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# School Swimming Policy

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# School Swimming Policy

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# 1.0 Statement

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## 1.1

All children should have the opportunity to meet the requirements of the National Curriculum for Physical Education related to swimming.

## 1.2 Aims

**1.2.1** In order to meet the statutory requirement the following aims have been identified:

- To provide a safe and caring environment for pupils to learn to swim;
- To teach pupils to appreciate what is good practice in relation to the safety of themselves and others;
- To develop pupils confidence in aquatic activities;
- To develop to the full a pupil's aquatic potential;
- All pupils to meet the minimum 25m swimming requirement without difficulty by the end of KS2.

# 2.0 Basic Arrangements

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## 2.1 General

**2.1.1** The School Swimming Policy applies to all LCC Schools taking pupils swimming.

**2.1.2** It is a recommendation that all school staff accompanying pupils to swimming lessons have attended the Swimming Safety Awareness Training (SSAT). This training covers key elements of the relevant swimming pool's Pool Safety Operating Procedures In terms of the latter, copies are available upon request.

**2.1.3** Head teachers should regard the swimming programme as an integral part of the National Curriculum for Physical Education and, as such, subject to appropriate monitoring and assessment procedures. The School Swimming Service will provide baseline and end of year data to the Council's PE Advisor. The PE Advisor will carry out quality assurance checks on the delivery of the School Swimming Service.

**2.1.4** Lancaster City Council will take responsibility for ensuring all Lancaster City Council swimming pools have a Managing Health and Safety in Swimming Pools HSG179 as required under health and safety guidance. If a school uses a swimming pool outside the management of Lancaster City Council it is the responsibility of the Head teacher to ensure the facility has its Pool Safety Operating Procedure and that school staff are aware of its contents.

## **2.2 Primary, High and Special School Swimming**

**2.2.1** The National Curriculum for Physical Education is a statutory requirement, therefore all children should be given the opportunity to meet the swimming standards set by the Department for Children, Families and Schools.

**2.2.2** The Lancaster City Council School Swimming Service is responsible for the delivery of Primary, High and Special School swimming teaching. The framework for this delivery is through a Service Level Agreement with schools. School swimming lessons for pupils are organized through the Salt Ayre Swimming programme coordinator.

**2.2.3** The financial resources for the provision of school swimming for Primary, High and Special Schools are delegated directly to Schools. The Swimming Programme Coordinator will agree the school swimming programme with each school annually, as part of the updating of the Service Level Agreement.

**2.2.4** Schools are required to carry out risk assessments for travelling to and from the pool and pupil changing supervision.

**2.2.5** The swimming lesson is delivered by Lancaster City Council's (LCC's) School Swimming Teachers. Although, in cases where there are a high proportion of non-swimmers or children with special needs, the Swimming Teacher can adopt a number of strategies which may result in staff accompanying the children to the pool supporting the lesson. 3.6 provides details.

**2.2.6** Primary, High and Special Schools will have sole use of the swimming pool during their swimming lessons although there may be a crossover of public. The only exception to this is where additional aquatic opportunities may require appropriate shared pool use in agreement with the Head teacher.

## **2.3 Safety**

**2.3.1** Lancaster City Council will ensure that qualified Swimming Teachers will be available to deliver swimming lessons to all Schools attending school swimming lessons. The minimum qualifications of the LCC's School Swimming Teachers are: Swim England level 1 and 2 qualification and hold a current Rescue Award for Swimming Teachers and hold a current first aid qualification.

**2.3.2** An appropriately qualified LCC swimming teacher will be present on poolside whilst any pupils are in the swimming pool facility.

**2.3.3** It is the responsibility of Head teachers to ensure a member of the school staff is nominated as the 'school staff member in-charge' and accompanies the class or classes of pupils to the pool. This person will be designated as the school staff member in charge.

**2.3.4** The school staff member in charge has a duty of care at all times and has overall responsibility for the children. Therefore, he/she may stop the swimming lesson at any time if they are concerned as to the management and delivery of the lesson. To carry out this function the school staff member in charge should remain on the poolside during the lesson.

