



PROPOSAL
Australian Government Support for
SwimSafe Danang - Drowning Prevention Program 2012
Presented by:

Justin Scarr - Chief Operating Officer
Royal Life Saving Society - Australia
7/12/2011 (Updated 17.1.2012)

Introduction

This proposal sets out a request for consideration of funding to extend the Swim Safe Danang program into 2012.

The proposed extension of Swim Safe Danang into 2012 is based on the following rationale:

Strong stakeholder support

- Child drowning is a public health issue of growing significance in Vietnam and across Asia.
- The Government of Vietnam has a specific, though underfunded, set of policies and programs to respond to child drowning prevention.
- Swim Safe Danang, as a pilot and demonstration project has generated significant interest and support from national and provincial governments, NGOs and multilaterals working in Vietnam.

Emerging evidence to support survival swimming

- Evidence shows that 'survival swimming' for school aged children has reduced drowning by >85% in communities in Bangladesh.
- This evidence is based on SwimSafe in Bangladesh, and whilst not easily extrapolated to SwimSafe Danang, it reinforces the validity of structured, well managed and monitored programs of this nature.

Building and supporting local capacity

- SwimSafe Danang has partnered with Danang Department of Education and Training who has long term aspirations to over-see the program.
- SwimSafe is developing a cohort of master trainers who have the capacity to emerge as local program managers, and who are providing support to other high drowning provinces.
- Ministry of Education and Training has used Swim Safe in support of its survival swimming policy, to create program management awareness among principals and departmental heads in 15 provinces, and to provide capacity training for instructors throughout 2011. It has expressed interest in a deeper partnership in 2012.

Uniquely identifiable as Australian

- Swimming and water safety are well known to Australian families.
- Swim Safe is based on the RLSSA Swim and Survive Program.

Drowning prevention policy being clarified

- AusAID has committed to explore the impact of child drowning in key countries in Asia, and to evaluate the feasibility of a specific policy for drowning prevention.

Rationale and Background

The SwimSafe Danang program is a partnership with key stakeholders in Vietnam to support the development of drowning prevention research, policy and practice, and the associated capacity to prevent drowning through survival swimming instruction in Vietnam and the wider region.

SwimSafe Danang is a large scale pilot program that uses survival swimming lessons as a drowning prevention strategy in Danang, Vietnam. It is delivered in partnership with The Alliance for Safe Children (TASC), the Peoples Committee of Danang and the Danang Department of Education and Training. Additional partnerships have been formed with the Government of Vietnam's Inter-ministerial panel on Child Drowning, and the Ministry of Education and Training.

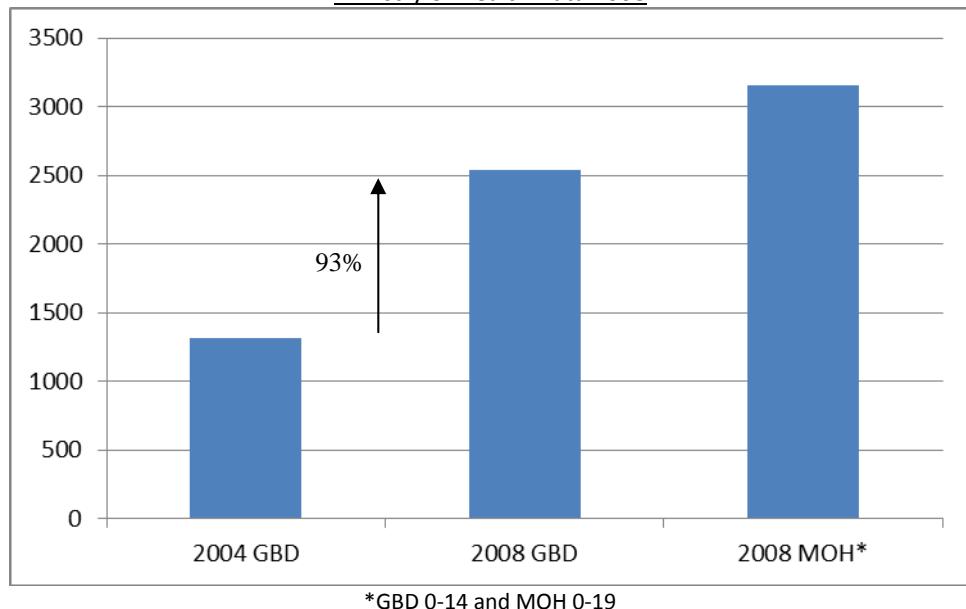
SwimSafe Danang commenced in 2009 as a component of the Safe Danang project. It continued in 2010 – 2011 with financial support from Australian Government through AusAID and the Royal Life Saving Society – Australia.

