

# **Weston Turville CE School**

## **MISSION STATEMENT**

**Inspire, Believe, Achieve - Together**

## **SWIMMING POLICY**

<b>Co-ordinator:</b>	<b>Mrs S Ellis and Mrs V Workman</b>
<b>Policy Produced by:</b>	<b>Mr G Norris</b>
<b>Policy Agreed:</b>	<b>Autumn 1998</b>
<b>Policy Reviewed by:</b>	<b>Mrs S Warnes</b>
<b>Reviewed:</b>	<b>Autumn 2015, Autumn 2020</b>
<b>Date of next Review:</b>	<b>Autumn 2024</b>

## Swimming Policy

This policy is designed to provide additional guidance. It sets out the policies and procedures alongside Buckinghamshire Council's swimming pool safety document. It should be used in conjunction with "Safe Practice in Physical Education and School Sport" BAALPE 2020 Edition and also with the school's Physical Education Policy.

We believe that swimming is an important component of a balanced curriculum and an important life skill for all the children. In addition, it is a highly beneficial activity for health, enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is a statutory requirement that children take swimming lessons at either KS1 or KS2. The school uses the facilities at AquaVale and children are taught by a qualified swimming instructor. Usually, children at Weston Turville swim each week during Year 3.

A range of activities are provided to promote enjoyment and to develop children's:

- confidence in the water environment
- a range of swimming strokes
- proficiency at swimming strokes
- concepts of water safety
- aerobic abilities
- confidence, self esteem etc

Throughout their school life all children should take part in swimming lessons. A child, bringing in a letter from parents, may be excused swimming if s/he has:

- a temporary medical condition (e.g. broken arm/cold/infection)
- recently been off school with illness

Where a parent wishes their child to be excused for a period in excess of 6 weeks because of a medical condition a brief letter from a doctor is required. It is not usual for children to be excused swimming for other reasons. The Governors (Premises, Health and Safety Committee) will consider any request where parents feel exceptional circumstances exist.

A child with no letter from parents may be excused swimming if s/he has:

- forgotten their kit and no suitable arrangements can be made

If children forget their kit, it may be possible for them to telephone home. This is determined by factors such as the number of children involved, the staffing and workload of the office. If children only realise that they have forgotten their kit close to the start of the lesson it is impractical to telephone parents. **The school will keep towels and pants which can be borrowed but need to be returned laundered by the following lesson. Swimming hats are also available if a child has forgotten to bring one, but this is not a permanent solution.**

Children cannot swim in their PE kit. Children cannot share swimming kits or towels. It is important to monitor any children regularly not participating in swimming lessons.

The school has a responsibility to ensure that action is taken to safeguard staff and pupils. It is therefore aware of:

- The Risk Assessment for the pool.
- The pool's Normal Operating Procedure (NOP)
- The Emergency Action Plan (EAP)
- Pool rules
- Any special needs or medical conditions of pupils.

## **RESPONSIBILITIES**

### **Overall County Council responsibility**

Buckinghamshire County Council has responsibility for ensuring safety in swimming in school. As part of this responsibility the County Council provides the safety policy, guidance, and procedures for swimming, and ensures that employees receive any necessary training to carry out their delegated tasks. The swimming coordinator (usually the year 3 teacher) is to undertake the relevant county swimming training course.

### **School responsibility**

The Governing Body should ensure that a nominated member of staff is delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school. They are responsible for ensuring records of all qualifications of those involved in the teaching of swimming are maintained, kept up to date and available for inspection if required. All staff responsible for those swimming should ensure:

- Children are appropriately supervised when changing (1 adult per changing room)
  - Pupils are under control at all times
  - A headcount is taken before, during and after sessions
  - Normal and emergency procedures are enforced
  - Teachers have an overview of the teaching of their children and the conduct of the class.
- The role of the class teacher and other accompanying school staff will be to work under the direction of the swimming instructors.

Class teachers and class teaching assistants should accompany their own class to swimming whenever possible, because of the special knowledge they have of their pupils.

All staff responsible for teaching and pool safety should be aware of any existing health issues e.g. heart trouble, asthma, epilepsy. Ventilators should be kept at the pool side. Where epilepsy is totally controlled by medication no special precautions are necessary. A school first aid kit is to be taken to the swimming pool.

A swimming register should be kept showing who swims and the reasons for not taking part in swimming lessons.

All supervisors should carry a whistle.

### **Specialist swimming teachers and swimming instructors**

Specialist swimming teachers hold an Amateur Swimming Association (ASA) swimming teaching qualification as a minimum qualification. They should have also obtained RLSS Rescue Test for Teachers within the past 2 years. They have shared responsibility with school staff for ensuring the safe conduct of the class in the water and on poolside. They will organise non-specialist class teaching staff who maintain their duty of care for the children. They must be vetted by the Criminal Records Bureau to work with children.

