



**PROPOSAL**  
**Australian Government Support for**  
**SwimSafe Danang – Drowning Prevention Program 2010-2011**  
**Presented by:**  
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**Royal Life Saving Society – Australia**  
**7/4/2010**

## Activity origin and rationale

### **Drowning – a silent and preventable epidemic**

Child drowning has traditionally been grossly under-counted in the child mortality statistics released by WHO, UNICEF and other major development institutions. Recently published data shows that drowning is the leading cause of death after infancy in Asia, making it a potential obstacle to some countries achieving the United Nations Millennium Development Goals for Child Mortality (MDG 4). While drowning is known to affect individuals, families, communities and nations in ways similar to other preventable diseases, it has not yet captured the full attention of international, regional or national development agencies.

Preventing drowning deaths has long been a cultural imperative in Australia. Patterns of exposure and our love of recreation in, on, or near waterways has resulted in the existence of large-scale lifesaving organisations, extensive water safety infrastructure and a population with high levels of awareness and skills. Australia has the human and technical capacity to play a leading role in addressing drowning throughout our region.

### **Australian Government Support for the emerging issue of drowning**

The Australian Government is currently providing support to Royal Life Saving in two areas; as a major partner in the World Conference on Drowning Prevention 2011, and through the establishment of the International Drowning Research Centre in Bangladesh. The World Conference on Drowning Prevention will be held in Danang, Vietnam and seeks to influence research, policy and practice in response to the issue of drowning, with an emphasis on the burden experienced in Low and Middle Income Countries in Asia. The International Drowning Research Centre – Bangladesh is investigating how to develop large scale drowning prevention interventions, including survival swimming lessons through the SwimSafe program.

### **SwimSafe Danang**

Last year Royal Life Saving contributed to a large scale pilot of survival swimming lessons as a drowning prevention strategy in Danang, Vietnam. This was a project of The Alliance for Safe Children (TASC) and the Hanoi School of Public Health (HSPH), with heavy involvement of the Peoples Committee of Danang, and the Ministries of Health, Education and Tourism.

This 3 month trial reached 6,000 children with the SwimSafe program. The project constructed ten large portable swimming pools in carefully selected schools in urban and rural communes. It also tested the feasibility of using the ocean front as a teaching venue. This is the largest scale program of survival swimming lessons in Low and Middle Income Countries (LMIC) in East Asia. It reinforces the work in Bangladesh, but shows that the barrier of a lack of infrastructure (swimming pools) can be reduced in a cost effective and safe manner.

The external evaluation was conducted, with very positive recommendations for continuation and acknowledged its value as a demonstration site for Vietnam and the region.

SwimSafe Danang was previously funded via a grant from Atlantic Philanthropies (AP). AP has been a strong supporter of injury prevention research in Vietnam, however due to the Global Financial Crisis and changes to its internal priorities they no longer are able to fund this program. This provides an opportunity and need for Australian government support.

## **Inter-ministerial panel for child drowning prevention**

In November 2009, the Government of Vietnam announced an Inter-ministerial Panel for Child Drowning Prevention, which produced an interim policy. This policy sets out a need to trial introducing survival swimming lessons into the school system over the next 4 years. RLSSA and partners TASC presented this work at a key government workshop in December.

In late December, this Inter-ministerial panel, along with 40 provincial government officials travelled to Danang to witness the SwimSafe program. This workshop reviewed the approach, curriculum and the cross government partnership used to deliver/monitor the program, with the view to linking to its policy implementation. More recently the Vietnamese Ministry of Education has sent a communiqué to all schools to commence planning swimming programs.

Without this demonstration project, it is likely that the implementation of this policy will take on a randomness that will slow the speed of development and potentially put lives at risk. Already our partners are reporting small NGO's and businesses promoting various types of swimming lessons, delivered with questionable procedures.

## **Background specific to this project**

Royal Life Saving approached AusAID to partner in SwimSafe Danang as part of its wider child drowning prevention engagement in February, upon hearing that due to changes at AP the SwimSafe program was unlikely to be continuing without a new funding source.

Royal Life Saving provided AusAID with the following justifications for this activity:

- Its potential as a demonstration project for the Government of Vietnam's recently released Inter-ministerial plan on child drowning prevention. Developments in this area since the initial request include the announcement by the Minister of Education that school must commence planning for incorporation of survival swimming into school activities, and secondly informal meetings with key Ministry officials and NGO's outlining the potential for SwimSafe to be more directly linked to this policy.
- Its potential as a demonstration project for emerging programs in other East Asian countries including Cambodia and Laos
- Its potential as a model child drowning intervention that could be used to build or support capacity development in conjunction with the World Conference on Drowning Prevention in Danang in 2011, stretching its influence beyond the Asian region and into other LMIC countries.
- SwimSafe Danang being a key component of the regional drowning prevention strategy being developed by Royal Life Saving and its partners, with links to sister programs in Bangladesh and Thailand.

Royal Life Saving presented AusAID with several options:

1. Continuance based on scale achievement in pilot year of program (approx 6000 children in 10 venues)
2. An increase in scale to approximately 20 venues and 12,000 children
3. The above, plus seed funds in year two to support pilot programs in some of the eight regions identified in the Government of Vietnam's survival swimming pilot policy

This funding proposal represents option 1 and will build on experiences from the pilot year (2009), focus on building on sustainability and leveraging the program as a key demonstration in conjunction with the World Conference on Drowning Prevention 2011.

