Wootton Bassett Infants' School

Swimming Policy

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Introduction

The purpose of this document is to provide guidance on safe practice in school swimming in Wiltshire Council owned and managed swimming pools.

Each school, whose pupils take part in swimming, has a responsibility to ensure that it acts to safeguard staff and pupils. It should be aware of:

- the risk assessment for the pool and session used
- the normal operating procedure (NOP)
- the emergency action plan (EAP)
- conditions of hire - if relevant
- pool rules
- any special needs or medical conditions of pupils and relay them to the swimming teacher
- signing in procedures at reception on arrival

This document sets out the policies and procedures of Wiltshire Council in relation to swimming pool safety at Wiltshire Council owned and managed swimming pools (Wiltshire Council Leisure Centre).

National Curriculum

Swimming and water safety remain a statutory component of the National Curriculum. The requirement is for all pupils to achieve a minimum standard before they finish key stage 2.

- swim competently, confidently and proficiently over a distance of a least 25 metres
- use a range of strokes effectively
- perform safe self-rescue in different water-based situations

Skills to be taught:

Key stage 1

- move in the pool, (for example jump, walk, hop and spin) with or without swimming aids
- float and move with or without swimming aids
- propel themselves in water, using different swimming aids, arms and leg actions and basic strokes.

School Responsibilities

The Governing Body should ensure that a nominated member of staff is delegated the responsibility of schools swimming coordinator/visit leader and applying the swimming pool guidance and procedures in the school. It also includes monitoring and recording, for the pool and sessions used, of the:

- appropriate risk assessments
- pool safety operation procedures
- qualifications and training of staff and maintaining records
- any instructions issued to staff
- conditions of hire or arrangements for use of the pool.

School teaching staff

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. The law has often described this responsibility as equivalent to the standard expected of a reasonable and careful parent. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming this means that:

• children are appropriately supervised when changing
• 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.

Primary school teachers must accompany their own class to swimming whenever possible, because of the special knowledge they have of their pupils.

Adults Supporting Learning

Adults supporting learning (ASL) can be extremely helpful and may be essential, to support the delivery of swimming in school. They can:

• support and work beside teachers
• supervise changing
• administer first aid
• look after any unwell children or children who are not swimming

Teachers cannot transfer their duty of care to ASLs, but where ASLs have swimming teaching qualifications they may be involved in the teaching of swimming.

ASLs must have enhanced Disclosure and Barring Service (DBS) and have attended safeguarding children course to work with children.

Planning and management of school swimming

Management responsibilities for school swimming lies with the school's swimming coordinator/visit leader.

When a school plans to provide a programme of swimming lessons for pupils that involve regular visits to a Wiltshire Council owned and managed swimming pool, it is essential that they appoint a School swimming coordinator/visit leader to take responsibility for planning, managing and authorisation from the Head teacher for each visit.

With the support and advice of the Educational Visits Coordinator in school, the school swimming coordinator/visit leader should record:

- Why - the purpose and objectives of the programme
- What - the specific nature of the activity
- Where - the location, venue and provider of the activity

- When - the dates and timings of each of the visits in the programme
- Who - the details of which pupils will be attending each visit in the programme including developmental age, gender split and any additional needs they might have.The supervising staff / adults involved in each visit.
- Wheels - transport and travel arrangement for each visit including providers and locations for drop-off and pickup
- With what - the associated costs and any additional equipment you might need
- What if - a risk assessment covering entire visit including transport to and from the Leisure Centre, supervision of changing, supervision on the poolside and contingency plans
- What else - letters to parents, consent forms and any medications that need to be managed

Wiltshire Council recommends that all schools use the EVOLVE system to record this information to manage the process of authorising educational visits and offsite activities. For further advice contact the Learning Outside the Classroom Safety Adviser evc@wiltshire.gov.uk

Staffing provision for school swimming

Every school swimming session will operate under the safety of Wiltshire Council owned and managed swimming pool. A Qualified lifeguard, to the RLSS national standard, will be on pool side throughout the duration of the booked lesson period.

Where requested a Wiltshire Council Leisure Centre qualified swimming teacher, who is qualified to the current Swim England teacher's standard, will conduct swimming instruction for a designated group/s.

