remain visible and accessible at all times during the lesson
- Parents requiring any further information about the program or their child's involvement in the program can discuss this with the Instructor in Charge, who will involve the school if necessary.