

Whitchurch Swimming Policy

Why we provide swimming lessons at Whitchurch Combined School:

- To meet the requirements of the National Curriculum;
 - 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
- To develop the personal and social development of children and their health and well-being;
- To promote a valuable life skill

Safe Practice 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 (eg designated number of bathers capacity for pool). A copy should be held at the school.
- Emergency Action Plan.
- Conditions of hire – if relevant.
- Pool rules.
- Any additional needs or medical conditions of pupils, with risk assessment for these.
- Where possible, Primary school teachers should accompany their own class as they carry specialist knowledge of their pupils.
- It is essential to have other non-teaching staff (DBS vetted) to assist on the visit.
- Parents who accompany the class to the swimming pool are asked not to remain in the changing area, but wait at poolside.

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 SENDCo, 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.

How we will organise swimming at Whitchurch School?

Swimming is time tabled in the Autumn and Spring term for all Year 4s and Summer term all Year 3s, (plus any pupil in Year 5 who is unable to swim 25m). Children, therefore, have the opportunity to develop and improve their swimming throughout the primary phase. Swimming lessons last approximately 30 minutes and count as one of the classes' weekly PE lesson. Children are transported to Stoke Mandeville swimming pool in Aylesbury by coach. These coaches are all fitted with 3 point seatbelts.

ROLES AND RESPONSIBILITIES

The role of the member of staff in charge is:

- The welfare of children in changing room
- Overall maintenance of good discipline
- Counting children into and out of the building and recording these numbers so that they are visible
- Marking the attendance register
- Ensuring the water safety of all children and maintain a safe working environment
- Confirm attendance levels and any relevant medical information with the swimming instructors
- Make arrangements about the provision for children with special needs and confirm risk assessment
- Adhere to health and safety requirements.

The role of adult helpers (LSAs):

- The welfare of specific children in changing room and shower area

Supervision and oversight of designated child, ensuring the child understands and follows instructions

- Consult with the member of staff in charge 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 the PE subject leader:

- To undertake a risk assessment of the school's swimming provision annually and monitor its implementation on an ongoing basis
- To ensure that the law relating to SEND is followed whereby schools take all reasonable steps to avoid discriminating against pupils on the grounds of their disability
- To maintain and keep a record of the pupils' swimming achievements inside and outside of school.
- To report to the governing body annually on the impact of the school's swimming provision
- Ensure the recommended teacher ratios are adhered to (See Appendix 1)
- To ensure annual briefing sessions take place with all staff involved with swimming provision.

The swimming instructor will:

- Possess DBS clearance
- Have full ASA Teachers Award or an STA equivalent as well as a life-saving award recognised by Health and Safety Unit
- Possess a relevant First Aid certificate
- Make sure all children and teachers know safety drills
- Have all equipment ready and in the correct place in the teaching area
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment
- Ensure children know the procedure for the start/end of lesson, their grouping and assigned area of pool and teacher
- To assess and record pupil progress
- Organise classes according to: Class numbers, pupil ability, numbers of teachers/adult helpers
- Teaching groups of children swimming skills at appropriate level
- Provide support for other adults taking swimming groups.

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. Where there is not a lifeguard, we will ensure a member of staff is undertaking that role but there will be 3 pool teachers teaching and will be on hand to step in as lifeguard.

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 understand the basics of teaching swimming. Staff will have an up to date swimming certificate in accordance to Bucks swimming trust.

HEALTH AND SAFETY

It is essential that schools take note of and comply with 'Safe Practice in Physical Education' [BAALPE] which provides detailed, authoritative guidance on safety issues, including safety in swimming lessons and the DfE guidelines on educational visits. 'The duty of care for all pupils remains at all times with the accompanying teacher.' (BAALPE Safe Practice in Physical Education) All staff involved with swimming provision will have read the relevant BAALPE documentation.

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 boys 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. 12:1 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 all the time. 12:1 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.

BEHAVIOUR

The swimming pool is a place of work and should be treated as a classroom with the same rules regarding behaviour.

