



# SWIMMING POLICY

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<b>Policy Review Date:</b>	Spring 2019	Rebecca Dulieu (Headteacher)	Signature	Date
<b>Ratified by Governing Body:</b>				
Name: Raj Gill-Harrison		Signature		Date

## **Swimming Policy**

### **Introduction**

This policy outlines the purposes, aims, management and progression of Swimming at St Mary's Fields Primary School.

At St Mary's Fields swimming is taught in accordance with the National Curriculum. Swimming instruction will be provided in KS2 years 3-6 and will take place in blocks of 6-8 lessons in each term of the school year, one term per year group. This will take place at Braunstone Leisure Centre and will be carried out in line with the Safe Practice in School Swimming and Water Safety Document.

Swimming is an important life skill. It is also a highly beneficial activity for acquiring an increased movement vocabulary. In addition it provides skills for health and enjoyment, and gives access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. Therefore, the children need to the best chance to learn to swim, as proficiently and as early as possible.

Nonetheless, it is a recreational and teaching activity which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of everyone.

We at St Mary's Fields have a responsibility to ensure that we take the correct action to safeguard staff and children. We should also be aware of:

- The Normal Operating Procedure (NOP)
- The Emergency Action Plan (EAP)
- Conditions of hire
- Pool rules
- Any special needs or medical conditions of pupils

### **Safe Practise in School Swimming and Water Safety**

Although swimming is an enjoyable but important life skill, it carries with it danger and requires utmost care by all concerned. This document is a summary of the important key points to note when taking children swimming.

Before the visit, you should be aware of:

- Risk assessment for the pool and session used. Individual risk assessment if taking children with disabilities
- Normal Operating Procedure – a copy can be found in the school swimming folder
- Emergency Action Plan – a copy can be found in the school swimming folder
- Conditions of hire and hire agreement
- Pool rules
- Any additional needs or medical conditions for pupils

- The class teacher will accompany the class as they carry specialist knowledge of their pupils

#### During the Visit

- Teaching staff have a duty of care whilst on the visit that cannot be transferred to anyone else. This relates to supervising children changing, that pupils are under control at all times, headcounts, normal and emergency procedures enforced and teachers have an overview of teaching of their children and conduct of the class
- There must be a qualified pool lifeguard present during the session. Teachers work with the lifeguard to ensure safe conduct at all times
- The school always provides at least one first aider

#### **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 stroked and personal survival skills (for example, front crawl, back crawl, breaststroke, floating and surface diving)

#### **Objectives**

All schools must provide swimming instruction either in key stage 1 or key stage 2. In particular, pupils should be taught to:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]
- perform safe self-rescue in different water-based situations

National Curriculum for England Wales; Physical Education 2017

#### **Curriculum Development/Planning**

Swimming at St Mary's Fields is time tabled throughout the year for all pupils in Key Stage 2. Pupils, therefore have the opportunity to develop and improve their swimming throughout the primary phase. Swimming lessons take place on Friday afternoons and last 30 minutes. Groups are organised according to the children's swimming ability.

## **Inclusion and Equal Opportunities**

We provide suitable learning opportunities regardless of gender, ethnicity or background. All children have equal access to the Swimming Curriculum regardless of race, gender, creed or ability in line with the school's policies on Physical Education, Special Educational Needs. This policy pays due regard to the Disability Discrimination Act. Families will be written to for permission for their child to go swimming and a subsidised voluntary contribution will be asked for.

## **Assessment and Record Keeping**

Assessment in swimming is in line with the Schools Swimming Guidance. Teachers use this information to teach pupils in a localised manner which meets the learners needs and it progressive and inclusive. The swimming ability of the pupils is assessed and recorded at the beginning of each round of swimming lessons. Records are kept of the progress of individual pupils throughout the year. This information can be accessed from the Swimming Co-ordinator and certificates are used to reward pupil's achievements

## **Health and Safety**

Children are not allowed to wear any jewellery for swimming lessons due to the danger of injury. Any religious jewellery needs to be covered or taped up with consent from parents. Children who are unable to remove earrings for swimming will need to have them covered up and parents spoken to about having them removed. Girls are expected to wear a one piece swimming costume and boys wear close fitting shorts or trunks. Any religious restrictions to this needs to have parental permission. Long hair must be tied back or a swimming hat should be worn. Parents must give parental permission if they wish their child to wear goggles in swimming lessons. Verruca socks should be worn if a child has a foot infection.

