

Revision No:	1
Date Issued:	27 February 2018
Date Adopted:	15 March 2018
Minute No:	15.3.18 / 9.22
Review Date:	February 2021

SAFE PRACTICE IN SCHOOL SWIMMING GUIDANCE

2017 - 2018

SAFE PRACTICE IN SCHOOL SWIMMING GUIDANCE

CONTENTS

Section	Title	Page Number
1	INTRODUCTION	3
2	PHYSICAL EDUCATION - KEY STAGES 1 & 2	4
3	DERBYSHIRE COUNTY COUNCIL - PRIMARY SCHOOL SWIMMING PROGRAMME	6
	General Aim, Benefits & Specification, Charges	6
	Service Description	7
	Health & Safety – General	8
	Teacher to Pupil Ratios	10
	Minimum Swimming Safety Supervision	11
	Swimmers with Disabilities	11
	Responsibilities	12
	Derbyshire County Council & Head teachers	12
	Adult in Charge	13
	Adults Supporting Learning	14
	Safety Patrol Person	15
	School Swimming Instructors	16
	General Whistle Signals	17
	Class Management, Arrival & Departure	18
	Supervision of Changing rooms	19
	Access to Poolside, Code of Conduct	20
	Personal Effects	21
	Health & Accidents	22
	Procedure for Reporting Accidents	22
	School Cancellations / Complaints	23
	School Swimming Preparation Guidance	24
	First Lesson Safety Talk & Assessment Guidance	27
	Parental Swimming Information Form	30
	Accompanying Letter	31

1. INTRODUCTION

Swimming is an important life skill. It is a highly beneficial activity for acquiring an increased movement vocabulary, for health, for enjoyment and as a threshold skill, giving 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. We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible.

Every Child Matters: 'Change For Children' in schools reinforces the importance of high expectations and comprehensive support in relation to helping children, young people and schools to become successful. Swimming and water safety have a key role to play in this process particularly in respect of the contribution which it can make towards the five key outcomes, as follows:

Being Healthy:

- Being physically healthy through the development of a range of aquatic skills to enable active, lifelong participation
- Establishing healthy lifestyles through participation in aquatic activity in and out of school hours and with opportunities to progress

Stay Safe:

- Minimising the risk of accidental injury and death through the development of swimming and water safety skills and knowledge

Enjoy and Achieve:

- Attend and enjoy school through a personalised, challenging and varied aquatic programme
- Contributing to achieving increased levels of attainment, behaviour and attendance through enhanced aquatic physical development
- Personal and social development through a range of social skills developed as a result of being part of a team and/or club type environment
- Enjoy recreation through the development of a range of aquatic skills to enable active lifelong participation

Make a Positive Contribution:

- Contribute to positive behaviour through active participation in swimming, and a recognition of the importance of rules
- Develop positive relationships through working as part of a team and working in a club type environment
- Develop self confidence through achieving recognised awards appropriate to the ability and aspirations of the individual

Achieve Economic Well-Being:

- Engage in further education, employment or training on leaving school through education and training for the leisure and recreation industry
- Be prepared for employment as a result of developing life skills through aquatic activities e.g. communication, leadership, teamwork

2. PHYSICAL EDUCATION – KEY STAGES 1 AND 2

Purpose of Study

A high-quality physical education curriculum inspires all pupils to succeed and excel in competitive sport and other physically-demanding activities. It should provide opportunities for pupils to become physically confident in a way which supports their health and fitness. Opportunities to compete in sport and other activities build character and help to embed values such as fairness and respect.

Aims

The National Curriculum for physical education aims to ensure that all pupils:

- *develop competence to excel in a broad range of physical activities*
- *are physically active for sustained periods of time*
- *engage in competitive sports and activities*
- *lead healthy, active lives.*

Key Stage 1 (this takes place for our pupils at the school from which they receive their KS1 education, our feeder school(s))

Pupils should develop fundamental movement skills, become increasingly competent and confident and access a broad range of opportunities to extend their agility, balance and co-ordination, individually and with others. They should be able to engage in competitive (both against self and against others) and co-operative physical activities, in a range of increasingly challenging situations.