Leisure Centre qualified swimming teachers will work with each school and provide guidance and/or lesson plans for schoolteachers, assisting with swimming lessons.

Except for sickness, pre-planned or unplanned time off, it is the Leisure Centre's aim for the same qualified swimming teacher to remain with the same school.

Records

Qualification records of staff supplied by the Leisure Centre will be maintained and kept up to date by the Leisure Centre and are available for inspection by the school if required.

Records of incidents and accidents that occur in the swimming pool or pool area will be maintained by the centre and are available for inspection upon request. The Leisure Centre will review these to assist with the review of the risks associated with school swimming.

Uniform

All Leisure Centre qualified swimming teachers will wear the Wiltshire Council uniform.

- Turquoise polo shirt
- Navy shorts or tracksuit bottoms
- White training shoes (poolside shoes)
- Whistle

School teachers / ASL

- Clean indoor training shoes
- Be appropriately dressed

Administration and registers

• Each school is responsible for providing a register of pupil names, at the beginning of term and updating accordingly, as and when necessary, whenever a new pupil / group commence.

• The Leisure Centre qualified swimming teacher will record the attendance of each pupil weekly. The swim teachers register will remain on site, in a folder at reception.

• Schools must inform the qualified swimming teacher of any relevant medical / behaviour information of pupils and their resultant needs at the commencement of each term, and update accordingly as and when necessary.

First aid provision at the Leisure Centre

• First aid will be administered by trained Leisure Centre staff.

• Schools are responsible for any pupil's medication and administration. Medication must be readily available and clearly labelled with pupil's name and dose instructions.

• In conjunction with schoolteachers, all accidents and incidents, including administered first aid information will be recorded, reported and filed as per Leisure Centre policies. Copies will be available to schools on request.

Accidents and incidents

All accidents, incidents and near misses will be reported as per Leisure Centre procedures.

Risk Assessments, Normal Operating Procedures and Emergency Action Plans (NOP & EAP)

The Leisure Centre will arrange an induction on the NOP and EAP to ensure that school staff are clear about how the pool operates and the role they will have to play in an emergency. (please refer to Appendix C) This should be completed periodically.

The school swimming co-ordinator/visit leader:

• can request a meeting with the pool operator regarding the operating and emergency procedures and risk assessments

• ensure all those that require it receive the induction course carried out by the Leisure Centre

• will ensure the risk assessments for each activity have been carried out

• record staff training in the implementation of the NOP and EAP.

It is important that arrangements are made for a practical induction whenever new school staff attend at the pool. It is the responsibility of the school to inform the Leisure Centre of any new school staff attending.

Pool management

The Leisure Centre is responsible for the pool plant operation and management. If the school has any concerns regarding pool safety (including the clarity and quality of the pool water) this should be reported to the Leisure Centre Manager.

Pool / class organisation

At the beginning of term or when a new group commence, the qualified swimming teacher with the assistance of the lifeguard, where necessary, will conduct a safety talk.

The Leisure Centre will provide suitably trained lifeguard provision at a cost to the school.

Alarms and whistle procedures will form part of this induction for pupils.

Whistle procedure:

• One long blast = to immediately vacate the water (end of lesson or emergency)

• One blast = to gain the attention of the pupil.

• Two blasts = to gain the attention of another lifeguard.

• Three blasts = when taking emergency action.

During this initial session, all pupils will be assessed on their swimming ability. This assessment will designate which group / area of the pool pupils will swim during their school swimming lesson.

An assessment on pool ASL/s requirements will also be made.

• Only the qualified swimming teacher responsible for their group can give permission for a child to enter the water.

• The pool area will be roped off into segments to act as a barrier between classes, and as a safety measure.

• The lifeguard and qualified swimming teacher are responsible to ensure that lane ropes are set up in the appropriate layout, for each group / schools swimming ability.

• The qualified swimming teacher is responsible for all the pupils under their direct supervision, and jointly responsible for the safety of all pupils in the pool hall. This is regardless of whether or not pupils are in the water.

• The qualified swimming teacher will be on poolside, with all equipment, ready before the class arrives.

• Only equipment supplied by the Leisure Centre can be used as teaching aids.

