



UNITED
SWIMMING



UNITED SWIMMING
LEARN TO SWIM OPERATIONAL
SAFETY POLICIES



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1. Supervision Plan

Objective: To maintain a "constant watch" environment where every student is within a defined zone of surveillance and the 10/20 rule is strictly enforced.

Zone Supervision Strategy

- **The Instructor Zone:** The instructor is responsible for the immediate 360-degree radius of their class. They must remain in the water for beginner levels.
- **The Deck Supervisor Zone:** The Supervisor maintains a "High-Level Scan" of the entire pool hall. Their role is to "back-fill" the instructor's vision, especially when the instructor is focused on a 1-on-1 task.
- **Scanning Pattern:** Staff must use a "Downward Sweep" scan to see the bottom of the pool, not just the surface.

Managing "Dead Zones" (Equipment & Platforms)

- **Visual Barriers:** Platforms are identified as "High-Risk Dead Zones" because they can obscure a child who slips underneath or behind them.
- **Positioning Mandate:** Instructors must position themselves so they can see the entry and exit points of the platform at all times.
- **The "Arm's Reach" Rule:** For beginner swimmers (Level 1-3), no student may be on a platform unless the instructor is within arm's reach or the student is seated.

2. Active Co-Supervision Policy (Parent Role)

Objective: To implement a dual-supervision safety model that empowers parents as the "zero-second" responders for their own children.

The "Keep Watch" Partnership

- **Constant Visual Connection:** Parents must maintain constant, line-of-sight supervision of their child. No phone use, reading, or distracted behaviour is permitted while their child is in the pool.
- **Parent Response Role:** Parents are the "Level 0" responders. If a parent is closer to the child than the instructor (e.g., during a platform slip), the parent is authorised and encouraged to reach in and assist the child immediately.
- **Safety Zones:** Parents of beginner/preschool swimmers must remain on the pool deck (not in the café) to ensure immediate responsiveness.

3. Emergency Action Plan (EAP)

Objective: To provide a coordinated response to life-threatening incidents to minimise "Rescue Gap" time.

The Whistle System

- **One Short Blast:** To get a student's or parent's attention.
- **Two Short Blasts:** To get another staff member's attention (Minor incident).
- **One Long, Loud Blast: MAJOR INCIDENT.** All lessons stop. All students exit the water immediately or move to the nearest wall and hold on.

Role Allocation

Role	Responsibility	Action
The Primary Rescuer (Instructor)	Direct Rescue	Immediate water recovery, First Aid, and CPR.
The Secondary Responder (Supervisor)	Equipment/Clearing	Retrieve AED/Oxygen, call 000, clear other students.
Centre Manager	Coordination	Meet ambulance, secure CCTV, manage evidence.
Parent/Guardian	Support/Space	Step back to clear the area, keep siblings away, stay calm.

Communication Tree

1. **Immediate:** Instructor signals Supervisor (Whistle/Signal).
2. **Internal:** Supervisor alerts Center Manager immediately.
3. **External:** Centre Manager/Supervisor calls 000.
4. **Reporting:** Management notifies Business Owner and Insurer within 1 hour.

4. Incident Management Policy (IM Series)

Objective: To ensure forensic accuracy in documentation to protect the child's wellbeing and the facility's standing.

Mandatory Data Capture

Following any immersion incident, the following must be logged within 2 hours:

- **Water Chemistry:** Log Free Chlorine, pH, and Temperature.
- **Environmental Factors:** Noise levels, bather load, and lighting/glare conditions.
- **Independent Witnesses:** Signed statements from all staff and witnesses present.
- **CCTV Preservation:** Secure and download all relevant footage (30 mins before/after incident).

The Incident Ledger

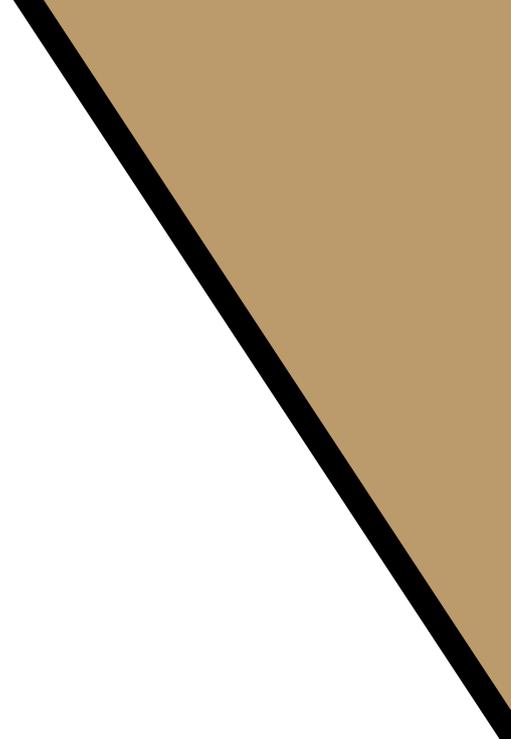
- All near-drownings must be recorded in the Master Incident Ledger.
- Reports must categorise the "Root Cause" (e.g., Equipment failure, Supervision lapse, Environmental factor).
- Records are marked "Confidential – Legal/Insurance Purposes" and stored in the secure compliance folder.



5. Operational Maintenance

- **Safety Training:** All staff must attend a monthly EAP refresher and "Ready-to-Rescue" drill.
- **Platform Audit:** All platforms must be visually inspected for stability and grip daily before classes commence. A signed "Safety Checklist" must be posted at the entrance.
- **Continuous Review:** This policy is reviewed every two years or earlier if legislation or best practices change. Families, staff, and partners are invited to contribute to reviews to ensure alignment with current RLS and Swimming Australia guidelines.





APPROVAL

CEO: Kevin Taeho Hyun

Signature: 

Date: 09/03/2026

Director of Operations: Dr. Dennis Hyun

Signature: 

Date: 09/03/2026





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JD OATES AQUATIC INSTITUTE,
1 BOUNDARY STREET, CROYDON NSW 2132

info@unitedswimming.com
www.unitedswimming.com