**2.3.5** Everyone has a duty of care to take reasonable care in any situation to try to foresee that others are not harmed by their actions or omissions.

**2.3.6** Once the pupils are counted on to the poolside by a school staff member, the safety, organisation of School swimming lessons transfers to the LCC's School Swimming Teacher.

However, the school staff member in charge retains overall duty of care, which can only be exercised from the poolside.

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## **2.4 After School Swimming Activities**

**2.4.1** Any school organising an out of school hours swimming activity using designated swimming pools, must comply with this swimming policy document. Schools using pools outside of the area should comply with this document and satisfy themselves that their own procedures and those of the pool to be used comply with best practice procedures as outlined in the current edition of The Association for Physical Education - Safe in Practices in Physical Education & School Sport.

## **2.5 Distribution of This Policy Document**

**2.5.1** This policy document must be distributed by the Sports Development & Facilities Manager to the following services and people:

- Lancaster City Council School Swimming Service Swimming Teachers;
- Head teachers of all schools in the programme
- Duty Managers
- Lifeguards

## **3.0 Swimming Coach/Pupil Safety Ratio for School Swimming Lessons**

**3.1** Included within the Swimming coach/pupil safety ratios for the delivery of lessons are the LCC's School Swimming Teachers and appropriate others as detailed in 3.6.

**3.2** It is the responsibility of the LCC's School Swimming Teachers to ensure that the identified ratios are complied with during school swimming lessons.

**3.3** When determining actual safety ratios for programmed sessions , LCC's School Swimming Teachers will take the following factors into account:

- Age of pupils;
- Range of swimming ability;
- Ability of pupils to comprehend instructions;
- Any physical, behavioural or learning disabilities;
- A risk assessment, which will be a generic risk assessment for Primary School swimming.

**3.4** Head Teachers have responsibility for ensuring that the school staff member in charge is fully aware of the ratios set out in this policy document.

**3.5** The Swimming Teacher/ Pupil safety ratios, for pupils in the water during School Swimming lessons are as follows: KS2

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**Non-Swimmer/Beginner 1: 15**– children who are being introduced to swimming;

**Improver 1 : 20** - A pupil who can swim a minimum of 10 metres on front and back, competently but who is not confident in deep water;

**Competent 1: 20** - A pupil who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes;

**Advanced Group 1: 20** - A pupil who can swim at least 100 metres competently on front and back, and can tread water for three minutes.

KS1

**Non-Swimmer/Beginner 1: 4**

**Improver 1:8**

**3.6** An exception to the above ratios, are in circumstances where organizational demands make achieving the coaching ratios virtually impossible. In these circumstances the Swimming Teacher can adopt a number of strategies in agreement with the school staff member in charge (Safe Supervision for Teaching and Coaching Swimming).

For example in cases of a high proportion of non-swimmers the ratio can be increased to 1:20 when support is provided by a school member of staff in terms of additional supervision.

## 4.0 Additional Adult/Pupil Ratios with Special Educational Needs

**4.1** In terms of children with Special Educational Needs (SEN), this relates to children within special schools, and in addition, it is recognised that there are an increased number of children with this designation in mainstream education. Therefore, this section has been included to help and support schools in determining, prior to swimming lessons taking place, whether a child might require additional support within the water. This risk assessment process should take account of the activity, the pupil's special needs and the facility to be used. This process should be carried out prior to school swimming taking place. It is recognized that once swimming lessons commence, LCC's School Swimming Teacher may identify children who require additional support, who have not been identified previously as a result of applying the model provided in this section.

**4.2** Adult to pupil ratios for pupils with SEN will be determined by the School. The ratios apply to children with SEN in mainstream and special schools. Although, as highlighted at 4.1. Above a LCC's School Swimming Teacher may identify a child who requires additional support once the lessons commence.

