



Swimming Policy and Procedures

Written By:	Iain Sutherland
Approved By:	Senior Leadership Team
Last reviewed on:	July 2024
Next review on:	July 2025

Contents

1. Aims of Teaching Swimming	2
2. Organisation	3
3. Equal Opportunities	3
4. Safeguarding Roles and Responsibilities of the Class Teacher, Lead Teaching Assistant or Supporting Adults:.....	3
5. Lifeguard and Pool Safety Provision.....	5
6. Duty of Care.....	5
7. Medical Conditions.....	5
8. Arrival and Departure.....	5
9. Getting Changed for Lessons.....	5
10. Instructor/Teacher Responsibilities and Duties	6
11. Swimming Attire.....	6
12. Emergency Drill	6
13. Lesson Organisation	7
14. Withdrawing Pupils	7
15. Assessment And Recording	8
16. Hatch End - Risk Assessment – School Swimming Lessons.....	9

1. Aims of Teaching Swimming

At Grimsdyke School we aim to;

- 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 competently, confidently and proficiently over a distance of at least 25 metres
- Use recognised arm and leg actions lying on front and back.
- Use a range of strokes effectively – e.g. front crawl, backstroke and breaststroke

- Perform safe self-rescue in different water-based situations

2. Organisation

Swimming with Grimsdyke School, is timetabled for two terms (autumn and summer term), 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 for each class between 9.30am 11.00am. Children are taken to and from Every One Active, Hatch End Pool by foot. It is the class teacher's responsibility to ensure that pupils are ready to start the session punctually.

	Autumn Term	Spring Term	Summer Term
Start Date	06.09.2024	No swimming	25.04.2025
Finish Date	13.12.2024		11.07.2025
Dates not Required	01.11.2024		30.05.2025
Number of Children	90		90

3. 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.

4. Safeguarding Roles and Responsibilities of the Class Teacher, Lead Teaching Assistant or Supporting Adults:

4.1 Class Teacher or Leading Adult:

- 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. The Everyone Active team will not be held responsible for the discipline of any pupils attending any activity. The behaviour of the students in the lesson is the responsibility of the school teachers. Any children being disruptive will be removed from the class.
- 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.

4.2 Teaching Assistants 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

4.3 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.

4.4 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.

4.5 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.

5. Lifeguard and 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

6. Duty of Care

‘The duty of care for pupils involved in swimming remains at all times with the class teacher or staff member leading and supporting the group.’

7. Medical Conditions

All swimming trips will have a labelled medical bag with a basic first aid kit in addition to inhalers, medication and epi-pens (in individual red bags) which that may be necessary. This will be organised before leaving the school site and class teachers must ensure that they have the bag before leaving the school. The bag will also contain spare items of clothing. Any first aid that needs to be administered will be done so by a trained first aider. A first aider will accompany each class to and from the swimming pool to ensure that health and safety requirements are adhered to.

8. Arrival and Departure

It is the class teacher’s responsibility to ensure that pupils are ready to start the session punctually. Classes should not leave before their specified time to ensure smooth transitions and effective management within the changing rooms. Pupils are reminded of their expectations as well as the time limits to ensure that there are no issues with other classes leaving or entering the site. Children should always enter and leave the swimming pool area under supervision and be counted into and out of the swimming pool area

9. Getting Changed for Lessons

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 and must be removed before the school day begins. 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. Where possible, two members of staff should enter the changing rooms together if the situation dictates the need for adult supervision or attention. If there is not the possibility of two members of staff, one member will suffice and carry out their duties whilst being mindful of the school safeguarding procedures which are outlined in the staff handbook and KCSIE.

10. 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. Staff must make sure that children are aware of the deep and shallow ends of the pool. Staff must know the location and function of safety equipment – the telephone, and first-aid kits. Staff must know the Normal Operating Procedures of the pool and Emergency Action Plan arrangements. Staff must ensure that the pupils understand and regularly practise their response in an emergency. Staff must ensure appropriate poolside equipment for safety is available. Staff must be able to contact pool staff immediately in the event of any emergency. All staff must continue to uphold the behaviour policy and use this as necessary to ensure effective management of children.

11. Swimming Attire

Suitable clothing and appropriate footwear should be worn. Ensure all children are suitably attired. Girls must wear a one-piece swimsuit (modest one-piece swimsuits are acceptable) and boys wear swimming trunks or appropriate swimming shorts. All pupils are expected to wear a swimming cap.

All pupils shall be required to conform to the following:

- Conventional swimming costumes must be worn. Swimming trunks for boys, a one-piece costume for girls.
- No underwear may be worn in the swimming pool.
- All pupils must wear a swimming hat. (These can be purchased at reception)
- Jewellery and watches must not be brought to the Swimming Pool.
- If a child has religious jewellery that must be worn, it may be worn underneath the swimming hat, **not around the neck**, to ensure safety of wearers and other swimmers.
- Outdoor shoes must not be worn poolside at any time during the session.

12. 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.

13. 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. Children must not scale the sides of the pool to talk to staff members who are seated adjacent to the pool. 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. Parental liaison will occur where the situation is deemed necessary and based upon discussions with the swimming teacher. 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.

14. Withdrawing Pupils

Pupils can't usually be withdrawn from swimming as this is part of the National Curriculum. If a parents requests to withdraw their child and the pupil has already achieved the required

standards set out in the National Curriculum, the headteacher may use their discretion to decide whether the pupil must take part in swimming lessons. The pupil would need to demonstrate to the headteacher, or another member of staff, that they are able to meet the minimum standard. The headteacher may still decide that the pupil should remain in swimming lessons to develop more confidence or improve their skills. A pupil can also be withdrawn from swimming lessons for valid medical reasons. If a pupil is not taking part in swimming lessons, the schools will provide alternative activities for them during this time.

15. 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. This will be shared with the school and used to inform effective assessment for the necessary points in the year (end of autumn and summer term).

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.

16. Hatch End - Risk Assessment – School Swimming Lessons



Everyone Quality Management System (EQMS)

Reference	Form: Hatch End Swimming Pool	Risk Assessor	Updated:
	Risk Assessment – RA.CA.6 School Swimming Lessons	Jayden Francis	August 2024

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	Where	When
Pool	Customers	Swim Lesson Coordinator	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.
Fatigue, out of depth and lack of ability,	Colleagues	Swim Lesson Coordinator	All lessons at lower levels are a maximum of 30 minutes	As Detailed in terms and conditions of hire	For each session
Loosing Equipment		Duty Manager	Ensures All swimming lessons are Lifeguarded.	As Detailed in terms and conditions of hire	For each session
Overcrowding		Swim Lesson Coordinator	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	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

Review Date	Reason for Review (e.g. annual, change of use, accident or near Miss)	Accident report/Investigation Number (If applicable)	Reviewed by	Signed
18/08/23	Review		Adam Beamish	A.Beamish
05/08/24	Annual Review		Jayden Francis	JF

Reviewed – July 2024

Next Review – July 2025