Pupils should be taught to:

- *master basic movements such as running, jumping, throwing, catching, as well as developing balance, agility and co-ordination, and to begin to apply these in a range of activities*
- *participate in team games, developing simple tactics for attacking and defending*
- *perform dances using simple movement patterns.*

Key Stage 2

Pupils should continue to apply and develop a broader range of skills, learning how to use them in different ways and to link them to make actions and sequences of movement. They should enjoy communicating, collaborating and competing with each other. They should develop an understanding of how to improve in different physical activities and sports and learn how to evaluate and recognise their own success.

Pupils should be taught to:

- use running, jumping, catching and throwing in isolation and in combination*
- play competitive games, modified where appropriate, such as football, netball, rounders, cricket, hockey, basketball, badminton and tennis, and apply basic principles suitable for attacking and defending*
- develop flexibility, strength, technique, control and balance, for example through gymnastics and athletics*
- perform dances using a range of movement patterns*
- take part in outdoor and adventurous activity challenges both individually and within a team*
- compare their performances with previous ones and demonstrate improvement to achieve their personal best.*

Swimming and Water Safety

At Dronfield Junior School, we provide swimming instruction in Key Stage 2 in Year 5.

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 such as front crawl, backstroke and breaststroke*
- perform safe self-rescue in different water-based situations.*

3. DERBYSHIRE COUNTY COUNCIL - PRIMARY SCHOOL SWIMMING PROGRAMME

General Aim

All children should have the opportunity to meet the requirements of the National Curriculum for Physical Education related to swimming.

The Derbyshire County Council Primary School Swimming Programme will ensure that children are given the opportunity of learning to swim in a safe and caring environment.

Subsequently, by providing a continuous progressive programme of work, including information on out of school clubs, children should develop their confidence and the ability of survival swimming, rescue, water safety and lifesaving skills, recreational, and competitive swimming. The level of attainment achieved will be dependent on a child's background knowledge.

Children will be encouraged to continue swimming activities after their Education Lessons have finished.

Benefits

Participation in the Primary Swimming Programme has several benefits:

- Your school meets the requirements of the National Curriculum.
- All detailed arrangements made for you.
- All negotiation with transport contractors and liaison with swimming pools.

Specification

The Primary Swimming programme equates to 15 hours of tuition / pool allocation spread over three terms. The service includes transport to and from the pool, where necessary, and all admission and tuition fees. As a school, we do not access transport as our pupils walk to Dronfield Sports Centre to access their swimming.

Charge

We can only offer this service on the assumption that at least 75% of all primary schools agree to enter into this arrangement. If schools do not take up the offer we will not be able to run a swimming programme.

The charge for pool hire and instruction is based on Year 4 pupil numbers from each October's census data. This means they will be Year 5 at the start of the programme in September of each year. Re-charges will be made in March of each year for the academic year's programme.

The cost of transport for swimming will be based on an amount per person per journey, so will be dependent on the number of children swimming, and will be organised through tenders for contracts by Derbyshire County Council Transport Unit. As a school, we do not access transport as we walk to Dronfield Sports Centre.

SERVICE DESCRIPTION

Swimming Lessons

On behalf of the school the Local Authority will:

- Liaise with Leisure Facilities about available sessions at each swimming pool and carry out hire arrangements.
- Liaise with the school about the expected number of pupils to agree the total number of sessions required; normally based on 35 pupils per session (this may vary due to individual pool's capacity).
- Allocate to each school the required number of agreed sessions – wherever possible at the nearest available pool – and inform the school of days and times allocated. Allocation will be made as part of the overall Swimming Programme, which takes account of the total number of sessions required for all schools and the total number of sessions available at each pool.
- Arrange payment for the hire of the pool and 2 swimming Instructors used by the school for the allocated session(s). Additional swimming instructors can be requested; however this cost will be the school's responsibility.