Child Drowning in Vietnam

According to the Ministry of Health 6,153 people drowned in Vietnam in 2008, 57.2% or 3153 of these deaths were children aged 0-19. 18% (1,107) of all drowning occurs in children under-five and 39.2% (2,411) in school aged children and adolescents.

Although there is significant variation in drowning estimates from sources including data from Ministry of Health, Health and Injury Studies, and the Global Burden of Disease data it appears that child drowning is a growing problem in Vietnam. Some of this variation is shown in the table below.

Table 1: Variation in child drowning estimates from three sources; Global Burden of Disease 2004, 2008 and Ministry of Health Data 2008



Child drowning as an issue received significant focus during the Oct/Nov 2011 flooding in the Mekong region, when it was found that children were over represented in flood related deaths. This prompted Government, UNICEF and other NGO's to call for a range of measures including survival swimming training for children.

Government of Vietnam Drowning Prevention Policy

In recent years the Government of Vietnam has taken steps to address child drowning, both as part of the Ministry of Health focus on injury prevention and research, and through a range of policy and program initiatives.

In 2009 it formed the Inter-ministerial Panel on Child Drowning, which is led by the Ministry of Labour, Invalids and Social Affairs (MoLISA) and consists of Government Ministries who have some relationship to child drowning i.e. transportation, agriculture and education. This panel is supported by UNICEF/WHO, and was the principle partner in the World Conference on Drowning Prevention 2011 (WCDP 2011). This panel has identified 15 high drowning provinces, formulates plans and monitors provincial application of those plans.

In 2010 the Ministry of Education and Training (MOET) announced a policy in which all primary schools are required to teach children survival swimming. This policy caused much consternation among school principals, and provincial governments as no funding or guidance was provided beyond the basic requirement. Key barriers include a lack of venues (swimming pools or safe open water), a lack of trained staff and a lack of coordinated program.

Through the WCDP 2011 representatives from across provincial governments and key ministries presented a range of policies and programs focused on child drowning. An urgent need for funding, the support of multilaterals and NGO's was reinforced by all.

SwimSafe Danang 2009 - 2011

SwimSafe Danang was established in 2009 as a component of the Safe Danang project. The project was initiated by 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.

In 2010, the program was expanded with assistance from the Australian Government. The stated justification for this support in 2010 included SwimSafe Danang's potential to influence and support the Vietnamese Government's drowning prevention activities. In the 2011 SwimSafe Report RLSSA provided an update on progress in some of these key areas. (Textbox 1)

Textbox 1: Excerpt from SwimSafe Report 2011

- Potential as a demonstration project for the Government of Vietnam's Inter-ministerial panel on child drowning prevention
 - o RLSSA partnered with the Inter-ministerial panel on child drowning and provided support for drowning prevention workshops in 2011, and in conjunction with the WCDP 2011 event.
- Potential to support the Ministry of Education's policy on survival swimming in schools
 - o SwimSafe has provided direct support through two hosted workshops for MOET personnel at SwimSafe Danang in 2011, contributions to national conferences in 2011 and trainer support for provincial workshops in 2011.
- Potential as a demonstration project for emerging programs in other East Asian countries including Cambodia and Laos
 - o SwimSafe hosted delegation from Malaysia, Philippines, Cambodia and Laos, during the WCDP 2011 event.
 - o SwimSafe has received enquiries for program support from Laos and Cambodia
 - o SwimSafe Danang was featured at the WHO ASEAN Regional Drowning Prevention Workshop in Manila in 2010
- 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 LMICs
 - o SwimSafe was a significant focal point during the WCDP 2011 event
 - o The Governor General attended SwimSafe and presented trainer and student awards
 - o SwimSafe conducted a workshop featuring local stakeholders
 - o Related data was presented during key notes and parallel streams
- Position as 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.
 - o RLSSA has facilitated exchanges between Thailand, Bangladesh and Vietnam
 - o Program enhancements were made
 - o The portable pools have been imported into Bangladesh and are being tested for feasibility, durability in the South Asian context

SwimSafe Danang 2012 Proposal

The SwimSafe program reached 4,626 children in 2010 across 12 venues, and 5,839 children in 14 venues in 2011. Venues included portable swimming pools located in 11 schools across the province, 1 rehabilitation pool, and 2 open water locations. The program was conducted in four modes; as an after school program pre and post summer, as a vacation program and during winter.

Children were provided 20 swimming and water safety lessons with the goal of achieving 25 metres of continuous swimming, and a survival sequence which included floating for over a minute. Pass rates varied from an overall pass rate of 68.7% in 2010, rising to 84.3% in 2011.

