

## INFORMATION FOR PRINCIPALS

**EVENT: Primary Diving Carnival**

**DATE: Thursday 19 March 2020**

School Sport WA proudly presents the following information to Principals to assist in the completing checklist of the Department excursions and management plan.

### THE ENVIRONMENT

- The venue is HBF Stadium, Indoor Diving pool
- It is a Venues West facility set up specifically for diving
- It has change rooms and ablution facilities.

### TRANSPORT ARRANGEMENTS

- It is a school/parent responsibility to transport the students to and from the venue.

### THE STUDENTS' CAPACITY

- Students are nominated by their schools/parents on the basis of their diving and swimming ability. Information related to the students' health has been requested in writing from the students' parents.

### THE SUPERVISORY TEAM

- The students will be supervised by qualified teachers and diving judges and referees who have been appointed for their expertise in the area of diving carnival procedures and by on duty lifeguards.
- Qualified First Aid personnel will be in attendance to render emergency care.
- Schools attending should each have their own first aid kit.

### THE INVOLVEMENT EXTERNAL PROVIDERS

- Health care will be provided by personnel qualified in advanced First Aid.
- All personnel conducting activities have a current Working with Children Card.
- Venues West and SSWA both have liability insurances to a limit of \$20m

### SUPERVISION STRATEGIES

All participants:

- Will be supervised by the schools allocated teacher/s.
- Will be under the care of Diving WA officials who will be present as judges and supervisors.
- Will be required to remain on site for the duration of the competition unless accompanied by their parent/guardian.
- Are not to enter the water before or after their event unless directed to do so by the judges and supervisors.
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### IDENTIFYING EVENT PARTICIPANTS

Students:

- Will be registered by name and school for each event they enter
- Will be dressed in an identifiable school uniform whilst at the venue.
- Where possible will wear identifiable school uniform while diving.

### PROVIDE INFORMATION AND SEEK CONSENT

- Parents/guardians of student participants have been provided with full details of the activity.
- Parent information sheets are available on the SSWA web site ([www.schoolsportwa.com.au](http://www.schoolsportwa.com.au))

### COMMUNICATION STRATEGIES

- A public address system will be used to communicate with participants.

### EMERGENCY RESPONSE PLANNING

- HBF Stadium staff will advise a designated general assembly point and direct all participants in case of emergency evacuation procedures.
- Participants will move to this point if initially unable to locate their supervising teacher. The supervising teacher will be called to this location to assist the student.
- The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

### BRIEF STUDENTS AND SUPERVISORS

- A full briefing will be provided to all participants prior to the event's commencement.