Swimming Transport (as a school, we do not access swimming transport as we walk to Dronfield Sports Centre)

On behalf of the school the Local Authority will:

- Organise the transport to enable pupils to attend the swimming lessons arranged for the school as set out above where the distance from the school to the pool is greater than one half of a mile and the school require transport to be arranged.
- Inform the school of the times pupils will be picked up prior to the swimming session and returned to school following it and deal with any complaints on behalf of the school.
- Arrange payment of the school's share of the transport cost under the contract.

Special Transport

The Local Authority will authorise payment of special transport for one academic year / 3 full terms (if pupils with special transport needs are swimming with their peer group).

If schools have pupils that require special transport they need to:

- Arrange this themselves with the special transport department when they know their allocated swimming times.
- Ensure that the pupils are accompanied /fully supervised at all times.

HEALTH AND SAFETY

General

Each facility that Derbyshire County Council use operates a policy that for all Education Swimming Lessons offered to schoolchildren, the minimum requirement for the main Swimming Instructor (employed by DCC and/or individual facilities) is:

- The Amateur Swimming Association (ASA) Teachers' Certificate (Level 2) or equivalent

All of the pools that Derbyshire County Council use have separate Lifeguard cover, so there is no need for individuals to have a lifesaving award. However if schools organise their own programme, they should ensure that the facility has adequate lifeguard cover. Recognised lifeguard qualifications are as follows:

- Royal Life Saving Society (RLSS) National Pool Lifeguard 7th edition or equivalent or
- RLSS National Rescue Award for Teachers and Coaches course (NRATC).

Schools participating in the Derbyshire County Council School Swimming Programme should provide a minimum of 2 adults.

Adults designated to go on poolside should be able to swim. One adult supplied by the school should be able to teach a group and be recognised as the "Adult in Charge".

The recommendation is that this "Adult in Charge" is the class teacher.

It is recognised that all qualified school teachers have a range of skills and experiences which enable them to deliver a variety of curriculum areas; therefore they can teach swimming without a specialist qualification.

Higher Level Teaching Assistants (HLTAs), Teaching Assistants (TAs), and Adults Supporting Learning (ASL) who do not have a specialist swimming qualification should not teach swimming but have a pastoral role.

The Adult in Charge remains in loco parentis at all times and may stop the swimming lesson at any time if they are concerned as to the management and delivery of the lesson. To carry out this function the Adult in Charge must remain on the poolside during the lesson.

Once the children are counted on the poolside the organisation and delivery of the swimming lesson can be lead by the School Swimming Instructors in conjunction with the Adult in Charge. However, the Adult in Charge remains in loco parentis at all times and the lead person for Health and Safety.

All accompanying school personnel have a duty of care before, during and after the swimming lesson, and are responsible for the welfare and discipline of pupils at all times.

It is highly recommended that the Adult in Charge and any ASL participate in the:

ASA National Curriculum Training Programme (NCTP)

This is made up of two aspects:

- **Fundamentals of School Swimming**
 - The holder of this will be equipped to actively assist and / or support a more qualified teacher in the teaching of a range of core aquatic skills to a small group of similar ability within the context of a school swimming programme.

- **Aquatic Skills of School Swimming**
 - The holder of **both** the Fundamentals & Aquatic Skills of School Swimming will be equipped with the skills to plan and evaluate a programme designed to meet the swimming component of the NC and to teach, without supervision, a range of skills to groups within the context of a school swimming programme.

Derbyshire County Council has a CPD programme for swimming. Information/courses will be e-mailed to schools. If you are interested in having a course arranged in your area please contact the School Swimming Manager in the PE and School Sport Service on 07909 893550 or via e-mail: dawn.clark@derbyshire.gov.uk or pess@derbyshire.gov.uk

TEACHER TO PUPIL RATIOS

Each pool will have a designated maximum bather capacity appropriate to the size of the pool which should be specified in the individual pool's Normal Operating Procedure.