## Introduction, Overarching Goal and Specific Objectives

### ***Introduction:***

This proposal sets out the contribution of the Australian Government to the SwimSafe Danang – Drowning Prevention Demonstration Program. The SwimSafe Danang Program represents a partnership with key stakeholders in Vietnam to influence the development of drowning prevention research, policy and practice, and the associated capacity to prevent drowning in Vietnam and the wider region.

### ***Overarching activity goal:***

To develop and implement the SwimSafe Danang – drowning prevention program as a demonstration program to build capacity to prevent drowning in Vietnam and the wider region.

### ***Specific objectives:***

The specific objectives are divided into five key areas to assist in planning, management and reporting. These key areas and objectives are used throughout this document to provide clarity in terms of the relationship between the funded components and the overall program objectives. They are set out below;

1. Stakeholder Engagement - To engage key stakeholders in the development and implementation of the program. These key stakeholders include but are not limited to; program partners, policy makers, government officials, administrators, trainers, parents and participants.
2. Drowning Prevention Program –To develop, implement and review the survival swimming program in ten venues and reaching at least 6,000 students.
3. SwimSafe Trainer Support - To supervise, mentor and increase the capacity of the network of SwimSafe trainers. This objective includes recruitment and remuneration, as well as the investigation of sustainability measures for future program implementation.
4. SwimSafe Venue Management– To develop and implement the venue management, safety and security plan across the 10 SwimSafe venues.
5. Building Capacity – To utilise SwimSafe Danang as a demonstration project in coordination with the World Conference on Drowning Prevention (WCDP) activities to raise awareness of Australian government support and build capacity in Vietnam, Australia and other Low and Middle Income Countries.

## Expected outputs:

The table below outlines the expected program outputs.

Key Area:	Stakeholder Engagement
<b>Specific Objective:</b>	To engage key stakeholders in the development and implementation of the program in Danang. These key stakeholders include but are not limited to; program partners, policy makers, government officials, administrators, trainers, parents and participants.
Funded Components (Output)	Description
<b>Management of key partners</b>	Key partners will be engaged through meetings, workshops and the management plan. Critical partners include the People's Committee of Danang, the Ministry of Education, and the Ministry of Health.
<b>Engagement of school principals</b>	School principals are key advocates, as they make available venue space, promote the program to community groups and peers. They provide an important liaison between trainers and parents, and have potential to source community funds for contributions towards the program.
<b>Central Government engagement</b>	Central government stakeholders are keen to link the demonstration project to the drowning prevention policy, and associated strategies. In order to maximise the program's value as a tool for building country wide capacity, key ministries such as Ministry of Labour, Invalids and Social Affairs must remain engaged.

Key Area:	Drowning Prevention Program
<b>Specific Objective:</b>	To develop, implement and review the survival swimming program in ten venues and reaching at least 6,000 students.
Funded Components (Outputs)	Description
<b>Implementation plan</b>	An implementation plan covering program logistics, including curriculum, resources and trainers will be developed. This plan will be vital to ensuring smooth and efficient re-commencement of the SwimSafe program.
<b>Vacation program</b>	The vacation program is an integral part of the SwimSafe

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<b>implementation</b>	program. During vacation time the SwimSafe program can operate at full capacity. Smooth implementation for the vacation program will also lay the foundation for the after-school program.
<b>After school program implementation</b>	The after school program provides the opportunity to continue the momentum of the vacation program through traditional schooling months. The program maintains visibility within the community and allows additional children to be exposed to the SwimSafe curriculum. After school activities will be increasingly funded by the school partners and user pay models.
<b>Program review meetings and workshops</b>	Program review meetings and workshops will be conducted with key partners to review the curriculum and implementation of both the vacation and after school programs. Review and evaluation will ensure any lessons learnt or recommendations from key partners can be considered for inclusion into the following year's program to improve effectiveness and efficiency.

Key Area:	SwimSafe Trainer Support
<b>Specific Objective:</b>	To supervise, mentor and increase the capacity of the network of SwimSafe trainers. This objective includes recruitment and remuneration, as well as the investigation of sustainability measures for future program implementation.
Funded Components (Outputs)	Description
<b>Deliver train the trainer workshop and support activities</b>	An induction program will be delivered for new and returning trainers. It will focus on program logistics, quality instruction, student and venue safety.
<b>Trainer supervision mentoring and support</b>	Mentoring and support for the SwimSafe trainers will be provided throughout the vacation and after school programs. This is important both for the motivation and support of the instructors but also to identify any new or reoccurring issues that may arise during year 2.
<b>Trainer recruitment and remuneration</b>	Recruitment of additional trainers may be required to ensure the SwimSafe program operates at full capacity. Trainers also require remuneration for valuable work, particularly during the vacation program as hours are extensive, and many are drawn from school teacher ranks that are usually on annual leave.
<b>Investigate alternative funding models</b>	Several alternative funding models will be investigated to supplement SwimSafe trainer remuneration in future years. These models include user pays, school contribution and local sponsorship options.

<b>Key Area:</b>	<b>SwimSafe Venue Management</b>
<b>Specific Objective:</b>	To develop and implement the venue management, safety and security plan across the 10 SwimSafe venues.
<b>Funded Components (Outputs)</b>	<b>Description</b>
<b>Development of venue management plan</b>	The venue management plan will include best practice recommendations on the construction of pool venues and portable pools, conduct of operations and filtration.
<b>Development of safety and security plan</b>	To ensure safety and security at all SwimSafe venues, strategies such as signage, shade cover, secure fencing and security guards are utilised. Maintaining the safety and security of each venue is important to ensure trainer and participant physical safety as well as the integrity of the venues.
<b>Implementation of venue management, safety and security plan</b>	The venue management, safety and security plan will require full implementation. Therefore implementation will extend to training of SwimSafe instructors, security guards and school staff if required, in operation and maintenance of filtration systems and secure fencing among other aspects.

