



Swimming Policy & Procedures

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AIMS OF TEACHING SWIMMING

- To teach the children an important life-long skill
- To provide a meaningful and safe swimming experience for children.
- To reinforce the stated aims of the school in relation to physical education; the personal and social development of children and their health and wellbeing.
- To meet the requirements of the National Curriculum.

Pupils should be taught to:

- Pace themselves in floating and swimming challenges related to speed, distance and personal survival.
- Swim unaided for a sustained period of time over a distance of at least 25m.
- Use recognised arm and leg actions lying on front and back.
- Use a range of recognised strokes and personal survival skills [for example, front crawl, back crawl, breaststroke, sculling, floating and surface diving].

ORGANISATION

Swimming with Grimsdyke School, is timetabled all year round for children in Key Stage 2. Swimming lessons take place at Every One Active, Hatch End Pool on a Friday morning and last for approximately 30 minutes. Children are taken to and from Every One Active, Hatch End Pool by foot.

EQUAL OPPORTUNITIES

All children have equal access to the Swimming Curriculum regardless of race, gender, creed or ability, in line with the school's policies on Special Education Needs and Disabilities. Any child with special educational needs will participate in all activities as far as possible according to his/her abilities, in consultation with the Inclusion manager, parents and any special needs personnel. If for any reason it is not possible to provide swimming for a child then alternative, appropriate activities will be provided.

ROLES AND RESPONSIBILITIES

The role of the class Teacher, lead Teaching Assistant or supporting adults:

Safeguarding:

- All staff leading or supporting pupils to swimming lessons should be equally aware of their safeguarding responsibilities as defined in the Safeguarding policy and staff handbook.
- The leading staff member should have a mobile phone so they are contactable at all times and for use in an emergency.
- All staff should be equally aware of the acceptable use of a mobile phone for Educational visits as per the staff handbook.
- Ensure the welfare and safety of children at all times
- Overall maintenance of good discipline.
- Marking the attendance register as provided by Hatch End Swimming Pool
- Confirm attendance levels and count children into and out of the building.
- Know about and bring any relevant medical information, equipment and medication to swimming.

- Ensure arrangements are made to provide for children with special needs and confirm risk assessment.
- Adhere to health and safety requirements: Ensure the correct staff to pupil ratio as defined in the Event Specific Risk Assessment.
- All staff leading or supporting pupils to swimming lessons should read the school swimming policy and Event Specific Risk Assessment.
- Assess students against swimming objectives and ensure these are recorded on Insight. These will be analysed and reported on pupil progress documents each term.

The role of TA's supporting individual pupils:

- Ensure the welfare of specific children in changing rooms and shower area.
- Supervision and oversight of any designated child, ensuring the child understands and follows instructions.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Adhere to health and safety requirements: Event Specific Risk Assessment

The Role of those who teach the swimming skills

- Teaching groups of children swimming skills at appropriate level
- Provide support for other adults taking swimming groups.
- Ensuring children's achievements are recorded.

Those teaching swimming will:

- Have the appropriate training and skill to enable them to teach effectively
- Possess DBS clearance
- Organise classes according to: Class numbers. Pupil ability. Numbers of teachers/adult helpers
- Provide support where necessary for other adult helpers.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Ensure all equipment ready and in the correct place in the teaching area.
- Ensure children know the procedure for the start/end of lesson, their grouping and assigned area of pool and teacher.
- Make best use of available pool space using dividing ropes where appropriate.

Those responsible for lifeguarding

- Obtain a nationally recognised lifesaving award from a swimming organisation.
- Possess a relevant First Aid certificate.
- Make sure all children and teachers know safety drills.

LIFEGUARD / POOL SAFETY PROVISION

Someone must always have the responsibility for life guarding / rescue and resuscitation, and must be suitably trained and qualified. In teaching sessions, the degree of control inherently in place is likely to reduce the risks.

MINIMUM QUALIFICATION: Swim England Level 2 Swim Teacher

If, in addition to those providing the teaching, there is a dedicated lifeguard provided who is fully qualified by the National Pool Lifeguard Qualification (NPLQ) and responsible for supervising the safety of the children being taught, teaching staff and Adults Other Than Teachers will not be required to have rescue skills but should understand the basics of teaching swimming. Staff with the STA award will be responsible for their groups. The following is guidance from **Safe Practice in PE and Sport**

HEALTH AND SAFETY

DUTY OF CARE 'The duty of care for pupils involved in swimming remains at all times with the class teacher or staff member leading the group.'

MEDICAL CONDITIONS

All swimming trips will have a medical bag with a basic first aid kit in addition to inhalers, medication and epi-pens that may be necessary.

ARRIVAL AND DEPARTURE

Children should always enter and leave the swimming pool area under supervision and be counted into and out of the swimming pool area.

IN THE CHANGING ROOMS

Encourage good behaviour in the changing rooms. This will not only ensure the safety and wellbeing of pupils but will also help to set the tone of the lesson. For the safety of the individual and the group, no jewellery of any kind is to be worn in the water. Remind the children to attend to their personal and toilet requirements and to be clean before entering the pool. Wherever possible, supervision of pupils whilst changing should be undertaken by school staff and/or accompanying helper of the same gender.