Teachers involved in the Teacher/Pupil ratios are the School Swimming Instructor/s, the Adult in Charge and/or the ASL if suitably qualified. The only exception to this is where a child needs special attention.

The Adult in Charge will direct a Teaching Assistant or Support Assistant or any other Adult Supporting Learning, to attend to the child/children that require special attention either on poolside or from within the water.

Any pupil who is supported in mainstream classes on a full time 1:1 basis must have his/her support on poolside during the swimming lesson. If agreed as appropriate by the Adult in Charge and the School Swimming instructor the supporting adult may be required to enter the water with the child.

Headteachers have responsibility for ensuring that the Adult in Charge is fully aware of the ratios set out in this guidance document. It is the joint responsibility of the School Swimming Instructors and Adult in Charge to ensure that the identified ratios are complied with during school swimming lessons.

Ideally the Teacher to Pupil ratio for Key Stage 2 lessons is as follows:

1:1 to 1:8 Swimmers with Disabilities

1: 12 Non-Swimmers/Beginners and children under the age of 7

1: 20 Mixed Ability Groups (from improver standard upwards)

1: 20 Improving/ Competent Swimmers

Definitions:

Non-Swimmer: A pupil who cannot swim and needs flotation aids.

Beginner: A pupil who can swim a few strokes, but not achieve 10 metres.

Improver: A pupil who can swim 10 metres front and back, but is not confident in deep water.

Competent: A pupil who can swim at least 25 metres competently and unaided on front and back, and can tread water for one minute.

If the number of non-swimmers and beginners exceed the above ratios then it is necessary to have another responsible person on the poolside who is competent to recognise and respond to a pupil in difficulty.

Alternatively pupils can be taught to work in pairs, immediately halving the number in the water at any one time, with one pupil in the water, and the other resting on poolside. The teacher instructs the resting pupils, who must be out of the water, to constantly observe their partners and to bring any concern to the immediate attention of the teacher.

Swimmers with Disabilities

Each situation must be considered individually as pupils with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in and out of the water to provide 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group.

The relevant SEN support team e.g. physical impairment / behaviour support / prescribing Health professional team should be contacted prior to special needs pupils swimming to ensure that the appropriate risk assessments have been completed. All staff involved in the lesson should be aware of the Risk Assessment. There are national organisations for specific disabilities from which further guidance may be obtained.

Any additional support/transport must be organised by the school.

The Equalities Act 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 to enable children with disabilities to swim.

Minimum Swimming Safety Supervision

Derbyshire County Council will ensure that each pool has qualified Pool Lifeguards on duty for all Education Swimming Lessons and two qualified School Swimming Instructors. This may reduce to one swimming teacher in exceptional circumstances. In this situation it is advised that an organised aquatic activity session takes place to ensure ratios are adhered too (mini polo, relays etc).

Schools need to provide a minimum of 2 responsible Adults that accompany pupils to the swimming facility. One must be delegated the Adult in Charge.

One must be able to assist in the teaching of swimming and to be included in the above teacher/pupil ratios. The other responsible person to be able to act as a safety patrol person not involved in the teaching of swimming.

If a separate dedicated lifeguard is employed then the second responsible adult may be involved in the teaching of swimming if suitably qualified. A *separate* dedicated lifeguard is someone who is life guarding the school pupils only and not others in the pool. For example if the pool is shared with the public and there is one lifeguard watching the whole pool, a second responsible adult is still required to act as safety patrol person.

It is strongly recommended that the class teacher is the Adult in Charge.

Head teachers can designate the responsibility for assisting with the delivery of the curriculum to those adults they know and have assessed to be competent and fit for purpose.