<b>Key Area:</b>	<b>Building Capacity</b>
<b>Specific Objective:</b>	To utilise SwimSafe Danang as a demonstration project in coordination with the World Conference on Drowning Prevention (WCDP) activities to raise awareness of Australian government support and build capacity in Vietnam, Australia and other Low and Middle Income Countries.
<b>Funded Components (Outputs)</b>	<b>Description</b>
<b>Program launch event(s)</b>	An official program launch will be held to raise community awareness of the re-commencement of the SwimSafe program for a second year. This will take the form of one official launch and smaller ceremonies at each venue including rural venues, to promote community awareness of the program as well as drowning prevention strategies such as the importance of learning survival swimming and supervision.

<b>PR &amp; Promotion</b>	Coordinate media coverage of the launch and ongoing training for year two of the SwimSafe program. This coverage will include information on drowning prevention strategies whilst raising awareness of the SwimSafe program and the scale of the drowning problem.
<b>Visibility and recognition of Australian Government contribution</b>	SwimSafe Danang will acknowledge the Australian Government contribution through venue signage, PR campaigning and on key program materials.
<b>Linking SwimSafe to WCDP activities</b>	SwimSafe Danang will form part of the interactive workshop component of the WCDP program. The interactive workshop will allow representatives from a number of countries and organisations to participate in a workshop aimed at building capacity to design and implement similar initiatives.
<b>Linking SwimSafe to Vietnamese Government Agenda</b>	SwimSafe Danang will serve as a large scale demonstration project to guide the government of Vietnam in drowning prevention activities. Specifically it will link with the government's policy of implementing survival swimming lessons for primary school aged children on a National scale.

## Inputs required:

### **Budget:**

The activity budget set out below. The AusAID contribution is \$250,000 and is aligned to costs in the Calender Year 1 (FY 2009/10 and FY 2010-11).

		Year 1	Year 2		
		2010	2011	Total	%
<b>Stakeholder Engagement &amp; Project Field Staff</b>					
Field Staff*	Project Coordinator, Office Manager, Accounts, Pool Specialist, Statistics Officer				
Ministry engagement	Health, Education assistants				
Hanoi School of Public Health	Liaison, Monitoring & Evaluation				
Sub Total		\$64,475	\$64,475	\$128,950	25%
<b>Venue Management &amp; Safety</b>					
Construction costs	Site preparation, shade, change rooms				
Maintenance costs	Filtration systems, water pumps, etc				
Safety and Security	Fencing and gates				
Supervision expenses	School security, program coordinators				
Sub Total		\$55,250	\$55,250	\$110,500	21%
<b>Instructors and Trainers</b>					
Instructor wages (Vacation)	5,000 children x 20 lessons				
Instructor wages (Afterschool)	500 children x 20 lessons				
Training workshops	100 instructors induction program				
Sub Total		\$83,000	\$83,000	\$166,000	32%
<b>Office and Marketing</b>					
Office support	Phone, Internet, Security, Water				
Office rent	Office and residence (inc workshop venue)				
Transportation	Cars, taxis, motorcycles				
Marketing support	T-shirts, banners, flyers				
Financial Audit	Audit of finances at project end				
Sub Total		\$59,580	\$59,580	\$121,660	23%
<b>Total</b>		<b>\$262,305</b>	<b>\$262,305</b>	<b>\$527,110</b>	<b>100%</b>

## In Country Project Staff

The in country project management team consists of the following key positions:

### **Project Coordinator**

The role of the in-country project coordinator is to plan, implement and monitor all aspects of the SwimSafe summer and afterschool program, and includes:

- Primary liaison with local partners including the Danang Peoples Committee, and Departments of Health, Education and Tourism
- Formulation and execution of agreements with school partners
- Monitoring site infrastructure, construction and maintenance
- Facilitate engagement with central government and other external partners
- Monitor data collection and testing process to ensure quality control
- Contribute to program reporting and evaluation

This position is currently occupied by Ross Cox, who managed the initial pilot program in Danang. A brief biography is contained below;

- Ross Cox is an experienced public health program manager who has been working with TASC since September 2004. At that time he assumed duties as the Operations Director for the TASC Office in Bangkok with responsibilities for facilitating TASC activities in Thailand, Bangladesh, and Vietnam. In late 2007, he was reassigned to duties as the Senior Operations Officer, and in 2008 he began working exclusively on the Safe Danang Program in Danang, Vietnam. He became acting country representative for Vietnam in May of 2009.
- Ross had a full career at the U.S. Centres for Disease Control (CDC) in domestic and international assignments starting in 1972 until his retirement in 2004.
- He has lived or worked in over 42 countries with long term assignments in Ghana, Trinidad & Tobago, Kenya, and Thailand. He was assigned to international organizations such as The Pan American Health Organization (PAHO) and The Carter Centre, as well as domestic assignments in the U.S.
- He was recognised for his contributions to national health progress by the governments of Egypt and Sudan, as well as within the CDC where he was given the organisation's highest award for contributions to public health in 2007.
- His last position at CDC was as the Deputy Director of the Office of Global Health.