• Qualified swimming teachers will give guidance on request to any schoolteachers / ASL.

• The swimming coordinator/visit leader must let the qualified swimming teachers know of any students with medical conditions, and their resultant need, prior to the class commencing.

• Any medication and administration that a pupil may require is the responsibility of the school. All medication must be clearly labelled with child's name and dosage / instructions and must be readily available.

• The qualified swimming teacher must make the lifeguard aware of any special educational needs or disabilities that a student has that may have the potential to cause an incident or harm to themselves, other students or the teacher.

• It is the responsibility of each school to ensure sufficient staff accompany pupils to the Leisure Centre and are available on poolside and in the changing rooms for the safety and conduct of pupils.
• It is the responsibility of each school to ensure adequate ASL are available to assist in the water where necessary.

Teaching Provision

The Leisure Centre can provide, if requested, at a cost to the school, a swimming teacher/instructor who will be qualified to a minimum Swim England Level 1 or equivalent and will teach to the Swim England teaching guidelines. (please refer to Appendix A). Alternatively, the school can source and provide suitably trained swimming instructors/teacher who must be qualified to a minimum Swim England Level 1 or equivalent and will teach to the Swim England teaching guidelines. (please refer to Appendix A).
• If the school provide their own qualified swimming teachers, the standard and quality of the swimming teaching/instruction is the responsibility of the school and not the Leisure Centre.
• It is essential that for all school swimming lessons a school swimming coordinator/visit leader accompanies the class to the pool.
• Ideally, the most qualified swimming instructor/teacher should teach the least able pupils. However, this will need to consider the ability of all staff in the team to teach effectively at the depth of water at which they are working.
• Irrespective of who teaches swimming, the teacher to pupil ratios as outlined below must be followed at all times, so the school must provide enough teachers, acting as swimming coordinator/visit leader or ASL to suitably cover all those present.

Specialist swimming teachers

Specialist swimming teachers are schoolteachers with Qualified Teacher Status who also hold a Swim England swimming teaching qualification level 1 & 2 or equivalent. (please refer to Appendix A).
They have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training which includes:
• planning, developing and monitoring the swimming programme
• preparing 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 for each swimming session
• being familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool
• being familiar with the emergency equipment provided
• running emergency drills every term with each class taught
• working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others
• entering the water and effecting a rescue if necessary. They must be vetted by the Disclosure and Barring Service (DBS) to work with children.

Teacher to pupil ratios, within the swimming pool

Each pool will have a designated maximum bather capacity appropriate to the size of the pool which is specified in the Normal Operating Procedure and available from the Leisure Centre. Irrespective of the ratio, there must always be at least 2 supervisors present on the poolside. Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

12:1	Non-swimmers & beginners	Young children, normally primary school age, or adults being introduced to swimming who are unable to swim 10 metres unaided on back and front.
12:1	Children under the age of 7	Irrespective of their swimming ability group size should be Restricted

The Equality Act 2010 ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment may need to be put in place for children with disabilities to swim.

In-water teaching

In-water ASL may be used to aid the swimming programme delivery.

When teaching in the water, the following principles must be followed:

- The ASL must be clothed in a t-shirt and shorts
- Manual handling of the children must be kept to a minimum, and only when the safety of the child is compromised
- Hands must remain visible above the water at all times
- When supporting a child on their front, stand to the side, and support under the armpits, with thumbs on top of the water
- When supporting a child on their back, stand behind the child, splay your fingers, and hold the back of the child's head with one hand
- Ideally, support will be provided by holding a floatation aid against a child. This way no actual contact is made
- Any physical contact must only be made to a child's joints in line with the Swim England Wave Power guidance. Keep all actions visible at all times, to ensure that the lifeguard and teachers is fully aware of your intent
- Always be aware of how physical contact could be misconstrued. Supervision of changing facilities

It is the responsibility of the school to ensure gender balance and supervise changing

Children must be supervised whilst changing:

• If children are using a mixed sex changing area with cubicles then a member of school staff of either gender may supervise