All School Teachers/ASL/Swimming Instructors must be aware of all aspects of the pool's Normal Operating Procedures and Emergency Operating Procedures as well as their individual roles within emergency situations.

RESPONSIBILITIES

Derbyshire County Council – PE and School Sports Service

Is responsible for the:

- Strategic management of the Primary Swimming Programme
- Development of the Safe Practice in School Swimming Guidance (updated annually and available on the extranet).
- Review of practices
- Scheme of Work for the Primary Swimming Programme and supporting documentation including certificates
- Professional development made available for schools' swimming personnel.

Headteacher

Is responsible for ensuring that:

- All staff accompanying pupils to the pool that will be on poolside **can** swim.
- A qualified school teacher (**or** designate the responsibility for assisting with the delivery of the curriculum to those adults they know, and have assessed to be competent and fit for purpose,) designated the Adult in Charge accompanies each class of pupils.
- The School Swimming Risk Assessment (Appendix 6) and Transport Risk Assessment (found in the Safe Working Practice for Transport – located on the “Evolve” system) are completed each academic year and re- assessed if any changes are made.
- That a separate detailed Risk Assessment is completed for any pupil with any Special Educational Needs that are deemed at additional risk within a travelling/swimming pool environment.
- Suitably responsible Adults Supporting Learning (ASL) accompanies each class of pupils (minimum of 1).
- All school personnel accompanying pupils to school swimming lessons have been made aware of their roles and responsibilities including awareness of the Council and School's Child Protection policies, the Safe Practice in School Swimming Guidance and the School Swimming Risk Assessment.
- All adults accompanying pupils have an “enhanced” certificate of disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau.
- Appropriate monitoring and assessment of school personnel in relation to the requirements of this guidance document.
- The Adult in Charge has had appropriate risk assessment training.
- A Pregnant Workers Workplace Assessment/risk assessment is carried out for any accompanying staff/volunteers (this should be done once school have been notified of a pregnancy).

Adult in Charge

Is responsible for ensuring that they:

- Have forwarded all relevant pupil information to the School Swimming Instructors via the swimming Parental Information form.
- Are the lead people for Health & Safety prior, during and after each swimming lesson.
- Have shared the School Swimming Risk Assessment/SEN Risk Assessments with the swimming instructors at their designated pool.
- Have knowledge of the relevant sections of the Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) for the pools they are attending. For example, whistle signals and emergency procedures, location of rescue equipment (poles and throw bags), position of fire doors and emergency alarms, knows how to summon extra pool staff in the event of an emergency and the procedure for reporting/recording accidents (each individual pool's information / documents are available on the extranet).
- Maintain the discipline and appropriate behaviour of pupils at all times; organising the supervision of pupils in the changing rooms, pupils visiting the toilet, shower and lining up.
- Count pupils into the building and out of the building; count pupils on to poolside and upon leaving the poolside.
- Notify the School Swimming Instructor/s of any pupils new to the school or to school swimming lessons and provide relevant information via the swimming information form, before pupils enter the water.
- Wear appropriate clothing and footwear and have a whistle.
- Ensure that all pupils suffering from medical conditions have their necessary medication with them, e.g. inhalers and epi-pens. The Swimming Instructor can refuse admission into the water if a pupil does not have their required medication with them.
- Liaise with the Swimming Instructor regarding pupils' medical details and any special needs. The Adult in Charge must inform the relevant School Swimming Instructor through the information form and visually identify any pupils suffering from any medical condition.
- Ensure any accidents / incidents are reported and recorded appropriately and

Either

- Assist in the teaching of the swimming lesson by taking a small group of pupils.

Or

- Act as the Safety Patrol person if a separate suitably qualified adult is available to teach a group.