Pass rates were reviewed in detail following SwimSafe 2010, and adjustments were made to teaching techniques, assessment guidelines and class management techniques. This resulted in improved pass rates across all age groups. (Table 2 & 3)

Table 2: Pass rates by age Swim Safe 2010 (4626)

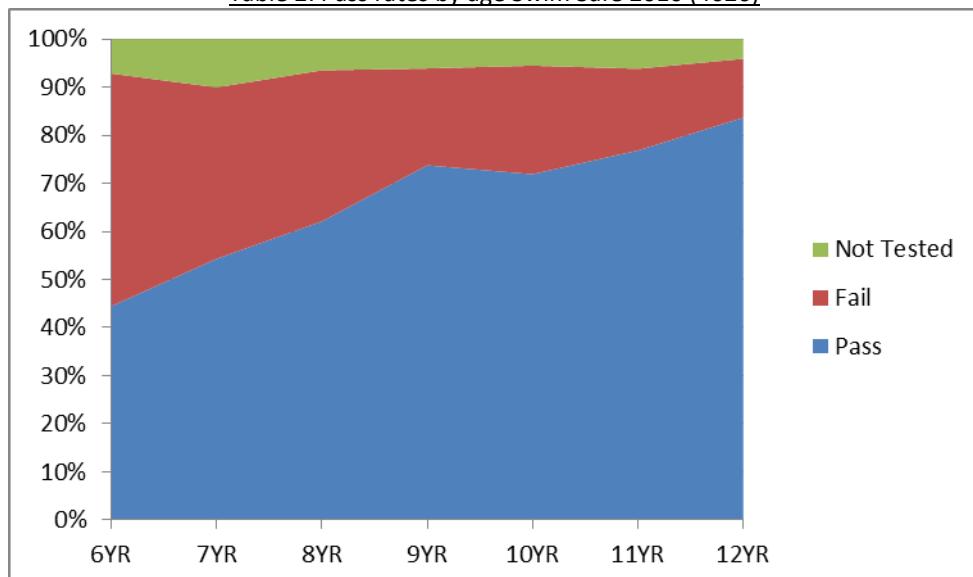
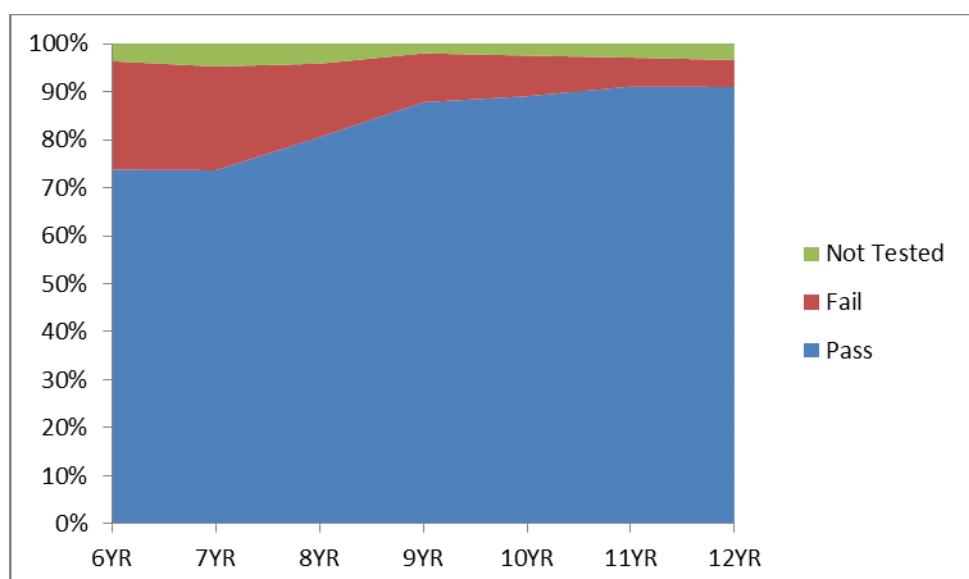


Table 3: Pass rates by age Swim Safe 2011 (n=5,839)



SwimSafe Danang 2012 Proposal

Sustainability

RLSSA has been working to a sustainability plan that was presented in 2010. Below are the key elements of the sustainability strategy, with 2011 updates;

- Royal Life Saving Contributions (2010 forecast)

- 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

- 2011 Update:

- RLSSA continues to provide in kind contributions to program management, design and supervision.
- RLSSA cash contribution to SwimSafe 2009-2011 exceeds \$250,000 (although this level is unsustainable without fundraising and other partnerships)
- RLSSA Board witnessed the SwimSafe program in Danang during WCDP2011 and remains committed to supporting it as a mechanism to support the Government of Vietnam's survival swimming policy
- RLSSA has budgeted to make a continued cash contribution to international development in and funds are to be allocated to SwimSafe in 2011-2012 pending confirmation of continuation

- Fundraising Strategy(2010 forecast)

- 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

- 2011 Update

- RLSSA has achieved OAGDS status
- RLSSA is building a fundraising website in support of its international development activities
- This website will be completed within 3 weeks and will provide a mechanism for donations and regular giving
- RLSSA has received small scale corporate donations from Australian companies, but has yet to identify a potential long term corporate partner

- Maximising Local Government Partner Contributions (2010 forecast)

- 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

- Update 2011

SwimSafe Danang 2012 Proposal

- RLSSA has received a letter requesting further support from Department of Education and Training Danang
 - RLSSA/TASC met with Ministry of Education and Training (August 2011) regarding support for additional provincial programs, and is expecting a letter of request in the next week
 - There is some evidence of contributions from partners but at this stage it is channelled at program extension i.e. conducting classes within school hours, or outside of program period Oct – Mar).
 - Department of Education and Training Danang is pressuring for increased scale of program across Danang, meaning that any likely contributions on their part will be directed towards widening the program rather than taking responsibility for its current form.
- **Corporate Contributions (2010 forecast)**
- 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
- **Update 2011**
- WCDP sponsorships focused on partner attendance and capacity in other provinces and among policy makers
 - RLSSA continues to look for local corporate partners, but has so far been unsuccessful
 - Local business raised \$12,500 for Swim Safe Danang via charity golf day in 2011, scheduled again in 2012.
 - JWT Asia Regional Director is talking to several companies regarding sponsorship, although this remains unlikely in the short term and risks confusing the wider development program. Currently speaking with ANZ.

Australian Government Support for the emerging issue of drowning

The Australian Government has provided support to Royal Life Saving in three areas:

1. As a major partner in the WCDP 2011
2. Through the establishment of the International Drowning Research Centre in Bangladesh
3. Through the SwimSafe Danang project

In June 2011, AusAID initiated the development of a concept note to guide and clarify its drowning prevention policy following the WCDP 2011. This concept note sought to focus on the Mekong region and Bangladesh. At this point the policy development process is continuing.

Letters of Support

Letters of support have been received from:

- Appendix 2: Letter of support from Huỳnh Thị Tam Thanh, Vice Director, Danang People's Committee.
- Appendix 3: Letter of support from Ngu Duy A, Director of Students Affairs Department on behalf of Minister

Swim Safe 2012 Proposal

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 in 2012. The SwimSafe Danang Program is 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 implement the SwimSafe Danang –program in 2012 as a demonstration program to strengthen 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 fourteen venues and reaching at least 6,000 students in 2012.
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 14 SwimSafe venues.
5. Building Capacity –To utilise SwimSafe Danang as a demonstration project to build capacity in Vietnam to implement national survival swimming policy, and ultimately establish a national program or transfer responsibility to local authorities.

Expected outputs:

The table below outlines the expected program outputs. Final report data should be considered in reading this section.

Key Area:	Stakeholder Engagement
Specific Objective:	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
Management of key partners	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.
Engagement of school principals	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.
Central Government engagement	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 and the Ministry of Education and Training must remain engaged.

Key Area:	Drowning Prevention Program
Specific Objective:	To develop, implement and review the survival swimming program in fourteen venues and reaching at least 6,000 students.
Funded Components (Outputs)	Description
Implementation plan	An implementation plan covering program logistics, including curriculum, resources and trainers will be developed. This plan will be vital to ensuring smooth and efficient running of the SwimSafe program.
Vacation program implementation	The vacation program is an integral part of the SwimSafe 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.
After school program	The after school program provides the opportunity to continue

SwimSafe Danang 2012 Proposal

implementation	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.
Program review meetings and workshops	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
Specific Objective:	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
Deliver train the trainer workshop and support activities	An induction program will be delivered for new and returning trainers. It will focus on program logistics, quality instruction, student and venue safety.
Trainer supervision mentoring and support	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.
Trainer recruitment and remuneration	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.
Investigate alternative funding models	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.

Key Area:	SwimSafe Venue Management
Specific Objective:	To develop and implement the venue management, safety and security plan across the 14 SwimSafe venues.
Funded Components (Outputs)	Description
Development of venue management plan	The venue management plan will include best practice

SwimSafe Danang 2012 Proposal

	recommendations on the construction of pool venues and portable pools, conduct of operations and filtration.
Development of safety and security plan	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.
Implementation of venue management, safety and security plan	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.

