



Oxenhope Church of England Primary

Swimming Policy & Procedures (March 2018)

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

Swimming at Oxenhope C of E Primary School is timetabled from February to July for children in Key Stage 2 – year 5 . Swimming lessons take place at Keighley Pool on a Friday morning and last approximately 45 minutes. Children to travel by private hire bus there and back.

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 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 class teacher/HLTA :

- 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 LSA’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/HLTA 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 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.
- Make best use of available pool space using dividing ropes where appropriate.

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.

LIFEGUARD / 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: STA NaRs Pool Safety Award 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

HEALTH AND SAFETY

DUTY OF CARE ‘ The duty of care for pupils involved in swimming remains at all times with the accompanying teacher.’

MEDICAL CONDITIONS There must be an alerting mechanism/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 of any kind 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.

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. 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 are strongly recommended to 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. 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 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 and teacher 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 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 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

Keighley Pool

Hazard	Control measures in place	High Risk (H/M/L)
Changing supervision	<ul style="list-style-type: none"> • DBS Checks for all including volunteers • No running • Regular head counts • School behaviour policy 	L
Staff training	<ul style="list-style-type: none"> • Competent & trained staff. • Qualification renewed every 2 years. 	M
Pool Surround	<ul style="list-style-type: none"> • Non slip floor surfaces. • Effective cleaning schedules & inspections. • Checked on a daily basis by caretaker. • The poolside should be washed down every night to clear any residual chlorine from the tiles. 	H
Insufficient lighting	<ul style="list-style-type: none"> • If the bottom of the pool cannot be seen then no-one is allowed to swim. 	H
Pool inlets and Outlets	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Regular inspections of the steps to ensure that there are no sharp edges or damaged steps. • Inspections are recorded. 	M
Disabled access	<ul style="list-style-type: none"> • Poolside hoist in operation. • Regular service and maintenance by reputable contractor. • Staff trained in operation. 	L
Water Quality	<ul style="list-style-type: none"> • Effective water quality control in place 	

Diving / Jumping	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Competent / trained staff. Induction & ongoing staff training. Staffing ratios in accordance with school policy. Emergency action plan (EAP) in place. 	H
Swimmers with Special needs	<ul style="list-style-type: none"> 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 known medical needs	<ul style="list-style-type: none"> Written parental consent may be required before pupils can take part – depending on the need. Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision. 	M
Missing Children	<ul style="list-style-type: none"> A register / headcount should be recorded prior to and after the swimming session to ensure all children are accounted for. Implementing the "buddy" system is also recommended. 	H
CRB Checks / child protection	<ul style="list-style-type: none"> All staff have enhanced CRB checks. Any coaches or teachers being employed from outside of the school should be subject to the CRB checks before commencing work. Volunteers that help out swimming session's maybe required by the school to have a CRB check. 	M
First aid Provision	<ul style="list-style-type: none"> Adequate levels of trained first aiders on site. A fully stocked 1st aid kit is easily accessible. Face shields should be available on request from staff for resuscitation. Communication network in place. 	M
Rescue Equipment	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Woggles, floats and other equipment should be in a good condition. Equipment needs to be 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	<ul style="list-style-type: none"> Any goggles used should be made of unbreakable plastic or rubber. Pupils should be taught to remove them by slipping them off their head, rather than by stretching the retaining band. 	L
Changing facilities	<ul style="list-style-type: none"> Changing facilities should be available for all pupils. Changing facilities should be clean and well maintained. Changing facilities should be secure and lockable. Changing facilities should be accessible for all pupils. Changing facilities should be well lit. Changing facilities should be well ventilated. Changing facilities should be well heated. Changing facilities should be well equipped. Changing facilities should be well stocked. Changing facilities should be well signposted. Changing facilities should be well located. Changing facilities should be well maintained. Changing facilities should be well supervised. Changing facilities should be well monitored. Changing facilities should be well controlled. Changing facilities should be well managed. Changing facilities should be well organized. Changing facilities should be well planned. Changing facilities should be well designed. Changing facilities should be well constructed. Changing facilities should be well finished. Changing facilities should be well furnished. Changing facilities should be well decorated. Changing facilities should be well equipped. Changing facilities should be well stocked. Changing facilities should be well signposted. Changing facilities should be well located. Changing facilities should be well maintained. Changing facilities should be well supervised. Changing facilities should be well monitored. Changing facilities should be well controlled. Changing facilities should be well managed. Changing facilities should be well organized. Changing facilities should be well planned. Changing facilities should be well designed. Changing facilities should be well constructed. Changing facilities should be well finished. Changing facilities should be well furnished. Changing facilities should be well decorated. 	