#### 4.3 The following children are deemed to have additional support needs:

- Children on the SEN register or support list who require support that is additional to or different from that which is usually made available to children of the same age in order to make progress in their learning. This includes all children for whom the school makes responses as described in the SEN Code of Practice 2001 at School Action, School Action Plus and with a statement of SEN;
- Children who do not have SEN but who do need an extra adult e.g. a child recently arrived from abroad needing support to acquire English;

4.4 Even if a child has a special educational need or an additional support need in school may not be problematic during a swimming lesson. On the other hand, it may mean that there would be significant steps that would need to be taken to ensure the safety of all concerned. Children who fall into the groups above, will require a risk assessment in relation to school swimming.

4.5 It is the responsibility of the Head teacher to consider and undertake the risk assessments well in advance to ensure appropriate adult to pupil ratios are applied:

- The risk assessments should be carried out, taking into consideration any information provided in relation to the implications of the child's additional support needs. This may be from parents, teachers, support staff, school nurse, Advisory Teachers, the local hospital or other appropriate agencies.

4.6 Where a behavioural issue is a concern it is particularly important for specialist advice to be sought to establish:

- Use of medication;
- Response to unusual circumstances;
- Excitement;
- New people;
- Fatigue, etc.

4.7 Ask for:

- Comments upon the suitability of a class swimming lesson as an activity for the child;
- Recommended risk control measures;
- Advice on any other concerns.

4.8 Use the comments to make decisions about:

- Whether to complete a risk assessment form;
- The control measures needed, including staffing ratios, or even with justification, to agree that it would be unsafe for the child to take part in school swimming lessons.

NB. Under the SEN and Disability Act 2001 there is an expectation that all children with disabilities will be included in all aspects of school life, both on and off site. Discrimination is said to have occurred if a child with a disability is treated less favourably than others for a reason related to their disability and without justification.

## 4.9 Complete a risk assessment form if necessary.

**4.9.1** All Risk Assessments and decisions in relation to ratios for children with SEN must be discussed and agreed with the Swimming programme coordinator and LCC swimming teachers.

# 5.0 Roles, Responsibilities and Accountability

## 5.1 Lancaster City Council

**5.1.2** The Swimming Lessons coordinator is accountable for:

- Reviewing and monitoring the School Swimming Policy and practices;
- The updating of the School Swimming Policy in light of new legislation or guidance.

**5.1.3** The Swimming Lessons coordinator is accountable for:

- The effective and efficient operation of the Swimming Pool in accordance with legislation and industry guidance;
- The review process of the Risk Assessments and Emergency Action Plan (EAP) and Normal Operating Procedures (NOP);
- The consideration of the NOP / EAP to ensure accordance with the School Swimming Policy;
- The management of the budget for the Swimming programme;
- Arranging transport if required
- The training and development of operational staff.

**5.1.4** The Swimming Lessons coordinator is responsible or:

- Ensuring swimming lessons are delivered in accordance with the School Swimming Policy, the NOP / EAP and individual school contract;
- LCC's Swimming Teachers are appropriately qualified and trained;
- Facilitating Lancaster City Council's Swimming Safety Awareness Training for School staff member in charge, Teaching Support Assistants and Adults Other Than Teachers;
- Liaising with the all Facilities Manager with regards to changes in work practices, which may prompt a review of the School Swimming Policy, NOP / EAP or Risk Assessments;
- Monitoring and evaluating the teaching of swimming and sharing this information with Head teachers;

**5.1.5** Lancaster Council's Professional Swimming Teachers are responsible for:

- The primary water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;