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### ***Additional positions contained within the in country office (all held by Vietnamese nationals)***

- Office Manager  
Administrative and language support to the Project Coordinator.
- Accounts Assistant  
Provide support for accounts documentation
- Statistics Officer  
Assist in data collection, analysis and reporting
- Pool specialist  
Assists in pool repair and ongoing maintenance including filtration installation

## Matrix of responsibilities:

The table below sets out the tasks and responsibilities for each of the funded components;

Key Area	Tasks	Timeframe	Responsibility
Stakeholder Engagement	Management of key partners	Ongoing	TASC/RLSSA
	Engagement of school principals	Ongoing	TASC
	Central government engagement	Ongoing	TASC
Drowning Prevention Program	Implementation plan	April 2010	RLSSA TASC
	Vacation program implementation	June-August 2010	TASC
	After school program implementation	September-December 2010	TASC
	Program review meetings and workshops	October/November 2010	RLSSA TASC
SwimSafe Trainer Support	Deliver train the trainer workshop and support activities	May 2010	RLSSA TASC
	Trainer supervision, mentoring and support	May-October 2010	RLSSA TASC
	Trainer recruitment and remuneration	April 2010 – ongoing	TASC
	Investigate alternative funding models	June 2010 - ongoing	RLSSA TASC
SwimSafe Venue Management	Development of venue management plan	April 2010	RLSSA TASC
	Development of safety and security plan	April 2010	RLSSA TASC
	Implementation of venue management, safety and security plan	May 2010	TASC
Building Capacity	Program launch event(s)	May/June 2010	TASC
	PR and Promotion	Ongoing	RLSSA TASC AUS GOVT
	Visibility and recognition of Australian government contribution	Ongoing	RLSSA TASC
	Linking SwimSafe to WCDP activities	May 2011	RLSSA TASC
	Linking SwimSafe to Vietnamese government agenda	Ongoing	RLSSA TASC

## Proposed institutional arrangements

Describe the involvement of the key players (including the Australian Government) and the institutional arrangements governing their involvement.

Agency	Roles and responsibilities
<b>Royal Life Saving Society – Australia</b>	<ul style="list-style-type: none"><li>- Key program partner</li><li>- Providing curriculum evaluation</li><li>- Assist in train the trainer activities</li><li>- Source alternative funding streams</li><li>- World Conference on Drowning Prevention 2011 convenors</li></ul>
<b>Australian Government</b>	<ul style="list-style-type: none"><li>- Provision of funding</li><li>- Contract management</li><li>- Internal promotion</li></ul>
<b>The Alliance for Safe Children</b>	<ul style="list-style-type: none"><li>- Program coordinators</li><li>- Program management on the ground in Danang</li></ul>

## Risk Management

The risk management plan below sets out the identifiable issues, their likelihood, impact and the elimination or minimisation management strategies to be implemented by Royal Life Saving Society – Australia throughout this program. The risk management plan will be monitored and adjusted throughout the agreement period.

Issue	Likelihood	Impact	Management Strategy
<b>Reputation</b>			
- <b>Program doesn't achieve objectives</b>	L	M	<ul style="list-style-type: none"> <li>- Comprehensive program management system</li> <li>- Regular monitoring and evaluation</li> <li>- Adjustment of strategies</li> </ul>
- <b>Actions of partners contributes to loss of reputation</b>	L	M	<ul style="list-style-type: none"> <li>- Screening of partners</li> <li>- Communication plan</li> <li>- Management System</li> </ul>
<b>Financial</b>			
- <b>Partner target shortfall</b>	L	M	<ul style="list-style-type: none"> <li>- Conservative targets set</li> <li>- Comprehensive marketing strategy under development</li> </ul>
- <b>Shortfall in funds</b>	L	H	<ul style="list-style-type: none"> <li>- Scalable project plan</li> <li>- Layers added based on financial targets</li> <li>- Leveraging of existing partnerships</li> </ul>
<b>Logistical</b>			
- <b>External event impacts on program i.e. flooding</b>	L	H	<ul style="list-style-type: none"> <li>- Seasonal risk low</li> <li>- Insurance and agreements to hedge against</li> <li>- Contingency plan to be developed</li> </ul>
<b>Management</b>			
- <b>Change in staff and/or volunteers</b>	L	M	<ul style="list-style-type: none"> <li>- Comprehensive management plan</li> </ul>
<b>L= Low, M = Medium, H = High</b>			

## **Risk management in relation to child protection**

The SwimSafe program is a survival swimming program that works with children 5 – 14 years. Child Protection is a mandatory component of all programs involving or having potential involvement of children. An analysis of the risk involved in this program has been conducted, and will be reviewed in project management meetings. The following points outline the key areas of the risk management plan as it relates to child protection.

### **Implementation of RLSSA child protection policy**

RLSSA has a Child Protection Policy that is reviewed biannually. This policy is contained in Appendix one and will be utilised in this project. An important part of this policy is the RLSSA Child Protection agreement. (Copy contained in Appendix two)

### **Field Staff**

Field Staff have no direct or unsupervised contact with children throughout the program. All staff will be trained in the substance and implementation of RLSSA Child Protection Policy. As such they will be required to sign the RLSSA Child Protection agreement.

### **Volunteer training staff**

ALL RLSSA volunteer training staff must undergo a police check with the Australian Federal Police prior to undertaking any activities in relation to this project. It is important to note that these staff are unlikely to have any direct or unsupervised contact with children.

### **Instructional Staff**

Instructional staff are employed by the Department of Education, and in the case of beach venue instructional staff, by the Department of Sport, Cultural and Tourism. Primary responsibility for children protection rests with both of these departments.

RLSSA will incorporate a child protection section into the induction workshop, as well as including monitoring of child protection issues into the roles of swimming pool coordinators.