Key Area:	Building Capacity
Specific Objective:	To utilise SwimSafe Danang as a demonstration project to build capacity in Vietnam to implement national survival swimming policy, and ultimately establish a national program or transfer responsibility to local authorities.
Funded Components (Outputs)	Description
Program launch event(s)	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.
PR & Promotion	Coordinate media coverage 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.
Visibility and recognition of Australian Government contribution	SwimSafe Danang will acknowledge the Australian Government contribution through venue signage, PR campaigning and on key program materials.
Linking SwimSafe to Vietnamese Government Agenda	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 total budget is \$318,160. Funding of \$200,000 is requested.

Royal Life Saving will commit to the balance, to be generated from a range of sources including RLSSA funding, fundraising and sponsorship. The technical and management inputs provided (in-kind) by Royal Life Saving have not been valued in this proposal, and are in addition to the above amount.

Category	Budget 2012	% of total
Stakeholder Engagement & Project Mgt		
<u>Sub Total</u>	\$ 71,600	23%
Venue Management & Safety		0%
<u>Sub Total</u>	\$ 57,800	18%
Instructors and Trainers		0%
<u>Sub Total</u>	\$ 116,000	36%
Danang Office Support, transportation and Financial Reporting		0%
<u>Sub Total</u>	\$ 72,760	23%
Total	\$ 318,160	100%

*Vietnamese Government has adjusted their labour laws and increased pay rates. This impacted on increases for local project staff and instructional staff.

Increased allocation due to increased compliance costs. This include NGO re-registration costs with VN Gov, TASC financial reporting in VN and US.

^ Supervision expenses largely at schools by non-instructional staff i.e. school principals and lead teachers. Tasks include coordinating enrolment, attendances and data collection.

[API] 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 has managed the program since 2009. 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.

Additional position 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	Ongoing	RLSSA/TASC
	Vacation program implementation	June-August 2012	TASC
	Program review meetings and workshops	Ongoing	RLSSA/TASC
SwimSafe Trainer Support	Deliver train the trainer workshop and support activities	May 2012	RLSSA/TASC
	Trainer supervision, mentoring and support	May-October 2012	RLSSA/TASC
	Trainer recruitment and remuneration	April 2012 – ongoing	TASC
	Investigate alternative funding models	Ongoing	RLSSA/TASC
SwimSafe Venue Management	Venue management plan	April 2012	RLSSA/TASC
	Safety and security plan	April 2012	RLSSA/TASC
Building Capacity	Program launch event(s)	May/June 2012	TASC
	PR and Promotion	Ongoing	RLSSA/TASC
	Visibility and recognition of Australian government contribution	Ongoing	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
Royal Life Saving Society – Australia	<ul style="list-style-type: none"> - Key program partner - Providing curriculum evaluation - Assist in train the trainer activities - Source alternative funding streams
The Alliance for Safe Children (TASC)	<ul style="list-style-type: none"> - Program coordinators - Program management on the ground in Danang
Australian Government	<ul style="list-style-type: none"> - Provision of funding - Contract management - Internal promotion

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

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 1)

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 values this contribution the balance of funds, generated via fundraising, sponsorship and organisational funds.
- Royal Life Saving will explore feasibility of a national or regional SwimSafe program

Fundraising Strategy

- RLSSA has secured Overseas Aid Gift Deductibility Status (OAGDS)
- 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

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
- Partners have been consulted and understand that our ultimate goal is to either connect SwimSafe into a national program or transfer responsibility to their management at the end of 2012

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 has been conducted at the end of the 2011 program. Review findings will be considered in project planning for 2012.
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.

A comprehensive evaluation will be conducted throughout 2012 program season. This evaluation report will be delivered along with final report. RLSSA will engage AusAID in review of evaluation objectives and scope.

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	One off	April 2012
	Vacation program implementation	Children reached by vacation program	More than 6000	June - August 2012
	Program review meetings and workshops	Review meeting conducted	Program review document	October/November 2012
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	May - October 2012
	Trainer recruitment and remuneration	Instructor register	100 plus instructors	April 2012 - ongoing
	Investigate alternative funding models	Alternative funding models identified and assessed	Report on viable alternative funding models	June 2012 - ongoing
SwimSafe Venue Management	Development of venue management plan	Venue Management plan completed	Plan signed and implemented	April 2012
	Development safety and security	Safety and Security plan completed	Plan signed	April 2012