- Ensuring that they are fully conversant with the NOP / EAP for each swimming pool they work at;
- Ensuring compliance with ratios and procedures;
- Confirming with the Lifeguard/Duty Manager that the pool has been safely cleared at the end of each lesson;
- Ensuring that whistle drill, fire alarm and evacuation procedures are explained to all pupils and accompanying staff at the beginning of each term;
- Making all pupils aware of the geography of the building, safe practices whilst on poolside and in the water, emergency whistle and fire procedures and deep and shallow areas of water. the organisation of the lesson, positioning of lane/width ropes and for checking the position of safety aids and lesson equipment;
- Wearing appropriate clothing, footwear, and whistle.
- Liaising with the school staff member in charge regarding pupils' medical details and any other concerns;
- Preparing and maintaining a group register, monitoring and assessing pupils' progress, and recording achievements on completion of school swimming programme;
- Preparing schemes of work and delivering lesson plans appropriate to each swimming group;
- Regular inspection of all floatation aids, removal and replacement of suspect items and ensuring all teaching aids are stored in an appropriate manner;
- Notifying the Swimming Lessons coordinator of any changes in work practices, which may prompt a review of the School Swimming Policy, NOP/EAP or risk assessments;
- Visiting schools during dry weeks, to deliver water safety programmes in accordance with the National Curriculum.
- Medical details and any special needs. The school staff member in charge must inform their School's named LCC's Swimming Teacher in writing and visually identify prior to their first visit to the pool any pupils suffering from any medical condition which could potentially place them at risk, e.g. asthma, epilepsy, diabetes heart condition etc. It is recommended that children with diabetes do not swim unless their level is at least 5.5

#### **5.1.6** The Duty Manager is responsible for

- The daily supervision of staff and use of the facility and appropriate maintenance checks and water testing;
- The day to day management of the pool in accordance with the NOP / EAP;
- The regular monitoring of operating procedures to ensure they meet the requirements of the NOP / EAP;
- The training and development of lifeguards;
- The maintenance of plant and associated equipment and building infrastructure;
- The quality of the pool water and associated dosing systems.

#### **5.1.7** The Accompanying Teacher, Teaching Assistant in charge plus all Accompanying Adult are responsible for ensuring that they:

- Count pupils into the building, sign the appropriate form indicating the number of children and adults that are in attendance, count the pupils onto poolside. Upon leaving the poolside, count the children back into the changing room. Prior to leaving building supervise a head count and sign out. and sign the form.

- Supervise the children in the changing room and encourage them to use the toilet and shower before going onto poolside.
- Ensure children only go onto poolside when the Professional Swimming Teacher is present.
- Notify LCC's School Swimming Teacher of any pupils new to the school or to school swimming lessons, before pupils enter the water;
- Wear appropriate poolside clothing and footwear.
- Under the supervision of LCC's Swimming Teacher they are expected to support a child in the water or to take a small group of children of similar ability
- Organise the supervision of pupils in the changing rooms, pupils visiting the toilet, shower and lining up;
- Are available to be directed by the school staff member in charge as required, e.g. accompanying child to the toilet;
- Support their pupils with changing organisation if required;
- Support a pupil on a one to one from the pool side or in the water or as additional supervision as directed by the school staff member in charge;
- Ensure pupils are ready in good time to meet transport arrangements.
- The modernisation of the workforce and the broadening of opportunities offers to children have led to supervision and teaching responsibilities being given to other adults who may not hold a teaching qualification. In these circumstances the accompanying school staff member in charge always maintains overall responsibility.

## 6.0 Safety of Pupils

### 6.1 Arrival and Departure

**6.1.1** It is essential that pupils enter and leave the swimming pool building under supervision and be counted on arrival and departure and on entering and leaving the pool hall. These duties are the responsibility of the school staff member in charge.

### 6.2 Changing Rooms

**6.2.1** Schools are responsible for the supervision of pupils in the changing rooms. Wherever possible supervision of pupils changing should be undertaken by staff of the same gender.

**6.2.2** Good behaviour must be maintained at all times. This is essential to safe practice.

### 6.3 Class Management on Poolside

**6.3.1** The areas of shallow and deep water must be clearly defined for pupils. Ropes with floats at water level will be used to divide swimming groups of different abilities. LCC's School Swimming Teachers will determine the placing of such ropes dependent upon the ability of the pupils in each lesson.

**6.3.2** In order that pupils remain visible at all times LCC's School Swimming Teacher/Lifeguard and school staff member in charge should adopt appropriate teaching/supervisory positions on the poolside.

**6.3.3** Safe working patterns should be adopted by LCC's Swimming Teachers appropriate to the ability group using one of a combination of the following methods, e.g. Buddy / Pair system, Waves - either widths or lengths, circuits etc.