## Sustainability

The sustainability plan involves the following key strategies:

### Royal Life Saving Contributions

- Royal Life Saving will provide management, oversight and mentoring to the project
- Royal Life Saving will contribute the train-the-trainer expertise
- Royal Life Saving will review and create all public awareness and promotional materials
- Royal Life Saving will support the current regional AYAD in contributions of management
- Royal Life Saving values this contribution in kind at over \$60,000 over two years, plus cash contributions from its revenues at \$30,000 over two years

### Fundraising Strategy

- RLSSA will secure Overseas Aid Gift Deductibility Status (OAGDS) in the coming months. Fundraising for child drowning prevention activities such as SwimSafe Danang is a key priority.
- RLSSA will create a specific fundraising appeal tied to the SwimSafe Danang program that allows the Australian community make contributions to the venues, instructional and public awareness components of the program.
- RLSSA will also seek donor contributions in partnership with Aquatic Facility and Industry groups in Australia
- RLSSA will investigate a fundraising strategy linked to conference participation
- Fundraising is expected to contribute funds in the 2010-2011 budget year, and continue into 2011/2012

### Maximising Local Government Partner Contributions

- Our partners, TASC are currently in the field working with various Government Departments to seek a greater co-contribution to project elements
- From a sustainability perspective, this needs to increase over time
- The contributions we are seeking include a greater contribution towards venue security, supervision and teacher wages
- We expect this to increase in a stepped process, with some savings in final period of 2010/2011 and into 2011/2012

### Corporate Contributions

- RLSSA is seeking a corporate partner for a variety of SwimSafe activities, including SwimSafe Danang as a priority
- World Conference on Drowning Prevention 2011 sponsorships will be linked to this key legacy activity

## Monitoring and evaluation

Monitoring and evaluation will be conducted using the following strategies:

1. Seasonal review and analysis: A review of project achievements against project aims will be conducted at the end of the 2010 program (approximately November). Review findings will be considered in project planning for 2011.
2. Monitoring and evaluation of SwimSafe venues: Monitoring of survival swimming outcomes at individual, venue and regional levels (urban vs. rural vs. Coastal) will be conducted in line with pre and post skills assessments.
3. Performance indicators: The project will be monitored and evaluated alongside the performance indicators below.

Key Area	Tasks	Performance Indicators	Metrics	Timeframe
Stakeholder Engagement	Management of key partners	Management reports and meeting minutes	Monthly	Ongoing
	Engagement of school principals	School stakeholder contact reports	Monthly	Ongoing
	Central government engagement	Meeting minutes	Monthly	Ongoing
Drowning Prevention Program	Implementation plan	Plan endorsed and implemented	1 plan signed by partners	April 2010
	Vacation program implementation	Children reached by vacation program	More than 5500	June - August 2010
	After school program implementation	Children reached by after school program	More than 550	September - December 2010
	Program review meetings and workshops	Review meeting conducted	Program review document	October/November 2010
SwimSafe Trainer Support	Deliver train-the-trainer workshop and support activities	Induction workshop conducted	100 plus instructors	May 2010
	Trainer supervision, mentoring and support	Field reports	2 per venue per year	May - October 2010
	Trainer recruitment and remuneration	Instructor register	100 plus instructors	April 2010 - ongoing
	Investigate alternative funding models	Alternative funding models identified and assessed	Report on viable alternative funding models	June 2010 - ongoing
SwimSafe	Development of venue	Venue Management plan completed	Plan signed and	April 2010

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<b>Venue Management</b>	management plan Development safety and security plan	Safety and Security plan completed	implemented Plan signed	
				April 2010
<b>Building Capacity</b>	Program launch event(s) PR and Promotion Visibility and recognition of Australian government contribution Linking SwimSafe to WCDP activities Linking SwimSafe to Vietnamese government agenda	Launch event completed Media plan implemented Signage plan implemented SwimSafe demonstration workshop at WCDP Formalised relationship between SwimSafe and Vietnamese government	Launch report Media report Signage report Workshops & Presentations during WCDP Documentation of partnership	May/June 2010 Ongoing Ongoing May 2011 Ongoing

These areas will be monitored through the program and addressed in reports and informally through regular contact with the contract manager.

## Timelines

The following table sets out the Action/Activity key timelines:

Date	Action/Activity
April 2010	<ul style="list-style-type: none"> <li>• Securing venues</li> <li>• Negotiating with local partners</li> <li>• Recruiting instructional workforce</li> <li>• Revision of program materials and curriculum</li> <li>• Agreement signed</li> </ul>
May 2010	<ul style="list-style-type: none"> <li>• First payment made (25%)</li> <li>• Conduct trainer workshop and orientation</li> <li>• Set-up venues</li> <li>• Recruitment and scheduling of students</li> </ul>
June 2010	<ul style="list-style-type: none"> <li>• Program launch event</li> <li>• Commencement of SwimSafe vacation program</li> </ul>
June – August 2010	<ul style="list-style-type: none"> <li>• Vacation program continues</li> <li>• Communication activities continue</li> <li>• Volunteer exchange programs implemented</li> <li>• Vietnam stakeholders workshop conducted in partnership with MoLISA</li> <li>• Second payment made (75%) in July</li> </ul>
September 2010	<ul style="list-style-type: none"> <li>• Afterschool program commences</li> </ul>
October – November 2010	<ul style="list-style-type: none"> <li>• Season review, analysis and evaluation compiled</li> <li>• Season report provided to AusAID</li> <li>• After school program continues</li> </ul>
December 2010	<ul style="list-style-type: none"> <li>• After school programs conclude</li> </ul>
February 2011	<ul style="list-style-type: none"> <li>• Venue set-up commences for season 2011</li> <li>• Annual report provided to AusAID</li> </ul>
March 2011	<ul style="list-style-type: none"> <li>• Conduct trainer workshop and orientation</li> <li>• After school lessons commence</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>• Demonstration program confirmed</li> </ul>
May 2011	<ul style="list-style-type: none"> <li>• Conference and associated workshop conducted</li> </ul>
June 2011	<ul style="list-style-type: none"> <li>• Vacation program commences</li> <li>• Exchange and capacity program continues</li> </ul>
June-August 2011	<ul style="list-style-type: none"> <li>• Vacation program continues</li> <li>• Communication activities continue</li> <li>• Volunteer exchange programs implemented</li> <li>• Vietnam stakeholders workshop conducted in partnership with MoLISA</li> </ul>
September 2011	<ul style="list-style-type: none"> <li>• Afterschool program commences</li> </ul>
October - November 2011	<ul style="list-style-type: none"> <li>• Season review, analyse and evaluation compiled</li> <li>• Season report provided to AusAID</li> <li>• After school program continues</li> </ul>
December 2011	<ul style="list-style-type: none"> <li>• Final Report provided to AusAID</li> </ul>

