Example – Additional information – Schools

*Ensure the information below is relevant to your location, policies and procedures*.

Lifesaving education programs additional information and checklist (Excursions)

This checklist is required to be completed at least six days prior to your program date.

Confirming program details

Booking contact name \*

Booking contact email \*

Program date \*

**Program details**

**Confirming final details for your program**

The group supervisor attending on the day will be: **\***

* The same as the booking contact
* Someone else
* Unsure yet - to be confirmed closer to the day

Group supervisor name \*

Group supervisor phone number \*

Total number of participants \*

**Participant information**

**This information will help us tailor your program to participants past experience and abilities.**

**Life Saving Victoria recommends the following minimum swimming ability for participation:**

Swim and Survive Level 3

* Swim 25 metres freestyle using the correct technique
* Survival scull or tread water for one minute
* Swim for one minute, holding a flotation aid
* Surface dive, swim underwater and recover an object from water of chest depth

If participants do not meet this standard LSV Education Staff should be notified for safety reasons. The program will then be modified accordingly.

To the best of your knowledge, do your students meet the minimum swimming ability? \*

* Yes
* No
* Unsure

**Getting the most from the experience**

To the best of your knowledge, have any of your participants been involved in a drowning or near drowning incident, or an emergency where CPR was performed? \*

* Yes
* No
* Unsure

For secondary school programs, program leaders will discuss learning outcomes around risk-taking behaviour, alcohol/drug use and real-life drowning incidents. Are there any sensitivities that LSV should be aware of prior to raising the subject? \*

* Yes
* No
* Unsure

Do any participants have medical conditions that we should be aware of when managing our program? \*

* Yes
* No
* Unsure

Do any participants have functional needs that we should be aware of when delivering the

program? \*

* Yes
* No
* Unsure

If yes, how many and would you like LSV's assistance to source a beach wheelchair or other aids? (note: LSV instructors are not able to assist with manual handling of students in and out of wheelchairs)

Do any of your students require support for vision/hearing/sensory? \*

* Yes
* No
* Unsure

Would If yes, please briefly describe how this can be best managed before and during the program.

Would you like to be contacted by LSV staff to discuss any of the above prior to your booking? \*

* Yes - a phone call or email before the program
* No - the group supervisor will provide additional details to LSV on the day

If yes, please provide preferred contact information (email or phone)

**School checklist & final information**

Make sure to remember:

\*\* add invoicing information, cancellation policy and amendment policy and any exceptions (i.e., extreme weather, pandemic or Government directive).

Risk assessments have been completed by \*\*\* to ensure compliance with requirements of the

Department of Education (DE), Surf Life Saving Australia (SLSA), Royal Life Saving Society – Australia (RLSSA) and Beaches of the Victorian Coast and Port Philip Bay, 1996.

The LSV Program Team Leader will perform a risk assessment of the venue prior to and during the

program, and may amend the program where required at their sole discretion.

The wearing of high visibility rash vests by both participants and Instructors during all open water

activities is required.

LSV reminds teachers of the DE’s requirements for teacher roles and responsibilities during excursions and engagement with External Providers.

All approved \*\* Program Team Leaders and Instructors have current and the correct qualifications

and/or experience for their specific role/s, including (as a minimum):

Provide First Aid (formerly Senior First Aid)

CPR

Working With Children Check

Attendance at an annual compulsory training workshop which covers delivery of the program, risk

processes, emergency management plans and the use of all program and safety equipment.

* Participants to bring:
* Bathers
* Lightweight long-sleeved shirt
* Sunglasses that meet the Australian standard (ASNZS 1067:2003)
* Warm clothing and spare towel (in case of cool weather)
* SPF 30+ sunscreen
* Lunch and snacks
* Wetsuit (optional)
* Rash vest (recommended in addition to LSV supplied vest)
* Clearly labelled drink bottle
* Wide-brimmed hat (Please be advised that LSV strongly recommends the wearing of hats by all
* program participants whilst participating in the dry and water-based activities.)
* Enclosed shoes (Please be advised that LSV strongly recommends the wearing of enclosed shoes
* by all program participants whilst participating in the dry and water-based activities. Thongs are not
* recommended.)

The School should organise a suitable ‘back-up venue’ (i.e. school gym, pool or lifesaving club rooms) in the possible event of extreme weather. Cool and/or wet-weather-condition programs will still run as scheduled and may be modified accordingly. Where possible, in the case of extreme weather conditions (e.g. storms, lightning, extreme heat) bookings will be modified, re-scheduled, re-located or cancelled in consultation with LSV Education Services Staff and/or the Program Team Leader. Rescheduling of the program is generally not an available option.

**Water quality**

Update based on the water authority at your program location (i.e., council, Water NSW, GMW, etc.)

Life Saving Victoria conducts daily checks of the water quality at beach program destinations by referring to the Environment Protection Authority (EPA) website (www.epa.vic.gov.au/beachreport). The EPA provides daily forecasts on expected bacterial levels present in the water, which may put swimmers at risk while swimming. The water quality forecasts are predictive only and as a general precaution, EPA Victoria advises people not to swim near stormwater drains, rivers, streams and other outlets into the bay during, and for at least 24 hours after, rainfall.

The following is an overview of the beach water quality ratings:

**GOOD** Forecast water quality is suitable for swimming

**FAIR** Forecast water quality may not be suitable for swimming and may be affected by stormwater

**POOR** Forecast water quality is not suitable for swimming

Water quality for programs conducted at inland waterways will be assessed through the governing water authority. If the daily forecast, or the LSV Team Leader, determines that there is poor water quality, the program will be modified accordingly and conducted as a land-based program, or the program can be relocated to an alternative location.

Please be advised that LSV strongly recommends the wearing of hats by all program participants whilst participating in all activities.

The Cancer Council Australia and LSV recommends Victorians take five steps to protect against sun

damage when the Sun Smart UV Alert indicates the UV Index is at 3 or above:

1. Slip on some sun-protective clothing - that covers as much skin as possible

2. Slop on SPF30+ sunscreen - make sure it is broad spectrum and water resistant. Apply 20 minutes

before going outdoors and reapply every two hours afterwards. Sunscreen should never be used to

extend the time you spend in the sun.

3. Slap on a hat - that protects your face, head, neck and ears

4. Seek shade - LSV will provide a shade shelter where available

5. Slide on some sunglasses - make sure they meet Australian Standards

Please note that all teachers must comply with the Professional Code of Conduct and should be aware of their legal responsibilities in relation to duty of care obligations and OH&S requirements to protect students from known hazards (UV radiation). Staff are encouraged to role model sun protection behaviours and ensure students are adequately protected from unnecessary UV exposure.

**School to bring:**

* First aid kit
* Mobile phone
* SPF 30+ sunscreen (see ‘Sun safety policy’ section below)
* Shade shelter (LSV will endeavour to provide min. one shade shelter for use during program
* rotations and strongly suggests the group bring their own for staff and during breaks)

The school must provide a minimum of two teachers/group supervisors who must be available at all times during the program to: manage participant behaviour, supervise toilet visits and attend to minor first aid incidents. One group supervisor in attendance must complete the ‘Group Supervisor – Pre-Program Report Form’ prior to the commencement of the program. The school understands that there is no lifesaving club facility booking unless explicitly stated by LSV. The program location is at a public outdoor venue.