**6.3.4** All staff will be expected to promote positive behaviour management and responsible participation by pupils.

**6.3.5** The swimming ability of all pupils must be assessed by a LCC's School Swimming Teacher on their first visit to the pool. Pupils will then be placed in appropriate teaching groups, and reassessed at regular intervals in order that their progress can be monitored and pupils swimming group adjusted accordingly.

**6.3.6** Swimming registers maintained by LCC's School Swimming Teachers, for each school are kept at the swimming pool and are used to record pupils' ability groups, medical details, assessment, attendance and any other relevant information.

**6.3.7** LCC's School Swimming Teachers should ensure that pupils understand the following routines and procedures associated with the swimming lesson:

- Pupils will be taught safe practice whilst on poolside and in the water;
- Pupils must not enter the water until told to do so by a LCC's School Swimming Teacher
- Pupils should know which swimming group they are in and exactly where to stand, sit down, or line up;
- Pupils will be taught safe methods of entry and exit from the swimming pool and all staff must ensure they adhere to them at all times;
- Pupils should be taught to be aware of and respect each-others' space in the water;
- Pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge - running on poolside is strictly forbidden;
- Pupils should be encouraged to tidy floats, armbands etc. away in order that 'trips and slips' can be avoided.

**6.3.8** Pupils whose behaviour compromises their own safety or that of other pupils must be monitored and any subsequent action taken will be agreed between the Sports Development & Facilities Manager, LCC's Swimming Teacher, school staff member in charge and Head Teacher.

**6.3.9.** It is each school's responsibility that all adults have the appropriate DBS clearances. It is LCC's responsibility that all adults have the appropriate DBS clearances

## **6.4 Emergency Procedures**

**6.4.1** Whistle drill, fire alarm and evacuation procedures must be explained to pupils and accompanying staff at the beginning of each term.

**6.4.2** During each term emergency procedures will be rehearsed with each class of pupils,.

**6.4.3** All staff accompanying pupils to school swimming lessons must be aware of the following whistle procedure used by Lifeguards and Swimming Teachers.

### **One short blast**

Call the attention of pool users, i.e. swimmers; STOP LOOK LISTEN

### **Two short blasts**

EMERGENCY

All children must leave the water at the side nearest to themselves, quickly and safely and remain on poolside until instructed otherwise.

### **Three short blasts**

The swimming teacher/ lifeguard is entering the water and needs the assistance of the Pool Staff.

If a Lifeguard or School Swimming Teacher enters the water, the remaining pupils should remain on poolside until instructed accordingly.

### **One long blast**

This indicates the end of the lesson and all pupils will climb out of pool immediately and line-up is the appropriate place.

**NB** Pupils should be taught the meaning of one short blast, one long blast and two blasts, - they do not need to know three blasts. Staff should be mindful of the fact that pupils with SEN may be sensitive to a whistle blast.

**6.4.4** All accidents or medical incidents in a swimming pool building must be reported to the Lifeguard/Duty Manager on duty who will record the appropriate details.

## **7.0 Health & Personal Effects**

**7.1** All pupils for whom swimming is timetabled should take part in school swimming lessons unless medically excluded by a Doctor or a letter from a parent. Pupils who are medically excluded should not attend the pool unless the school can provide adequate supervision.

**7.2** The school staff member in charge in consultation with a LCC's School Swimming Teacher, may excuse a pupil from swimming if he/she considers the pupil to be unwell on arrival at the pool.

**7.3** It is essential that all members of staff are fully aware of any significant special educational needs, disabilities and medical conditions of pupils in their care. Particular care will be needed for children with more than one need.

**7.4** It is essential that the LCC's School Swimming Teacher undertaking the first visit to the pupils in school is fully informed of pupils' medical conditions. Medical approval to attend swimming lessons may be required for pupils who suffer from any medical condition, which may render them unconscious.

The School Staff member in charge and LCC's School Swimming Teachers must be regularly updated on such children.

**7.5** For the safety of individuals and the group as a whole no jewellery should be worn during school swimming lessons. However, it may be necessary to agree procedures relating to

pupils who wear jewellery for religious reasons. If earrings cannot be removed the pupil may not swim.