### **Visibility and Recognition**

The visibility and recognition of Australian government support for the SwimSafe project will be achieved in the following ways:

- Signage: Australian government logos will be displayed on each pool utilised by the SwimSafe Danang project.
- Venue Signage: Public awareness of Australian government support for the SwimSafe Danang project, as well as reinforcement of drowning prevention messages will be achieved through the use of venue signage that will include the Australian government logo.
- Materials: The Australian government logo will be included on material designed to support the SwimSafe project.
- Communication strategy: AusAid support will be acknowledged in all communication activities.
- T-shirts: SwimSafe t-shirts are provided to each child when they complete the certification test at the end of twenty lessons. The Australian government logo will be included on these t-shirts.

All items will be reviewed by AusAID and comply with style guide provided.

## Cross-cutting issues

### Gender impact

The drowning issue intersects with the issue of gender in a number of areas including;

- Drowning by nature impacts those with greatest exposure and/or largest skills - knowledge deficit. Data collected post Aceh Tsunami indicates that women are less likely to have basic survival swimming skills than men of similar age, and are also more likely to be supervising young and school aged children prior to drowning events.
- In the case of drowning in low and middle income countries, children living amongst bodies of water – artificial, natural or agricultural, and in regions prone to seasonal weather events and generally under-supervised, bear the greatest burden.
- Drowning prevention strategies such as the development of child-care in Bangladesh have been found to not only protect children during the busy morning hours, but empower women through direct employment, freeing them to continue education or to contribute to local enterprise through other areas of employment.
- Women though well represented among the teaching fraternity in Vietnam, are often under-represented in the physical education teaching ranks. SwimSafe organisers actively work to ensure a non-discriminatory recruitment process and actively encouraged the participation of female instructors. Though the current number of instructors is predominately male, continued effort will be made to increase recruitment of female instructors for years two and three.
- The majority of training and presenting was also conducted by women, to ensure that those women that were recruited to participate were made to feel comfortable and supported during their training and throughout their employment.

### Disability

The drowning issue intersects with the issue of 'disability' in a number of areas including the following;

- In high income countries research indicates that for every drowning death there are upwards of 3-4 drowning incidents where the person survives but retains some disability as a result of this immersion. These disabilities range across the spectrum depending upon the timeframe, effectiveness of emergency response and subsequent care.
- There is no research available that indicates a similar ratio in LMIC's, although it is likely to be impacted upon due to the absence of basic lifesaving skills at community level, deficiencies in primary health care and other cultural/environmental issues.
- Children and adults with disabilities suffer from a general lack of understanding and support in Vietnam. The SwimSafe program organisers were mindful of this, and although medical information on each student was collected prior to their inclusion into the program, no child was prevented from participating in the program based on physical ability or pre-existing medical condition, including disability.

## Reporting

RLSSA will provide six monthly update reports that address the following areas:

- Achievements against activity objectives
- Activities planned for coming quarter
- Issues register
- Financial report

Reports are to be submitted not later than 30 days following the close of the quarter as per the following dates:

- Quarter 2 no later than 31 July 2010
- Quarter 4 no later than 31 January 2010
- Quarter 6 no later than 31 July 2011

A final report is to be submitted no later than 31 November 2011 including audited financial statement.

## Key contractual parameters

The following table sets out the payment milestones;

Payment	Milestone
1. 25% of funds	Signing of contract
2. 75% of funds	July 2010

## Key Contacts

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## Appendix1: RLSSA Child Protection Policy

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<b>POLICY NO:</b>	<b>A - 004-I</b>
<b>POLICY:</b>	<b>RLSSA CHILD PROTECTION POLICY</b>
<b>ORIGINAL POLICY:</b>	<b>AUGUST 2009</b>
<b>LAST REVIEW DATE:</b>	<b>AUGUST 2009</b>
<b><u>REVIEW DATE:</u></b>	<b><i>AUGUST 2011</i></b>

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Royal Life Saving Society - Australia (RLSSA) is committed to the safety and well being of all children. We support the rights of children and will act without hesitation to ensure a child safe environment is maintained.

We are committed to the protection of children from harm, abuse and exploitation.

Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC). RLSSA will uphold these rights.

RLSSA takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children. This will be achieved by identifying and managing risks that may lead to harm.