INSTRUCTOR/TEACHER RESPONSIBILITIES AND DUTIES

The school is responsible for undertaking a periodic risk assessment of the school's swimming provision. This should be carried out by the swimming teacher. When making decisions about pupils with special educational needs, schools need to take all reasonable steps to avoid discriminating against pupils on the grounds of their disability. Suitable clothing and appropriate footwear should be worn. Ensure all children are suitably attired. Girls must wear a one-piece swimsuit and boys wear swimming trunks or appropriate swimming shorts. Alternative attire for minority ethnic pupils is acceptable when a request is made. All pupils are expected to wear a swimming cap. Make sure that the children are aware of the deep and shallow ends of the pool. Know the location and function of safety equipment – the telephone, and first-aid kits. Know the Normal Operating Procedures of the pool and Emergency Action Plan arrangements. Ensure that the pupils understand and regularly practise their response in an emergency. Ensure appropriate poolside equipment for safety is available. Be able to contact pool staff immediately in the event of any emergency.

EMERGENCY DRILL

This will need to be clearly understood by all children and should be practised regularly. They should be taught how to attract the teacher by shouting or waving. Teachers and instructors will need to carry a whistle at all times, to be used strictly as a safety aid and not as a teacher aid.

THE EMERGENCY DRILL PROCEDURE IS

One short blast - call the attention of pool users i.e. swimmers. THREE long blasts - all pupils to climb out of the pool immediately and sit/stand by the nearest wall. The swimming instructor/lifeguard nearest to the incident effects the necessary action. The accompanying school teachers are responsible for the children on the poolside. If a swimming instructor or lifeguard enters the water, the remaining pupils should be taken into the changing rooms. This drill should be known and understood by all accompanying staff.

LESSON ORGANISATION

Children should be familiar with routine procedure when entering the pool area – for example, they should know exactly where to stand, sit or line up. No child should be allowed to enter the pool area or water until told to do so. Staff will be expected to promote positive behaviour management at all times. Appropriate provision will need to be made to support pupils in water where their needs indicate. The instructor and teacher will need to adopt a position on the poolside such that all pupils in their care are constantly visible. There are many advantages to children working in pairs. It encourages co-operation and confidence, assists in class management and provides an additional safety check, with the children adopting some responsibility for their partner's wellbeing. The following factors need to be considered when determining teacher/instructor pupil ratios: the age of pupils, the range of their swimming ability. This should be known by the teacher and instructor and each new pupil should be checked at the first lesson in shallow water.

12:1 Non-swimmers/beginners – young children including primary aged children (or 20:1 if level 2 certification).

20:1 Improvers – swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their front and back. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth.

20:1 Competent swimmers – those swimmers who can swim at least 25 meters competently and unaided on front and back and can tread water for two minutes.

It is very difficult to give definitive advice on the ratio of pupils to teacher when a child has special needs, as they do not form a homogenous group. A risk assessment of the individual child relating to their special need must be undertaken. This should be used to determine appropriate supervision.

ASSESSMENT AND RECORDING

The swimming ability of the children will be assessed at the beginning of a unit of work by the swimming instructor and recorded. Records will be kept of the progress of individual pupils throughout the unit of work. Certificates are used to reward children's achievements.

Children will continue to swim and attend catch up swim sessions through the year until they can swim the 25m necessary by the end of KS2.

Reference	Site and Form: Hatch End Swimming Pool	Risk Assessor	Updated:
RA.1.28	Hatch End - Risk Assessment – School Swimming Lessons	Max Sheridan	January 2020

Hazard		Who Might be Harmed	Risk Control Measures		
Who			What	Where	When
Pool Fatigue, out of depth and lack of ability, Loosing Equipment	Customers Colleagues	General Manager/ Swim Lesson Coordinator or	All swimming teachers' minimum ASA / STA level 1 qualified. One ASA level 2 teacher present	As Detailed in terms and conditions of hire	At all times.
		Swim Lesson Coordinator or	All lessons at lower levels are a maximum of 30 minutes	As Detailed in terms and conditions of hire	For each session

Overcrowding		Duty Manager	Ensures All swimming lessons are Lifeguarded.	As Detailed in terms and conditions of hire	For each session
		Swim Lesson Coordinator or/ General Manager	A Suitable space for the level of pupils is allocated for each lesson.	As Detailed in terms and conditions of hire	For each session
		Swim Lesson Coordinator or/ General Manager	Ensures adherence to Pool ratios of teachers to pupils is 1:12 for non-swimmers and beginners and 1:20 Improving Swimmers , Mixed ability groups and competent swimmers and 1:30 for Competitive Swimmers as per the ASA document Safe Supervision for teaching and coaching swimming.	In accordance with terms and conditions of hire	For each session
		Swim Lesson Coordinator	These ratios can be supported by additional school auxiliary teacher(s) as per section on Exceptions in the ASA document Safe Supervision for teaching and coaching swimming.	Detailed in terms and conditions of hire	For each session

		Lifeguard	Ensures The Swimming Teacher will teach from the poolside at all times.	Detailed in terms and conditions of hire	For each session
		Swim Lesson Coordinator	Obtains a Copy of Schools Risk Assessments and swimming teaching plan from local council/ education authority	Recorded in H & S Central files	Prior to first booking
		General Manager	Lifeguard on duty during swimming lessons	At all times	Lifeguard Rotas
Abuse		Swim Lesson Coordinator	School Teachers to remain present and supervise the children at all times.	In accordance with terms and conditions of hire	For each session
Child in changing rooms		Swim Lesson Coordinator	Designated school changing areas supplied.	Group changing area	For each session
Teacher in water		Swim Lesson Coordinator	Ensures SLM Swimming Teachers are DBS checked	Recorded in individual training file	Prior to employment

		Swim Lesson Coordinator	SLM swimming Teachers are in uniform and clearly identifiable.	On poolside	For each session
Slip, Trips and Falls		Swim Teacher	Ensures Equipment stored correctly throughout the swimming lesson.	On poolside	For each session
		SLM Colleague	Equipment brought out at the beginning of classes by swimming teacher and put away according to the standard required.	According to store plan	For each session