SwimSafe Danang 2012 Proposal

<u>plan</u>				
Building Capacity	Program launch event(s)	Launch event completed	Launch report	May/June 2012
	PR and Promotion	Media plan implemented	Media report	Ongoing
	Visibility and recognition of Australian government contribution	Signage plan implemented	Signage report	Ongoing
	Linking SwimSafe to Vietnamese government agenda	Formalised relationship between SwimSafe and Vietnamese government	Documentation of partnership	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
February – March 2012	<ul style="list-style-type: none">• Contract executed• First tranche paid• Negotiating with local partners• Securing venue agreements• Recruiting instructional workforce• Revision of program materials and curriculum
April 2012	<ul style="list-style-type: none">• Set-up venues• Conduct trainer workshop and orientation
May 2012	<ul style="list-style-type: none">• Progress report• Second tranche paid• Recruitment and scheduling of students
June 2012	<ul style="list-style-type: none">• Program launch event• Commencement of SwimSafe vacation program
June – August 2012	<ul style="list-style-type: none">• Vacation program continues• Communication activities continue• Volunteer exchange programs implemented• Vietnam stakeholders workshop
September 2012	<ul style="list-style-type: none">• Season review commences
October – November 2012	<ul style="list-style-type: none">• Season review, analysis and evaluation compiled• Evaluation report submitted• Final report provided to AusAID• Future shape determined

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.
- **Certificates:** SwimSafe certificates are given to all program participants, principals and instructors. These will be branded.

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

Strategies to ensure 6,000 participants is exceeded

The program target of 6,000 was only just achieved in 2011, when considering participants in the after school cycle.

Program managers are confident that 6,000 will be exceeded again in 2012. Factors to be considered include that the 11th portable pool will be operational for the full season.

Potential risks include:

- That the beach venue doesn't achieve full enrolment
 - This will be managed by adjusting recruitment timeframes for beach venues (focusing on April/May)
 - Catchment area will be expanded to include additional schools
- Significant structural failure at venue
 - Maintenance and monitoring system should this risk as much as is possible
 - Most known problems can be rectified with local solutions

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 a 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.

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 significantly higher 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 update reports that address the following areas:

- Achievements against activity objectives
- Activities planned for coming quarter
- Update of progress in sustainability plan
- Issues register
- Financial report

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

- Progress Report no later than 15th May 2012
- Sixth Month Report no later than 31 July 2012
- Final Report) no later than 31 November 2012

A final report is to be submitted no later than 31 November 2012 including audited financial statement.

Key contractual parameters

The following table sets out the payment milestones;

Payment	Milestone	Date
1. \$100,000	Execution of Contract	February 2012
2. \$100,000	Acceptance of progress report	May 2012

Key Contacts

Justin Scarr
Chief Operating Officer

Royal Life Saving Society - Australia
PO Box 558 Broadway NSW 2007

Ph +61 2 8217 3112
Mob 0408 434 011
Fax +61 2 8217 3199
<mailto:jsarr@rlssa.org.au>

Appendix1: RLSSA Child Protection Policy

POLICY NO:	A - 004-I
POLICY:	RLSSA CHILD PROTECTION POLICY
ORIGINAL POLICY:	AUGUST 2009
LAST REVIEW DATE:	DECEMBER 2011
<u>REVIEW DATE:</u>	<i>AUGUST 2012</i>

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 2012 Proposal

- 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: _____

Respectfully addressed to:

- Royal Life Saving Society Australia;
- The Alliance for Safe Children (TASC).

SwimSafe, funded by RLSSA and TASC, has been operated in Danang for 3 years with the aim to prevent drowning for children. This is really a useful program which has the object to prevent injury for children. It is supported by many parents, and by the local authorities at many levels.

In 3 years operating program, nearly 15,000 children have been taught. These children have skills such as swimming and floating, and they can be safe when they enter the water environment. This contributes to reducing drowning for children.

During the time the program has been in operation the TASC office in Danang City pays attention to and coordinates with DOET to instruct and monitor the activities at the pools. The children have good results, not only in safe swimming skills, but also in their physical training issues.

We sincerely send you our deep thanks for this help and support.

However, every year Danang has 65,000 primary school students. Therefore, the number of children who have a chance to take part in the program (5,000 kids/ year) is still very small compared to the total number of the city's primary school students.

With the aims of helping students to have the necessary skills to use when they meet the water environment and reducing the maximum number of child drownings, Danang DOET hopes to continue to be funded by RLSSA and TASC to maintain the activities of SwimSafe in Danang for the next few years.