Adults Supporting Learning

Are responsible for ensuring that they:

- Have knowledge of the relevant sections of the Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) for the pools they are attending. For example, whistle signals and emergency procedures, location of rescue equipment (poles and throw bags), position of fire doors and emergency alarms, knows how to summon extra pool staff in the event of an emergency and the procedure for reporting/recording accidents (each individual pool's information / documents are available on the extranet).
- Wear appropriate clothing and footwear and have a whistle.
- Support and be directed by the Adult in Charge in terms of the process of entering and exiting the building, changing and movement of pupils to and from poolside and

Either

- Assist in the teaching of the swimming lesson when required by Teacher/Pupil ratios (only if qualified to do so and where a separate dedicated lifeguard is provided)

Or

- Act as the Safety Patrol person if a separate dedicated lifeguard is not available.
- Support their pupils with changing organisation if required

Safety Patrol Person

This person needs to be a responsible adult, approved by the school, able to concentrate on observing pupils and alert the lifeguard if a pupil is experiencing difficulty. This person is not involved in teaching and could be the Adult in Charge or an adult other than a teacher. A key element in their duty is swimmer observation. They must be aware of warning signs that a potentially dangerous situation is developing, in particular:

- Worried expression on the face of a swimmer; wide open eyes
- Cries for help
- Deliberate waving of an arm
- Sudden submerging; bobbing in the water
- Two or more swimmers in very close contact
- A swimmer in a motionless face-down position
- A swimmer in a motionless position on the pool bottom

By remaining constantly vigilant and continuously scanning the water at the surface and the bottom of the pool, they can detect a problem in its early stage and alert the lifeguard in order for them to take immediate appropriate action.

School Swimming Instructors

Are responsible for:

- Providing supervision to all participants of Education Swimming Lessons, in accordance with DCC's "Safe Practice in School Swimming Guidance Document" or any other relevant rules and regulations.
- Ensuring appropriate use of the swimming pool in accordance with the Normal Operating Procedure (NOP).
- Providing appropriate swimming instruction to all school children who participate in the schools swimming programme.
- Ensuring that the requirements of the National Curriculum Key Stage 2 programme of study for swimming are taught using the Derbyshire County Council's scheme of work.
- Ensuring regular liaison with the Adult in Charge with regard to the swimming risk assessment, lesson content, pupil progress, grouping of pupils and discipline.
- Carrying out any relevant administrative duties in support of the programme of study including completing appropriate lesson plans, records of lesson content and pupils' achievement which schools should bring to each lesson.
- Ensuring the health and safety of all swimming lesson participants, responding to emergency situations in accordance with the Emergency Action Plans (EAP).
- Assisting with emergency aid, in accordance with the facilities Normal Operating Procedures and Emergency Action Plans.
- Acting in accordance with the facilities Normal and Emergency Operating Procedures.
- Wearing appropriate clothing, footwear, and whistle.
- Making all pupils aware of safe practices whilst on poolside and in the water, the geography of the building, emergency whistle and fire procedures and deep and shallow areas of water.
- Liaising with the Adult in Charge regarding pupils' medical details and any other concerns.
- Ensuring compliance with the Derbyshire County Councils Child Protection Policy.

Pupils must be aware of certain aspects of the pool's Normal Operating Procedures (what they should and should not do) and Emergency Operating Procedures, which include how the pool should be evacuated in an emergency.

General Whistle Signals

In general, the majority of swimming pools will operate the following whistle code, any variations will be stated in the individual pools, Normal and Emergency Operating Procedures, which are available on the extranet

All staff accompanying pupils to school swimming lessons must be aware of the individual pools whistle procedure.

A whistle is a means to assist in the control of situations. It should be used sparingly or its effectiveness is reduced (an indication to the pupil / participant with your hand to the effect that "*that is not allowed*" or "*return to the side*" will usually suffice).

The following code is to be utilised:

One short blast - to draw the attention of the pupil

Two short blasts - to draw the attention of either the Adult in Charge/ Lifeguard or Swimming Teacher.

Three short blasts - to signal a pool emergency and action is taking place.

One long blast - to signal an emergency action is taking place and the pool is to be cleared of all bathers.