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• If children under the age of seven are swimming, a mixed gender group may use an open plan single-sex changing room, if schools do not have the staff (teachers and/or ASLs) of the appropriate number or gender to supervise children in their own-sex changing room. In the Leisure Centre this will need to be notified to, and approved by, the Leisure Centre.
Swimming coordinator/visit leader may have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the children are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of school staff must operate together when controlling by voice through doorways or entering changing areas in an emergency.
Ideally children will change in separate "school changing areas" as it is not desirable for members of the public to share changing provision with school pupils. The Leisure Centre's can be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved, appropriate supervision, arrangements can be discussed and agreed between the Leisure Centre and swimming coordinator/visit leader.
Where changing takes place in open plan public single sex changing rooms, a specific arrangement, as mentioned above, can be made with the Leisure Centre to provide a suitable member of staff to patrol the changing area whilst children are present. This member of staff must have child protection training. This allocated member of staff must not be left alone with a single child and all children must wait until everyone is together before moving off. All staff used to supervise changing rooms should be vetted by the DBS.

Pool hire
Schools hiring Wiltshire Council pools must complete a swimming booking form which is available from the swimming co-ordinator at each Leisure Centre.

Pool rules
The pool rules must 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

Pool rules may vary from pool to pool and a copy should be provided to schools using Wiltshire Council pools, together with the NOP, in advance of pool hire.

There may also be rules for lifeguards to follow to ensure that they remain vigilant at all times. Where appropriate* these techniques should also be practiced by school staff in supporting qualified lifeguards.

• never leave the poolside unattended*
• always secure poolside against unauthorised access when it is not manned*
• never turn their backs 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, move position every five minutes or so - sit, stand, patrol rotate off poolside at least once in every hour

Swimming Attire

Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that water-logged clothing can create. (please refer to Appendix B)

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

Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion. The following paragraph would be a suitable insert in a letter to parents:

'Please ensure that goggles are of a good quality. Please read the manufacturer's instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities'.

Health and Hygiene

Children must be encouraged to visit the toilet before coming onto poolside. If the teacher has any health or hygiene concerns over whether a pupil should be allowed to swim, they must first speak with the swimming teacher who, if necessary, with contact the key holder (Duty Officer or Duty Supervisor).

There is no need to cover verrucae. (see Appendix C)

Appendix A
Teacher qualifications and training

Qualifications

Swimming instructor

Swimming instructors will be qualified to a minimum Swim England Level 1 or equivalent, with the desire to be at least a Swim England Level 2 or equivalent.

Swimming instructors should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances and teacher pupil ratios as outlined on pages 8-9.

If they are the lifeguard at the same time as teaching, they WILL have achieved the relevant qualification (NPLQ or STA Level 2 equivalent) and will only lifeguard their group/station and NOT, the whole pool.

Specialist swimming teachers

Specialist swimming teachers are schoolteachers with Qualified Teacher Status who also hold a Swim England swimming teaching qualification (Level 1 or 2) or equivalent.

Where teaching specialist groups additional qualifications may be required appropriate to the group, for example a Swim England Teacher for Swimmers with Disabilities.

Specialist teachers should keep their qualifications updated by attending a CPD course every two years.

Specialist swimming teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances and teacher pupil ratios as outlined on pages 8-9.

If they are expected to lifeguard (only at school pools) at the same time as teach they would be expected to have achieved the relevant qualification. (NPLQ or STA Level 2 equivalent)

Class teacher

Ideally a class teacher would not conduct a swimming lesson without a specialist teacher or swimming instructor being present. However, if they are required to teach swimming they should hold:

• Swim England Certificate for Teaching School Swimming (Key Stage 1&2)

Class teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

If expected to help with the teaching on poolside under the direction of a specialist swimming teacher or swimming instructor, they should have some knowledge or understanding of the principles of teaching swimming. It is desirable that he/she will have:

• a Swim England Helper's Certificate (attended within the previous two years)

• undergone the induction course for the pool's NOP and EAP

If they are expected to help with the lifeguarding, they would be expected to have achieved the relevant qualification (NPLQ or STA Level 2 equivalent - please refer to training on page 14)
Class teachers will be expected to develop their skills with supplementary training which can lead to a formal basic swimming teaching qualification training
TAs, HLTAs and Adults Supporting Learning (ASLs) Where an adult other than a teacher assists with swimming, they should be given a clear understanding of what is expected of them
If expected to help with the teaching on poolside under the direction of a specialist swimming teacher, swimming instructor or class teacher, they should have some knowledge or understanding of the principles of teaching swimming. As a minimum he/she will have:
• undergone the same induction course as that class teacher for the pool's NOP and EAP
And in addition, it is desirable he/she will have:
• a Swim England Helper's Certificate (attended within the previous two years)