## **Swimming Attire**

All members of staff involved with the delivery and attendance of swimming lessons are expected to model appropriate attire as outlined below:

- suitable indoor footwear
- suitable clothing for the humidity of the environment

During swimming sessions a member of staff goes into the water to support the children they must wear a t-shirt and shorts over the top of their swimming costume. It means that if a child needs to hold on to an adult in the water they have something appropriate to hold onto. It also protects the person's modesty.

The swimming instructor has overall responsibility for the teaching, discipline and safety of the pupils. The swimming co-ordinator is responsible for ensuring that helpers know and understand emergency operating procedures. Instructions for fire evacuation are clearly displayed in the pool area and a first aid box is located on the pool side.

## **Staff to Pupil Ratios**

Braunstone Leisure Centre has a designated maximum bather capacity which is appropriate to the size of the pool which is specified in the normal operating procedure. The following ratios are based upon safety considerations rather than teaching requirement;

### **Recommendations**

Non-Swimmers / Beginners 12:1 – young children mainly primary school children who are being introduced to swimming who are unable to swim 10 metres unaided on back or front

Improving Swimmers 20:1 – swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.

Mixed Ability Groups 20:1 – pupils with a range of ability (from improving to competent where the least able and least confident are working well within their depth). Swimmer's techniques stamina and deep water experience should be considered.

Competent Swimmers 20:1 – those swimmers who can swim at least 25 metres competently and unaided on their front and back.

Swimmers with disabilities 1:1 – 8:1 – each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide a degree of support.

### **Supervision of Changing Rooms**

Children will be supervised at all times when changing. The girls and boys will change separately in different changing cubicles. A member of staff from either gender will supervise the children. Any children who require separate changing cubicles due to behaviour, SEN or medical conditions will also be supervised by staff. These children will be identified on the risk assessment.

It is not desirable for members of the public to share changing rooms and provision with school pupils. Braunstone Leisure Centre makes arrangements for us to have sole use of one half of the changing rooms. These members of staff will be DBS checked, have child protection training and understand how to safeguard themselves.

### **Roles and Responsibilities**

The role of the class teacher:

- The welfare and safety of children at all times
- Overall maintenance of good discipline
- Completing the sessional register
- Regular head counts of the children are taken before, during and after session

- Confirm attendance levels and any relevant medical information
- Adhere to health and safety requirements
- Pupils are appropriately supervised when changing
- Normal and emergency procedures are enforced
- Teachers have an overview of the teaching of their pupils and the conduct of the class

#### The role of 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 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 spotter

- To assist the lifeguard, acting as extra eyes and ears, therefore if the lifeguard is called upon to assist a pool user the spotter must remain on task.
- Remaining on task means to observe all pool users until the situation is either made safe and the lifeguard returns to post or all users are removed from the pool

#### The role of Swimming Teacher

- Plan, develop and monitor the swimming programme
- Prepare schemes of work appropriate to pupils' ages, abilities and interests
- Co-operating with the class teacher to check numbers of pupils before, during and after each session
- Identifying specific groups and individual needs for each swimming session
- Being familiar with the Pool Safety Operating Procedures (PSOP)
- Being familiar with the emergency equipment provided
- Ensuring adequate safety and first aid cover is available
- Being suitable clothed

#### The role of the Lifeguard

- 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
- Maintaining observation
- Providing good supervision
- Early intervention
- Accident prevention
- Rescue

## **Appendix 1 – 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.

- Never go onto poolside until a member of staff is present
- Do not enter the water until instructed to do so
- No running on poolside
- No chewing gum or eating sweets or other food on poolside
- No shouting or whistling
- No jumping in or diving in, except under instruction
- No pushing others in
- No holding others under the water or deliberately splashing them
- No jewellery to be worn
- No outdoor shoes on poolside
- Swim caps to be worn if requested
- All instructions from staff to be obeyed promptly

### **Emergency Guidelines**

The following emergency signals should be recognised:

- 1 Whistle Blast – attracts the attention of the pool users
- 2 Whistle Blasts – attracts the attention of other pool staff
- 3 Whistle Blasts – indicates that the lifeguard is about to take emergency action
- 1 Long Whistle Blast – attracts the attention of the pool users to prepare for an evacuation

Whistles will be used sparingly and will be followed by relevant verbal or visual instruction e.g. hand signals

## Appendix 2 – Letter to Parents

Below is a copy of the letter that is sent to parents for them to sign and there give consent.