**7.6** Medic-alert bracelets preferably should be removed and given to the School Staff member in charge for safekeeping during the swimming lesson, and returned to the pupil immediately the pupils exits the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.

**7.7** It is recommended that pupils who suffer from any known ear ailments, should be discouraged from jumping into deep water, diving, and any form of underwater swimming. Advice from parents should be sought for these pupils and for any pupils who may have grommets fitted in their ears.

**7.8** Partially sighted children should obtain permission from the consultant ophthalmologist before being allowed to dive or jump into water. It may be necessary for children with poor sight to wear prescription swimming goggles.

**7.9** If a pupil brings an asthma inhaler to school it must be brought to the pool and kept on the poolside. If not with the pupil, they may not swim.

**7.10** Pupils with a verruca may swim unless excluded by a Doctor.

**7.11** Pupils should wear a one-piece swimming costume or swimming trunks or lycra swimming shorts. A leotard and tights/or full body suit, which meets religious requirements, may be worn providing it does not jeopardize the swimmer's safety.

**7.12** Any pupils with hair long enough to impair vision may wear a swimming hat. If a swimming hat is not available the pupil's hair must be securely tied back.

**7.13** Swimming goggles may be worn if a goggles permission form has been completed. When completed they must be held by the school. It is the pupil's individual choice as to whether the goggles are worn. These forms are supplied by the LCC's School Swimming Teacher.

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## **8.0** Guidelines on Dress and Appropriate Clothing for School Swimming in the Multi-Faith School

**8.1** Schools should refer to the equal opportunities legislation and guidance available which promotes:

- Cultural diversity;
- Equality issues in staff induction;
- Teaching and assessment methods across the curriculum, which are not culturally exclusive.

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## 9.0 Secondary School Swimming

**9.1** For Secondary School aged children, swimming is an optional part of the National Curriculum at Key Stages 3 and 4. High Schools are strongly encouraged to make provision for any pupils who have not achieved the required standard at Key Stage 2. Secondary Schools may also wish to provide swimming as part of the GCSE / BTEC PE syllabus.

**9.2** In consultation with the, Swimming Lessons coordinator Secondary Schools may buy into the Schools Swimming Service through a Service Level Agreement.

**9.3** Secondary Schools opting to deliver their own swimming lessons must do so through the Leisure centres 'pool hire booking form'.

**9.4** It is the responsibility of the Head teacher and Pool Supervisor to ensure the member of the school staff responsible for the delivery of the swimming lesson is suitably qualified in the delivery of swimming and has undergone Safety Awareness training delivered by the Sports Development & Facilities Manager prior to commencement of the swimming lessons.

**9.5** Head Teachers have responsibility for ensuring that the school staff member in charge is fully aware of the ratios set out in this policy document.

**9.6** The Secondary school staff member in charge has a duty of care at all times and has overall responsibility for;

- The water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- Alerting the lifeguards in the event of an incident
- Ensuring compliance with ratios and procedures.
- Confirming with the Lifeguard that the swimming area has been safely cleared at the end of each lesson;
- Ensuring that whistle drill, fire alarm and evacuation procedures are explained to all pupils at the beginning of each term;
- Making all pupils aware of the geography of the building, safe practices whilst on poolside and in the water, emergency whistle and fire procedures and deep and shallow areas of water.
- The organization of the lesson,, for checking the position of safety aids and lesson equipment;
- Wearing appropriate clothing, footwear, whistle and identification badge;
- Maintaining swimming registers and pupil medical information.
- Informing the lifeguard of any medical conditions and any other concerns;

**9.7** The Teacher / Pupil safety ratios, for pupils in the water during High School Swimming lessons are as follows:

**Non-Swimmer/Beginner 1: 12** – children who are being introduced to swimming;

**Improver 1 : 20** - A pupil who can swim a minimum of 10 metres on front and back, competently but who is not confident in deep water;

**Competent 1: 20** - A pupil who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.

**Advanced Group 1: 20** - A pupil who can swim at least 100 metres competently on front and back, and can tread water for three minutes.