



Swimming Policy & Procedures

Date: August 2017

Ratified by Governors: (Oct 2017)

To be reviewed: August 2020

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 - 2017-2018

Swimming Co-ordinator Mrs Uma Patel
Swimming Teachers Mrs U Patel, Mrs J Kalidas, Mr M Chaperon
T.A. Support Mrs J Sheppard

All swimming teachers have:

- gained their swimming qualifications (A.S.A. – July 2017)
- completed their Pool Induction
- completed their Wet and Dry Swimming Tests (at Spence Street Baths)

T.A. Support:

- Mrs Sheppard has completed her Pool Induction and Dry Swimming Test.

Swimming this academic year, 17-18, is timetabled for Year 4 (Autumn & Summer Term) and Year 2 (Spring) . Swimming lessons take place at Spence Street Baths on a Tuesday morning and last approximately 45 minutes. The children travel to the baths on a private coach and are escorted by school staff.

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 SEN Co-ordinator, 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 Swimming Co-ordinator:

- The welfare and safety of children at all times
- Overall maintenance of good discipline.
- Marking the attendance register.
- Counting children into and out of the building.
- Confirm attendance levels and any relevant medical information.

- Ensure arrangements are made to provide for children with special needs and confirm risk assessment.
- Adhere to health and safety requirements.

The role of Support TA's:

- 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.

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:

- Mrs Patel, Mrs Kalidas & Mr Chaperon have completed the appropriate training and skills tests to enable them to teach effectively
- All the above have full DBS clearance.
- Groups are arranged on children's ability, taking into account pupil numbers.
- Will provide support where necessary for other adult helpers.
- Mrs K & Mr C will consult with Mrs P (Swimming Co-ordinator) and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Will ensure all the equipment is ready and in the correct place in the teaching area.
- Will make best use of available pool space using dividing ropes where appropriate.

Those responsible for lifeguarding

Herrick Primary School employ the Lifeguards at Spence Street Baths for the duration of the lesson.

HEALTH AND SAFETY

DUTY OF CARE The duty of care for pupils involved in swimming remains at all times with the Swimming Co-ordinator.

MEDICAL CONDITIONS There must be an alerting procedure in place for children at risk. Different needs will require different courses of action and may require safety arrangements. These arrangements must be clearly understood by all supervising adults. This will be specified in a risk assessment undertaken for children at risk.

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 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 and changing of pupils should be undertaken by school staff and/or accompanying helper of the same gender. Wherever this is not possible, there must be clearly understood and agreed procedures in place to enable staff access.

STAFF 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 co-ordinator. When making decisions about pupils with SEN, 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 boy's wear swimming trunks or appropriate swimming shorts. Provision must be made for alternative attire for minority ethnic pupils when a request is made. Any pupils with hair long enough to impair vision must 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. All staff 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 ie 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 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 group pupil ratios:

- The age of pupils.
- The range of their swimming ability.

This should be known by the teacher 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.

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 25meters 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.

SWIMMING RISK ASSESSMENT - Spence Street Baths

Hazard	Control measures in place	High Risk (H/M/L)
Coach to swimming pool	Named teacher (Mrs U Patel) to count the children on and off the bus. Staff to ensure that all children have their seat belts on before the bus moves. Children to walk into the swimming baths in pairs. Children counted when inside the swimming baths.	M
Changing supervision	DBS Checks for all including volunteers No running Regular head counts School behaviour policy	L
Staff training	3 Teacher instructors have completed the ASA swimming qualification, Pool Induction, Wet & Dry tests Support TA has completed the Pool Induction and Dry Test Teacher Instructors to renew their ASA training every 5 years. Wet & Dry tests at the pool to be renewed annually.	M
Pool Surround	Non slip floor surfaces. Swimming Co-ordinator to check the area prior to the start of the lesson.	H
Insufficient lighting	If the bottom of the pool cannot be seen then no-one is allowed to swim.	H
Pool inlets & Outlets	Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped. Undue suction should not be created which could result in a body being held against a grille. There should be no exposed sharp edges.	H
Pool Access ladders	Regular inspections of the steps to ensure that there are no sharp edges or damaged steps.	M
Disabled access	Poolside hoist in operation and staff trained in operation. Regular service and maintenance by reputable contractor.	L
Water Quality	Confirm with the baths that Pool water tests including chemical levels, clarity and temperature are performed regularly	H
Deep Water / Shallow Water supervision	Competent & trained staff to attend lessons Check water depth signs around the pool. Shallow area should be segregated where necessary from deep water by use of lane rope / boom.	H

Diving / Jumping	The minimum depth of water where shallow diving should be allowed is 1.5m. Clear warning signs should be visible around the pool to advise swimmers of water depth, safe diving areas and general diving rules.	H
Level and Quality of Supervision for	Competent / trained staff to attend. Induction & ongoing staff training. (see policy) Staffing ratios in accordance with school policy. All staff have a copy of the baths Emergency action plan (EAP).	H
Swimmers with Special needs	Their participation may be fully integrated, integrated and supported or a specialist disabled session. These specific needs can be determined through direct consultation with the individual or parent, their swimming background and observation on how the disability affects their swimming style.	M
Swimmers with medical needs	Written parental consent will be required before pupils can take part – depending on the need. Pupils must be supervised carefully by a responsible adult. This may require additional staff to aid in supervision.	M
Missing Children	A headcount will be recorded prior to and after the swimming session to ensure all children are accounted for. Further headcount when returning to the coach.	H
DBS Checks / child protection	All staff have enhanced DBS checks. Spence Street Baths have confirmed that the Lifeguards who will be attending have full DBS checks If volunteers attend, they will have a full DBS check.	M
First aid Provision	Adequate levels of trained first aiders on site. A fully stocked First Aid kit is easily accessible. Communication network is in place.	M
Rescue Equipment	Suitable and sufficient rescue equipment. This includes Throw bag, reach pole, torpedo buoy, face shield, first aid kit, blankets etc. Staffs are trained and competent in its use.	M
Pool Equipment	Woggles, floats and other equipment should be in a good condition and checked prior to lessons. Children misusing equipment to be disciplined according to school policy. The equipment should be stored in a safe and dry location.	M
Goggles / Masks	Any goggles used should be made of unbreakable plastic or rubber. Pupils to be taught to remove them by slipping them off their head, rather than stretching the retaining band.	L
Changing facilities	Separate changing facilities for girls and boys. Appropriate supervision – if inadequate gender balance for supervision then this will be supervised by voice from the entrance Disabled changing facilities.	L
Hygiene	Pupils should be encouraged to perform the recommended hygiene procedures before entering the water.	L