On hearing the **one long blast** whistle signal, the Safety Patrol person/School Teacher or the Swimming Instructor should clear the pool of all pupils, whilst the Lifeguard is dealing with the emergency situation. The emergency situation could be situations other than a child in difficulty in the pool, e.g. Lack of water clarity, lighting failure, power failure etc

The Adult in Charge is not expected to enter the water to rescue a child, but is expected to raise the alarm by alerting the Lifeguard or Swimming Instructor and assist with the situation. If you think that a child is in difficulty in the water do not hesitate to blow your whistle, it is better to have a false alarm than to take no action

CLASS MANAGEMENT

The School Swimming Instructor and Adult in Charge should ensure that pupils understand routines and procedures associated with the swimming lesson. Pupils should know which swimming group they are in and exactly where to stand, sit down, or line up.

The School Swimming Instructor will assess the pupils' ability on their first visit to the pool (this may take more than one week depending on numbers). Pupils will then be placed in appropriate teaching groups. The Assessment sheet (Appendix 5) needs to be completed at this stage.

Lane ropes may be used to separate ability groups. The School Swimming Instructor will determine the placing of such ropes dependant upon the ability of the pupils in each lesson.

Swimming registers for each group should be kept by the school and issued to individual instructors every session. They are used to record pupils' ability groups, medical details and continuous assessment. Schools should record attendance and any other relevant information.

In order that pupils remain visible at all times the School Swimming Instructor and Adult in Charge should adopt appropriate teaching and supervisory positions on the poolside. The Adult in Charge should always be on poolside and not in other ancillary areas during the lesson

Safe working patterns should be adopted appropriate to the ability group using one or a combination of the following methods, e.g. Buddy/Pair system, Waves – widths or lengths, circuits etc.

All staff will be expected to promote positive behaviour management and responsible participation by pupils.

Pupils should be encouraged to tidy floats, armbands etc. away in order that 'trips and slips' can be avoided.

Pupils should be taught to notify Teachers/Instructors if they wish to leave the pool hall for any reason, for example, to use the toilet.

Arrival and Departure

It is essential that pupils enter and leave the swimming building under supervision and be counted on arrival and departure and on entering and leaving the pool hall. These duties are the responsibility of the Adult in Charge.

Numbers of children and adults visiting the pool should be recorded on the appropriate sheet held at pool receptions.

All journeys made for swimming purposes must be conducted in accordance with the authority's School Journey Regulations. In accordance with Derbyshire County Council's Off-Site Educational Visits Guidance, a minimum of 2 staff must accompany pupils on any visit.

Supervision of Changing Rooms

It is the responsibility of the school to provide adult staff to supervise all changing rooms. These staff should be vetted by the Disclosure and Barring Service (DBS) and be aware of Child Protection issues. Supervision by the schools is required to ensure the safety of pupils and to:

- avoid accidents due to wet floors and hard surfaces
- avoid inappropriate behaviour and bullying by pupils within the changing rooms
- ensure there are no safeguarding issues when sharing with the public

An example of Best Practice could be for the adult present to read aloud to the children whilst they are changing.

Supervision requirements

- **Single sex changing rooms – shared with the public:** Each changing room must be supervised by an adult of the appropriate gender.
- **Single sex changing rooms – exclusive use:** Each changing room must be supervised by an adult.
- **‘Village changing’ – mixed sex with cubicles / group changing:** Adult supervision on the outside of the cubicles, adult supervision on the inside of group changing.

To ensure that the allocated adult is not left alone with a single child all children should wait until everyone is together before moving off.

General

Any suspicious or potentially abusive behaviour by members of the public should be reported to the Pool Manager / Supervisor immediately.