Dear Parents/Carers

On **Friday 19<sup>th</sup> January 2018** the children from classes 5LS and 4LS will begin their swimming programme at Braunstone Leisure Centre. This will be for a period of six sessions – Friday 19<sup>th</sup> January to Friday 2<sup>nd</sup> March 2018.

The cost will be £20

This covers the cost of:

- a) The pool hire.
- b) Transport to and from the pool.
- c) Swimming tuition.

**Unfortunately, no refund can be given when children are absent for sessions as costs are calculated to keep payments to a minimum.**

**Kit list: Swimming costume, towel, comb/brush.**

**Please note: NO JEWELLERY OR GOGGLES TO BE WORN FOR SAFETY REASONS.**

✂.....  
**REPLY SLIP**

I/We agree to my child being taken swimming from **Friday 19<sup>th</sup> January 2018** for six sessions.

***Please find enclosed £20***

***I/We have made an online payment for £20***

Signed \_\_\_\_\_

Parent/Guardian

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

At St Mary's Fields Primary School the health and safety, safeguarding and promoting the welfare of all children is of paramount importance.

### **Appendix 3 – Swimming Goggles Letter**

This is the goggle information letter highlighting the relevant safety information about them and the consent form which the parents need to sign and return to school. If a consent form isn't received then the child is unable to wear swimming goggles.

Dear Parent/Guardian

This letter includes some relevant safety information about the use of swimming goggles, and a reply slip which must be completed by parents wishing to authorise the school to allow their son/daughter to wear swimming goggles during their school swimming lessons.

We are advised that although swimming goggles look harmless, they have been found to carry considerable risks. A small percentage of casual swimmers find the water in the swimming baths to be irritant due to chlorination, nitrogenous content, aniline dyes and general detritus, but the hazard to themselves and others of wearing goggles is probably far greater than the protection provided by wearing the goggles. We are advised that little medical benefit accrues from the use of goggles and we therefore advise parents and children not to use them other than in exceptional circumstances.

Speed swimmers who undertake frequent, long periods of training and are exposed to excessive water friction may need to protect their conjunctivae. However, most children do not need this kind of protection during the normal short length of a swimming lesson. Please read the following points before authorising the school to allow your son/daughter to wear goggles.

Whilst swimming goggles can provide confidence to timid swimmers who feel anxious putting their face in the water, there are some health and safety considerations for use of swimming goggles which you must be made aware of.

- The parent must accept responsibility for ensuring that the child understands the correct method of putting the goggles on and taking them off. Cold, slippery hands do not always grasp the fittings adequately and a catapult effect could result in eye trauma.
- It is difficult to maintain accurately fitted eye protection for all of the time when in the swimming pool, therefore eye contact with the water in the swimming pool is not fully avoidable.
- The teacher reserves the right to remove goggles from a lesson if they are disrupting the flow of the lesson.
- The use of goggles when jumping or diving in is not permitted due to the possibility of dislodgement on entering the water.
- Some goggles are made of brittle plastic, glass or acrylic substances and in the event of any collision, may shatter resulting in serious injury and/or the deposit of hazardous material which is difficult to locate and remove from the swimming pool.
- Goggles should be manufactured to the requirements of British Safety Standards (BSS) 5883.

If after considering these points, you wish to authorise the school to allow your child to wear goggles for swimming lessons please sign and return the slip below.

Yours sincerely

Rebecca Dulieu

Headteacher

*Please complete and return to the school*

**PARENTAL CONSENT FOR THE USE OF SWIMMING GOGGLES**

- I authorise the school to allow my son/daughter to wear swimming goggles for school swimming lessons.
- I accept responsibility for providing suitable goggles and for ensuring that my son/daughter understands the correct method of putting on the goggles and taking them off.
- I accept that members of staff may remove the goggles from my son/daughter, if they feel that the goggles are being used in an inappropriate or dangerous manner.

Name of Child: \_\_\_\_\_ DOB \_\_\_\_\_

Name of Class Teacher: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_