If they are expected to help with the lifeguarding, they would be expected to have achieved the relevant qualification. (NPLQ or STA Level 2 equivalent)

Appendix B

Safety and Health & Hygiene

Safety Talk for School Swimming

This talk is to be carried out by either the on-duty lifeguard or ideally the Wiltshire Council Swimming Teacher. The main purpose of a safety talk is to ensure the safety of the swimmers using the facility. This is to be completed for the first session of every term for each class.

Content to be included:

• 'House rules'- explain that the public use the centre so everyone needs to behave.

o No running in the building, shouting or being silly

o Store belongings tidily in the changing rooms

Health & Hygiene

• Before you come through on to pool side

o Go to the toilet

o Tie back long hair

o Blow your nose

• Some noises you need to be aware of

o Whistle- long whistle blast by lifeguard

o Pool alarm- sound alarm for a few seconds (may not be possible for all centres)

o Fire Alarm- explain this will sound similar to your fire bell at school

Once the safety talk is complete the swimming teacher(s) then assess each of the children and split them into corresponding groups.

For further guidance on infection control Health Protection in Schools and other Childcare Facilities

Appendix C

Swimming Attire

Formal Swimwear Policy

Wiltshire Council follows the CIMSPA (The Chartered Institute for the Management of Sport and Physical Activity) guidelines. This states that swimming attire should be suitable for its use; it should not offend decency and ideally be designed specifically for use in a swimming pool.

However, where this is not the case, it should be hygienic and worn solely for use in the pool, of a suitable lightweight material and relatively tight fitting so as to minimize the effect of drag that water-logged clothing can create.

Swimwear must not pose a risk to the user or to others using the pool. Our priority is customer safety at all times.

This may include the following types of swimwear:

• swimming trunks

• swimming shorts

• swimming costume

• a bikini

• leggings

• lycra-based bottoms
• lycra-based tops - short or long sleeved
• close fitting cotton t-shirt
• rash vest, short or long sleeved
• Burqini/Hijood or other Islamic swimwear
• knee-length shorts e.g. board shorts

Unacceptable swim wear includes:
• Jumpers
• Rugby Shirts
• Jeans
• Saris
• Hijab
• Any clothing that becomes excessively heavy in the water
• Any clothing that is loose fitting
• Indecent/revealing swimwear e.g. a thong
It is recognised that people's preferences and needs vary considerably and where a user wishes to wear alternative clothing which is not set out above, it is imperative that the user seeks explicit approval from the Centre Manager before admission into the pool.
Wiltshire Council does not accept any responsibility for any fabric discoloration to swimwear.

Why this policy is in place
Restrictions are placed on the clothing worn in pools for the following reasons:
• Risk of clothing being caught in filters
• Increased weight of clothing once wet
• Cleanliness and hygiene
• Restrictions that some clothing will have in a bather's ability to be safe in the water
• To prevent difficulties for Lifeguards in performing certain types of rescue techniques
• Prevention that clothing may have for the bather to shower effectively prior to using the pool.

Equality of Opportunity
Wiltshire Council is fully committed to meeting the legal requirements as set out within the (Equality Act 2010) Public Sector Equality Duty. This means we will give due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
In the delivery of Leisure Services, we undertake to provide relevant, appropriate and accessible services which meet the needs of the diverse population of Wiltshire and to make sure that all our staff are fully aware of and act upon the importance of implementing this policy in order to meet the needs and interests of all those who have the right to access services.
Monitoring and Review

It will be the responsibility of the Leisure Operations Health and Well-Being Manager to monitor the effectiveness of this policy, to ensure that the policy is understood by all staff and to ensure that it does not discriminate in any way.
It will be reviewed as and when required in-line with Leisure Centre policies. Customer and staff feedback will inform the review process. Any changes will be communicated via information in each swimming pool reception and on Wiltshire Council's website.