### **Adults other than teachers**

AOTT can be extremely helpful to support the delivery of swimming. They can:

- Support and work beside teachers
- Supervise changing
- Administer first aid
- Look after any unwell children or children who are not swimming.

AOTTs should **have a valid DBS check** to work with children and **Policy for Voluntary Helpers in School** adhered to.

### **Lifeguards**

Lifeguarding of children is undertaken by the swimming pool's lifeguards. Instructions for safe conduct in the pool should be followed at all times. Lifeguards present are responsible for supervising the safety of the children being taught. Teaching staff and AOTTs will not be required to have rescue skills but should understand the basics of teaching swimming. The life guarding arrangements are agreed with the pool management within their conditions of hire.

### **TEACHER TO PUPIL RATIOS**

The designated maximum bather capacity is appropriate to the size of the pool and is specified in the NOP of the pool. Irrespective of the ratio there must always be at least two supervisors present on the poolside. Pupil/teacher ratios must not exceed 20:1. See the pool's NOP for guidance on teacher to pupil ratios.

### **SAFETY**

**AquaVale** pool operates single sex changing areas. If possible, only staff of the appropriate gender should enter the changing room, unless in an emergency or to deal with a disciplinary matter. **Children are to be made aware of an adult entering their changing room before they enter, and adults must observe all safeguarding policies.**

**Pupils should be able to dress themselves and not require adult support unless they have specific SEND needs.**

**The adult responsible for organising the swimming lessons has the use of a phone only in exceptional circumstances, such as the coach not being there to return them to school. Phones are not permitted at the poolside or near changing rooms. No photographs are allowed to be taken.**

## **Pool Management**

Standards should be to the ISRM National Pool Plant Operators course. The School is not required to satisfy themselves as to the qualifications of those managing the pool and plant at Green Park, but if there is any concern with regard to pool safety (including the clarity and quality of the pool water) this should be reported to the manager of the pool.

## **Risk Assessment**

The Pool manager should arrange an induction on the NOP and EAP to ensure that all staff are clear about how the pool operates. The school swimming coordinator will obtain a copy of the NOP & EAP for the pool which will be made available to all staff and AOTTs who are involved in school swimming sessions at the pool. This should be re-issued periodically when reviewed but the school may wish to check, annually, with the pool management that it has not changed.

Records of incidents and accidents that occur in the swimming pool or pool area should be maintained and should be available for inspection. An annual review of these will assist with the review of the risks associated with school swimming.

## **DIVING**

Additional hazards are created when swimmers are allowed to dive into the pool. As a result, diving is prohibited.

## **Swimming attire**

Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is a one-piece costume or trunks and relatively tight fitting so as to minimise the effect of drag that waterlogged clothing can create. Sensitivity is required to ensure:

- The correct balance when cultural demands require looser fitting garments
- The need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning.

All children are required to wear a swimming hat. Pupils should not be excluded from swimming because of verruca or similar foot infections.

Goggles present a safety hazard **but can be worn with parental consent. Parents should be informed of their responsibility to teach their child to put on and remove goggles in the correct and safe fashion and misuse of goggles will result in them being confiscated.**

**No jewellery should be worn for swimming. This includes earrings. Plasters are not reliable when wet. Watches and other items such as hard hair adornments must be removed.**

**Nail varnish should not be worn.**

## **Safety Equipment**

The pool is equipped with a means of raising an alarm and summoning support in the event of an accident or incident. There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.

Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.

### **First Aid Arrangements**

It is the responsibility of the pool operator to ensure that there is a first aider on site or to ensure that the school provides their own first aider. In the event of an accident occurring which requires first aid, this must be recorded on the accident form of the pool and the school should request a copy for their own records.

Accidents where a pupil is hospitalised should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **Pool Rules**

The pool rules should be explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils. The rules listed in the NOP of [AquaVale](#) are to be adhered to. An emergency drill is carried out throughout the year to teach the children how to exit the pool safely in the event of an emergency.

### **Equal Opportunities and Inclusion**

Swimming should be accessible to all. No child should be excluded from an activity because of their gender, culture, or ability. All pupils in the school have equality of opportunity in terms of curriculum balance, curriculum time, use of resources, use of facilities and access to extra-curricular activities. Children complete an initial assessment and place appropriately into 3 groups, dependent on ability. They are continually assessed to ensure challenging and accessible skills and activities are taught.

### **CHILD PROTECTION**

The LA and the school have their own child protection procedures and so too does the pool. The school and pool should establish a protocol identifying the relationship between their respective procedures.

Care should be taken in changing rooms to ensure that the appropriate ratios and, where possible, gender of staff are present to supervise children. The swimming pool is booked as a private facility to ensure the safeguarding of the children from members of the public.

When supervising children, the pool staff, school staff and AOTTs should avoid physical contact with children unless it is essential to develop a swimming skill or to assist changing.

All persons working with the children should have a **DBS** Disclosure.