### **Purpose of this policy**

- This Child Protection Policy (CPP) has been developed to provide a practical guide to prevent child abuse in RLSSA's programs. It outlines a range of risk management strategies which will reduce the risk of children being harmed.
- The CPP aims to educate staff and others about child abuse and promote a child safe and a child friendly culture where everyone is committed to keeping children safe.
- The CPP aims to create an open and aware environment where concerns for the safety and well being of a child can be raised and managed in a fair and just manner, which protects the rights of all.
- RLSSA is obliged to adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where RLSSA programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including: child sex tourism, child sex trafficking, child labour and child pornography.
- For volunteers going on RLSSA secondments, this policy should be read in conjunction with RLSSA's Code of Conduct.

### **Guiding principles**

- RLSSA believes that any form of child abuse and exploitation is unacceptable and will not be tolerated.
- The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights.

- RLSSA recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.
- RLSSA will take proactive steps to create child safe and child friendly programs.
- Adherence to this CPP is a mandatory requirement for all staff and others.
- RLSSA will ensure that all staff and relevant stakeholders are made aware of the CPP and their responsibilities.
- All decisions regarding the welfare and protection of children are made based on the Best Interests of the Child Principle. This principle refers to decisions considering that the child receives maximum benefit possible from services provided, and that the positive impacts of any course of action outweigh any negative impacts.
- Where possible, children will be consulted in the development of the CPP and the implementation of child safe practices.
- Children in our programs should be given opportunities to express their views on matters affecting them.
- RLSSA believes that all children should be equally protected and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background.

## Context

Child abuse is a global problem that affects both boys and girls. It has existed since the beginning of time and is deeply rooted in cultural, economic and social practices. Children are abused physically, sexually, emotionally and through neglect. Children are forced to endure the most hazardous forms of child labour including sweat shops and prostitution. In some countries boys are kidnapped and forced into armed conflict as soldiers. In many countries children experience severe corporal punishment in schools.

Children living in poverty are more at risk of child abuse and exploitation.

- According to the World Health Organisation (2001) forty million children below the age of 15 suffer from abuse and neglect and require social and health care.
- An estimated 1.2 million children are trafficked every year. (Every Child Counts, New Estimates on Child Labour, International Labour Organisation April, 2002; UNICEF 2007)
- 1 million children enter the commercial child sex trade every year (1995 estimate). The numbers are likely to be higher now. (Sale of Children, Child Prostitution and Child Pornography, United Nations A/50/456, Sept 1995)
- 250 million children are involved in child labour; more than 180 million are working in hazardous situation or conditions. (A Future without Child Labour, International Labour Organisation, 2002)
- 1 in 4 females and 1 in 7 girls will experience some form of sexual abuse in their childhood.

## Scope of the policy

This policy applies to all staff, RLSSA volunteers and other key groups. 'Staff' refers to: full time, part time, international and national and also those engaged on short term contracts such as: consultancies, researchers, photographers etc. 'Others' refers to: visitors, board members, trustees, staff in partnership agencies, and any other individuals or groups that have contact with the organisation.

## Child protection risk management

- RLSSA recognizes that there a number of potential risks to children in the delivery of our programs to the vulnerable and disadvantaged. In recognizing these risks, RLSSA

proactively assesses and manages these risks to children in our programs (and in the communities in which we work) to reduce the risk of harm. This is achieved by examining each program and its potential impact on children.

- Programs that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures. However, as children are part of every community in which we work, we are always mindful of potential risks.
- Risk management is an ongoing part of every activity, and RLSSA conducts a child protection risk assessment on every new and emerging program and project, included in the project management cycle.
- Staff and others should continually be aware of risks, and be actively minimizing opportunities and situations where children can be harmed.
- A child abuse incident reporting sheet has been developed and staff are aware of its existence.

## **Code of Conduct for working with children**

Staff members and others are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

All staff should conduct themselves in a manner consistent with their role as a RLSSA representative and a positive role model to children. RLSSA has developed a child safe code of conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.

RLSSA's child safe code of conduct includes:

### **I WILL:**

- Treat all children and young people in our program with respect.
- Conduct myself in a manner that is consistent the values of RLSSA.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Report any concerns of child abuse.
- At all times staff should be transparent in their actions and whereabouts.
- Take responsibility for ensuring they are accountable and do not place themselves in positions where there is a risk of allegations being made.
- Self-assess their behaviours, actions, language and relationships with children.
- Speak up when they observe concerning behaviours of colleagues.

### **I WILL NOT:**

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to their own home/hotel or sleep in the same room or bed as a child.
- Smack, hit or physically assault children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a child.

- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person outside the program times.
- Use RLSSA's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.

### **Use of children's images**

RLSSA will at all times portray children in a respectful, appropriate and consensual way. Our guidelines on the use of children's images, in line with the ACFID Code of Conduct Clause 4.2, are:

- A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- A child and their family must always be asked for consent when using their images.
- When asking for consent to use the image, details should be given as to how and where this image will be used.
- There should be no identifying information of the child used in the publication of images with their location.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- When sending images electronically, file labels should not reveal identifying information.
- All photographers will be screened for their suitability, including police checks where appropriate.

### **Employment of staff and volunteers**

RLSSA is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- Promoting our child safe commitment on our website, in other promotional materials and in all job advertisements.
- All applicants will be made aware of RLSSA's CPP and be informed of the recruitment screening requirements.
- All positions will be assessed for the level for risk in relation to contact with children.
- Positions working directly with children will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children.
- Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be necessary in the international context.
- Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences.
- In positions working directly working with children, the panel will explore the candidate's motivations for working with children, which will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- A minimum of three reference checks will be required for all preferred candidates.

This would include short and long terms positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. RLSSA will verify the identity of the referee and make direct contact with each of these referees. Written references will not be accepted. RLSSA reserves the right to request additional references.