ATTENDANCE

All parents must ensure that their children attend all allocated lessons. As swimming is a statutory part of the National Curriculum. Parents do not have the right to withdraw their children from this statutory element of the National Curriculum, unless the child has an EHCP (Education Health Care Plan). Older children are encouraged to be independent in terms of organising their swimming kits. Children who forget their swimming kits or cannot participate in the lesson for any reason will be required to attend and observe the lessons from the side of the pool. This is in line with the other aspects of the PE curriculum delivery. Parents of children returning from an illness that would prevent them from swimming for a short period of time must provide the school with medical evidence of the illness in order that they may be excused from the lesson. Should a child not be able to swim for an extended period of time, a Doctor's letter must be provided.

CHILD PROTECTION

The school has their own child protection procedures and so too should the pool. It is important that the pool procedures relates to those of the school. Each school and pool being used by the school should establish a protocol identifying the relationship between their respective procedures. Ideally this should be within the conditions of hire. Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them.

All persons working with children within school should have a DBS Disclosure. Where family helpers are used to support with swimming sessions and following our Safeguarding guidelines previously outlined, they should be accompanied and the presence of a member of staff and at no point left alone with a child, including their own.

Care should be taken in changing rooms to ensure that the appropriate ratios and, where possible, gender of staff are present to supervise children and that children are safeguarded from members of the public. Staff must report any unexplained marks or bruises noticed on a child during changing to the schools designated person immediately. When supervising children changing or assisting them

with their swimming, pool and school staff should avoid physical contact with children, unless it is:

- essential to develop a swimming skill or technique
- to treat an injury
- to prevent an injury
- to meet the requirement of the activity (e.g. Lifesaving)
- to lift or manually support a child with disabilities.

In these circumstances the adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission. If children have disabilities, they and their families need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

Where children sustain an injury and any first aid is administered the families should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents which occur at a public pool should also be recorded by pool staff on their forms for their records. In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The family of the child should be informed as soon as possible. Staff should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view.

SWIMMING KIT

Girls should wear a one-piece swimsuit and boys should wear swimming trunks (not baggy 'board shorts'). All children should wear a swim hat, with girls ensuring that their hair is tied up. Provision must be made for alternative attire for minority ethnic pupils when a request is made. Verruca socks should be worn if a child has a foot infection. We do not encourage beginner swimmers to wear goggles. Please see the exemplar parent information letter below:

Goggles are not needed for everyday swimming. It should be remembered that in the event of your child being involved in a hazardous water situation it is extremely unlikely that he/she would be wearing goggles. It is highly desirable therefore that your child learns to swim without being dependent on goggles. Goggles may cause injuries even resulting in blindness if a child is knocked on the goggles when swimming or diving or putting them on and removing them. Goggles do not keep all water out of the eyes. Goggles often steam up for the first few minutes after putting them on.

School swimming lessons usually last for about 30 minutes. The children swim in large numbers and sometimes in crowded conditions. Beginners do not always have full control of arm and leg movements. These factors may increase the possibility of being hit on the goggles. Goggles are held in place by tight elastic and are made of hard plastic.

The use of goggles is advisable only when there is excessive reaction to the chemicals in the water and where the swimmer is involved in lengthy training sessions. In these cases, goggles may reduce the effect of contact of the eyes with the water a little. If goggles are used they should not be made of glass or breakable plastic. It is recommended that such goggles be purchased from a recognised sports equipment retailer or from local baths/leisure centres.



Your child will need to be taught how to put on and remove the goggles and how to empty the water out safely. The goggles must be held firmly with both hands each gripping the outside corner where the straps are attached. The goggles must then be pushed upwards and NEVER pulled out away from the face. If you wish your child to wear goggles in the school swimming lessons please make this request in writing to the school. Goggles can be used but children must be taught how to put them on / off correctly by the swimming instructor.

GOGGLES

I, as parent/guardian of acknowledge that I have received and read the notes of Advice To Parents Whose Children Wish To Wear Goggles In A School Swimming Lesson.

SignedDate.....

Reviewed: January 2023