Sincerely,

Signed for Director by

**Huỳnh Thị Tam Thanh
Vice Director**

**MINISTRY OF EDUACATION
AND TRAINNING**

o

NO: /BGDDT-CTHSSV
Regarding continuation of funding for
SwimSafe program in Vietnam

SOCIALIST REPUBLIC OF VIET NAM
Independence - Freedom - Happiness

Hà Nội, date 8th September, 2011

Respecfully
addressed to:

Mr Justin Scarr
Chief Operating Officer
The Royal Life Saving Society-Australia
PO Box 558 Broadwa Sydney, NSW 2007, Australia,
E mail: jscurr@rlssa.org.au

First, the Vietnam MOET sincerely thanks and highly appriciates the results which RLSSA has supported and has operated the model- SwimSafe program in Danang through TASC, RLSSA's international partner.

After 3 years operating in Danang City, The SwimSafe Program has taught over 15,000 primary school students so far. From the above number, we can evaluate this as a program which is operated effectively, is suitable for primary school ages, and attracts parents as well as enthusiastic paticipation of children. Beside operating swimming teaching for Danang City primary school students effectively, with the help from TASC, MOET also organized 2 training course about SwimSafe program for physical education teachers at primary schools from some other provinces. Training materials developed by RLSSA form the curricula for these courses. RLSSA trainers have participated in these courses as direct technical resources. Their assistance helped make the training most relevant for our teachers. The content of SwimSafe provides swimming teaching methods which are practical and appropriate to primary school students' psychology. Teachers who took part in SwimSafe traning course were taught skills and methods meeting the request of swimming teaching for primary school students. It is expected that in October 2011, MOET will continue coordinating with TASC to organize 2 more training courses about SwimSafe for teachers in Ho Chi Minh City and Lam Dong province.

Vietnam is a country where there are complicated terrain and geography, long beaches and interlacing systems of ponds, lakes, rivers and drains. Material facilities's condition is still limited (lack of pool and teaching staff, the curriculums are not the same), which is one of reasons leading to death by drowning in VietNam. Recently, with the interest of society, the collection of data and reports about Vietnamese children drowning have made the drowning rates clearer.

The SwimSafe Program has operated for 3 years in Da Nang, and has reached close to 15,000 primary school students so far. However, the population in the primary schools in Da Nang is close to 65,000 students. Therefore, the number of students who need training in swimming is very big. The Da Nang DOET would like the program there to continue so that all Da Nang primary school children might benefit/ have chances to take part in the program. The

MOET agrees with their interest in seeing the program continue and hopes that next time RLSSA can continue supporting the program not only in Da Nang but also in others provinces.

If the program still receives interest and support from RLSSA, the MOET can be the main national partner. The MOET can facilitate mechanisms and policies to help SwimSafe work effectively in Vietnam. Presently, Vietnam has national policy on reducing children drowning. The help and support from RLSSA will make operating and carrying out the policy easier. Therefore, the MOET would like to expand the cooperation with RLSSA and TASC to achieve our national goal on preventing children drowning.

We would welcome hearing from you soon about RLSSA's interests in continuing and possibly expanding child drowning prevention activities in Vietnam in the future.

We highly appreciate and offer thanks for the coordination of Royal Life Saving Australia and for what you have done.

Sincerely!

**On behalf of Minister
Director of Students Affairs Department**

Received places:

- About;
- TT. Trần Quang Quý (để
b/c);
- Lưu: VT, Vụ CTHSSV.

Ngu Duy Anh

Hà Nội, ngày 18 tháng 9 năm 2011

Kính gửi:

Ông Justin Scarr

Giám đốc điều hành Hiệp hội Cứu Hộ Hoàng Gia Úc

PO Box 558 Broadwa Sydney, NSW 2007, Australia,

E mail: js carr@rlssa.org.au

Trước tiên, Bộ Giáo dục và Đào tạo Việt Nam xin trân trọng cảm ơn và đánh giá cao những kết quả mà Hiệp hội Cứu hộ Hoàng Gia Úc (RLSSA) đã tài trợ, triển khai mô hình Chương trình Bơi An Toàn tại Đà Nẵng thông qua Liên minh vì sự an toàn trẻ em (TASC) là đối tác quốc tế của Hiệp hội Cứu hộ Hoàng Gia Úc.