- All staff and all others involved with the organisation will be required to have a police clearance or relevant criminal history checks depending on the country of origin.
- Where the candidate is working directly with children in Australia, they may require a Working with Children Check (depending on the jurisdiction).
- All staff and others will be required to read and sign the RLSSA's CPP.
- RLSSA reserves the right to refuse employment to or terminate any person's employment that may pose a risk to children.

### **Child abuse reporting processes and how to respond to a child who has been abused**

RLSSA considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately. It is mandatory for all RLSSA staff and others to report concerns or allegations of child abuse. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. If you do have a concern you should immediately follow RLSSA's child abuse reporting procedures.

#### Who should report?

- All RLSSA staff and others including people in the community and partner organizations.

#### What should be reported?

- Any disclosure or allegation from a child/community member or staff regarding the safety/abuse exploitation of a child.
- Any observation or concerning behaviour exhibited by an RLSSA staff, volunteer or other relevant stakeholder that breaches the RLSSA code of conduct for working with children.
- Inappropriate use of the organisation's photographic equipment or computers including evidence of child pornography.
- Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

#### Who to report to?

Child abuse reports should be made to the Chief Executive Officer.

#### Reporting of child abuse allegations overseas

Child abuse reports should be made to the Chief Executive Officer.

- A local reporting procedure will guide the process based on whether the allegation constitutes a criminal offence in the country, or whether it is a breach of the RLSSA code of conduct and will be dealt with as a disciplinary matter.
- The first step will be to gather all the relevant information and address any health and protection needs of the child. The matter may be directly referred to the local police and or authorities if the allegations are considered to be criminal offences.
- If the incident has occurred outside of the program the matter will be referred to an external body or agency dealing with child protection matters in the country.

## When to report?

- Child abuse concerns should be raised immediately.

## How should it be reported?

- Verbally and by completing the RLSSA child abuse incident reporting sheet.

## What will happen next?

The Chief Executive Officer will discuss the allegations and then decide upon the next step.

This will involve either:

- Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision;
- Report to local police and or child protection authority;
- Report made to the Australian Federal Police
- Concern handled internally if it is not a criminal matter
- No further action taken

RLSSA will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently.

All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. RLSSA will ensure that the interests of anyone reporting child abuse in good faith are protected. Any employee who intentionally makes false and malicious allegations, will face disciplinary action.

## Other actions to take:

- *Protect the child* - Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimization. The child may require medical assistance or counseling support. Where possible the child should remain in the place of residence or relevant program. Exceptions may be made where the child is deemed to be at risk of victimization by peers as a result of the allegation or because the alleged abuse has occurred in home-based care. If the child is in immediate danger you should make arrangements for the child to go to a safe place.
- *Distance the alleged perpetrator* - The best interest of the child may warrant the standing down of a staff member or volunteer. Any staff member stood down in this manner continues to receive full pay - this measure recognizes that that the member is entitled to a just process that does not pre-judge guilt or innocence. Any volunteers who are stood down should similarly receive any reasonable reimbursement of costs.
- *Confidentiality* - All reports, the names of people involved and the details will remain confidential. Only the Chief Executive Officer, and the people involved will be informed of the report. Details will be released on a "need to know" basis or when required by relevant local or Australian law or a notification to police or child protection authorities is made.

## **Reviewing the Child Protection Policy**

RLSSA's Child Protection Policy will be reviewed every two years. The Chief Executive Officer will manage the review of the CPP, and staff will be consulted in this process.

## Glossary

### Child (plural 'children')

In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier.

### Child abuse

All forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse.

### Child protection

An activity or initiative designed to protect children from any form of harm, particularly arising from child abuse or neglect.

### Child pornography

In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information regarding child pornography offences, refer to the Criminal Code Act 1995.

### Child-sex tourism

The sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children. For further details, refer to the Crimes Act 1914 Part IIIA (Child Sex Tourism).

### Criminal record check

A check of an individual's criminal history record.

In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as 'overseas employment.' Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to give their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used, including sighting by AusAID.

### Particularly vulnerable children

Children who are particularly vulnerable to abuse, such as children with physical and mental disabilities, homeless children, child sex workers and children impacted by disasters.

### Working with children

Working in a position that involves regular contact with children, either under the position description or due to the nature of the work environment.

## Appendix 2: Code of Conduct for working with children

I, \_\_\_\_\_, engaged by RLSSA, agree that while implementing RLSSA sanctioned activities;

I will:

- Treat all children and young people in our program with respect.
- Conduct myself in a manner that is consistent the values of RLSSA.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Report any concerns of child abuse.
- At all times staff should be transparent in their actions and whereabouts.
- Take responsibility for ensuring they are accountable and do not place themselves in positions where there is a risk of allegations being made.
- Self-assess their behaviours, actions, language and relationships with children.
- Speak up when they observe concerning behaviours of colleagues.

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to their own home/hotel or sleep in the same room or bed as a child.
- Smack, hit or physically assault children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person outside the program times.
- Use RLSSA's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.

### Use of children's images for work related purposes

When photographing or filming a child for related purposes, I must:

- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Before photographing or filming, obtain consent from the child and/or their parent or guardian. When asking for consent to use the image, details should be given as to how and where this image will be used.

## SwimSafe Danang 2010-11 Proposal

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- There should be no identifying information of the child used in the publication of images with their location. When sending images electronically, file labels should not reveal identifying information.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.

I understand that the onus is on me, as a person engaged by RLSSA, to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing RLSSA sanctioned activities.

I have read and understand the *RLSSA Child Protection Policy (A – 004-I)*.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_