

# KAIKORAI VALLEY COLLEGE



## WATER BASED ACTIVITIES PROCEDURE

### OBJECTIVES

1. To ensure student involvement in water-based activities is carried out safely and with appropriate precautions and safety considerations.
2. To ensure that supervising staff are fully aware of their obligations and standards required before supervising any water based activities.

### GUIDELINES

1. All water based activities involving students are notified in advance to Head of Department, Education outside the Classroom.
2. A Risk Analysis and Management System form is fully completed for all water based activities.
3. The completed Risk Analysis and Management System form is sighted and approved by the Principal and the Head of Department, Education outside the Classroom, before the activity takes place.
4. Completed Risk Analysis and Management System forms are held on the appropriate file in the Administration Office.
5. Supervising staff are conversant with the safety requirements as stated on the appropriate Risk Analysis and Management System form for that activity. Staff are made aware of the requirements prior to the activity.
6. A student buddy system, with links to supervising staff, operates in relation to all water based activities.
7. Parents/caregivers are advised of the activity and permission sought for their child to be involved in the activity. The explanation/description of the activity includes:
  - Reference to safety issues and equipment requirements.
  - Reference to the fact that a Risk Management System is in place for the activity.
  - A rider that there is a risk element inherent in the activity.
8. The moment a student ignores a safety instruction, staff remove that student from the activity and exclude them from further involvement. If necessary the student is sent home at parent/caregiver expense.

Date of discussion by Policy Group	13 August 2008
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Reviewed and changed to a procedure	27 May 2015
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