Sau hơn 3 năm triển khai tại thành phố Đà Nẵng, Chương trình đã dạy cho trên 15.000 học sinh tiểu học của Đà Nẵng biết bơi, qua số liệu trên có thể đánh giá đây là chương trình được triển khai rất hiệu quả, phù hợp với lứa tuổi học sinh tiểu học và thu hút sự tham gia tích cực của các em học sinh cũng như các bậc phụ huynh. Ngoài việc triển khai hiệu quả công tác dạy bơi cho học sinh tiểu học của thành phố Đà Nẵng, với sự giúp đỡ của TASC, Bộ Giáo dục và Đào tạo đã tổ chức được 02 khóa tập huấn Chương trình bơi an toàn cho đội ngũ giáo viên thể dục thể thao trường tiểu học tại một số tỉnh; tài liệu sử dụng cho các khóa tập huấn là Giáo trình giảng dạy Bơi an toàn do RLSSA phát triển. Tại các khóa tập huấn này còn có sự tham gia, hỗ trợ, chia sẻ kỹ thuật trực tiếp của các chuyên gia đến từ RLSSA, điều này đã giúp cho khóa học trở lên thực sự bổ ích đối với các học viên. Nội dung, tài liệu Chương trình Bơi an toàn đã đề cập đến những phương pháp dạy bơi rất thiết thực, phù hợp với tâm lý của học sinh ở cấp tiểu học; các giáo viên tham gia khóa tập huấn Chương trình Bơi an toàn được trang bị đầy đủ những kỹ năng, phương pháp, đáp ứng tốt việc dạy bơi cho học sinh tiểu học. Dự kiến tháng 10/2011, Bộ Giáo dục và Đào tạo tiếp tục phối hợp với TASC tổ chức 02 khóa tập huấn Chương trình bơi an toàn cho đội ngũ giáo viên của thành phố Hồ Chí Minh và tỉnh Lâm Đồng.

Việt Nam là quốc gia có địa hình, địa lý phức tạp, có bờ biển dài, hệ thống ao hồ, sông ngòi, kênh rạch chằng chịt; điều kiện cơ sở vật chất tổ chức dạy bơi cho học sinh còn hạn chế (thiếu bể bơi, thiếu đội ngũ giáo viên, giáo trình giảng dạy chưa thống nhất) đây là một trong những nguyên nhân chính gây tai nạn đuối nước đối với trẻ em, học sinh ở Việt Nam. Những năm gần đây với sự quan tâm của toàn xã hội thì việc ghi chép số liệu và các báo cáo về tỷ lệ tai nạn đuối nước ở trẻ em, học sinh Việt Nam ngày càng rõ ràng hơn.

Chương trình Bơi an toàn Đà Nẵng trong 3 năm đã dạy được cho trên 15.000 học sinh, tuy nhiên số học sinh cần được học bơi ở riêng thành phố Đà Nẵng hiện nay trên 65.000 học sinh tiểu học, như vậy có thể thấy được số lượng học sinh tiểu học cần được

học bơi là rất lớn. Ngành Giáo dục và Đào tạo thành phố Đà Nẵng mong muốn Chương trình tiếp tục thực hiện để tất cả học sinh của Đà Nẵng có cơ hội tham gia Chương trình. Bộ Giáo dục và Đào tạo đồng ý với sự quan tâm, mong muốn của Sở Giáo dục và Đào tạo thành phố Đà Nẵng và hy vọng rằng ngoài việc RLSSA tiếp tục tài trợ Chương trình tại Đà Nẵng sẽ mở rộng tài trợ Chương trình ra một số tỉnh, thành phố tại Việt Nam trong thời gian tới.

Được phía RLSSA quan tâm, tài trợ, Bộ Giáo dục và Đào tạo Việt Nam tạo mọi điều kiện thuận lợi về cơ chế, chính sách và chỉ đạo các địa phương để Chương trình hoạt động hiệu quả tại Việt Nam. Hiện tại Việt Nam đã có chính sách quốc gia về giảm thiểu tai nạn đuối nước ở trẻ em, với việc giúp đỡ, tài trợ của RLSSA sẽ giúp cho việc triển khai, thực hiện chính sách thuận lợi hơn. Vì vậy Bộ Giáo dục và Đào tạo mong muốn mở rộng sự hợp tác với RLSSA và TASC để Bộ Giáo dục và Đào tạo đạt được mục tiêu quốc gia về phòng chống tai nạn đuối nước cho trẻ em, học sinh.

Bộ Giáo dục và Đào tạo mong sớm nhận được hồi âm từ phía RLSSA về việc tiếp tục triển khai và mở rộng Chương trình hoạt động phòng chống đuối nước cho trẻ em tại Việt Nam trong tương lai.

Bộ Giáo dục và Đào tạo đánh giá cao và cảm ơn sự hợp tác của RLSSA về những việc mà quý Tổ chức đã thực hiện.

Trân trọng!

Nơi nhận:

- Như trên;
- TT. Trần Quang Quý (để b/c);
- Lưu: VT, Vụ CTHSSV.

TL. BỘ TRƯỞNG
VỤ TRƯỞNG VỤ CÔNG TÁC HỌC SINH, SINH VIÊN



Ngũ Duy Anh