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# Lanesend Primary School

## Swimming Policy School Sport and Healthy Lifestyle Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

Review Date: May 2019 (Every 3 Years)  
Reviewed By: Physical Education Manager

# Lanesend Primary Swimming Policy

At Lanesend Primary School swimming is taught in accordance with the National Curriculum.

Swimming instruction will be provided in years 2, 3 and 4 and will take place in a block of 10 lessons in each term of the school year, one term per year group. This will take place at UKSA's swimming pool and will be carried out in line with the Safe Practice in School Swimming and Water Safety document.

Our objective is for all pupils to be able to:

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

Families will be written to for permission for their child to go swimming and a subsidised voluntary contribution will be asked for.

Our swimming instructors will assess the ability of each child and place them in a teaching group to extend their skills in all areas of water confidence and swimming.

## **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.
- 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.

During the visit:

- Teaching staff (ie. Class teacher, Learning Support Assistants or HLTA's) 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 must work with the lifeguard to ensure safe conduct at all times. The best qualified teacher/instructor should teach the least able pupils.
  - The school always provides at least one first aider.
  - Teacher / pupil ratios: 1:8 or less for all of the following groups
    - Non-swimmers and beginners
    - Children under 7 irrespective of ability
    - Improving swimmers
    - Mixed ability group
    - Competent swimmers
- 1 : 1 ratio for those needing constant support / disabilities.

## **Changing**

When using mixed changing facilities, staff of either gender can supervise. If using open plan single sex changing areas, if possible, only staff of appropriate gender should enter. However, as the school is female dominant, then a female member of staff will have to supervise the boys changing room. These members of staff will be DBS checked, have child protection training to Level 2 and understand how to safeguard themselves.

## **Qualifications**

School staff are only involved in a supervisory role and adequate qualified teachers and lifeguards are present who have specific and relevant qualifications.

If an incidents or accidents occur at the pool, the school must take a copy and keep a record for future inspections.

## **Swimming Attire**

Pupils should wear appropriate costumes relatively tight fitting. Teachers should wear suitable indoor footwear and clothes suitable for humidity.

Verruca socks should be worn if a child has a foot infection.

Goggles can be used but children must be taught how to put them on / off correctly by the swimming instructor.

## 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
- to leave the pool on one long blast of the whistle
- all instructions from staff to be obeyed promptly

## Appendix 2 Safety Procedures

General guidelines for supporting staff:

- never leave the poolside unattended
- never turn your back on the pool or engage in any behaviour which results in not watching the pool when on lifeguard duty
- divide the area up into zones and use techniques to constantly scan the area, counting heads, watching out for vulnerable or weak swimmers
- keep alert,

### Emergency guidelines

If using a fully supervised pool staff should follow the guidelines of trained personnel.

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 3

## 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 should have a DBS Disclosure. This includes parent helpers who may sometimes support swimming lessons.

Care should be taken in changing rooms to ensure that the appropriate ratios and 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.