Suspicious behaviour could include:

- adults approaching children in an inappropriate manner.
- any unauthorised photography of children
- members of the public using inappropriate language around children
- adults looking at children for a prolonged period of time whilst in a state of undress

A balance needs to be struck between what is deemed normal behaviour within a changing room environment and the safeguarding requirements of adults supervising children whilst in school care. **For example:** a member of the public having a shower without a costume in a single sex changing room should not constitute an issue of concern, whereas a person doing the same in an open mixed shower area would constitute an issue and should be reported to pool management.

A school that is experiencing difficulty in finding appropriate changing room supervision needs to put a strategy in place to meet this need (DBS cleared Volunteers). In the short term/one off situations, the pool could be approached to see if they have the capacity to assist. This needs to be prior to the lesson and not when arriving at the pool.

Access to Poolside

Many accidents in swimming pools have occurred when pupils have gained access to the poolside either before or after a lesson when supervision arrangements are not in place. It is vital that staff supervising pupils before and after the lessons are aware of where the pupils are at all times and that the individual pools procedures are adhered to

The areas of shallow and deep water must be clearly defined for pupils. Lane ropes may be used to divide swimming groups of different abilities.

The School Swimming Instructor must assess all pupils' abilities on their first visit to the pool (depending on numbers this may take more than one week). It is the responsibility of the School Swimming Instructor to ensure no pupil is allowed access to deep water before he/she has demonstrated appropriate confidence.

Pupils will be taught safe methods of entry and exit from the swimming pool and all staff must ensure they adhere to them at all times.

Pupils will be taught safe practice whilst on poolside and in the water. Pupils must not enter the water until told to do so by a School Swimming instructor.

Pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge – running on poolside is strictly forbidden.

Lifesaving poles and rescue equipment are placed around the pool at appropriate safety points. All staff must be aware of the position of these safety aids.

Current Health and Safety Regulations on diving and water depth must be observed for each pool. The School Swimming Instructor must ensure that pupils and accompanying staff fully understand these regulations.

Code of Conduct

All school staff and swimming instructors should ensure that pupils understand the code of conduct whilst at the swimming pool.

Red/Yellow card system

Shown a Yellow card = Warning of misbehaviour

Shown 2 x Yellow cards = Red Card

Shown a Red Card = 2 minutes sat out reflecting on their behaviour

Red cards can be issued without a yellow card if the pupils' behaviour is extreme and where they are a danger to themselves or others. The two minutes can also be extended in extreme circumstances.

All cases of pupils being issued a red card must be reported to the schools' "Adult in Charge" at the end of the lesson.

Personal Effects

Swimwear must be suitable for the purpose and preferably of a dark colour to enable the swimmer to be seen clearly underwater. Girls must wear a one-piece swimming costume and boys must wear swimming trunks. In exceptional circumstances the School Swimming Instructor may allow boys to wear appropriate shorts; however these must not be below the knee. Large baggy shorts will impede the pupil's movements in the water, as well as restrict the view of the teachers in seeing the movements that limbs and joints are making in the water. If, for reasons of culture or religion, pupils are allowed into the water in clothing other than usual swimwear, it is recommended that a leotard and tights or a full body suit be worn. In addition pupils should be restricted to shallow water until they have shown that they are able to swim competently and safely.

Goggles should only be allowed exceptionally, when chemicals in the water may adversely affect eyes. Goggles should be made of unbreakable plastic or rubber materials and children taught to use them correctly and safely prior to their attendance at the pool. Pupils who wish to wear goggles must have a permission slip signed by their parent / guardian / carer. The School Teacher should record it against the pupil's name on the appropriate registers (Appendix 1 & 2).

Hair must be tied back if long or of a length which might impair vision. It is highly recommended that children wear swimming hats. For facilities that share the pool with members of the public, it is very strongly recommended that children wear swimming hats, to ensure that pupils are easily identified. Some pools may have a compulsory swimming hats policy in place.

Wearing Earrings for School Swimming

The Authority line remains the same on this, that as a general rule earrings must be removed for swimming. However, the authority does not wish to exclude pupils from swimming where there is a genuine reason that earrings cannot be removed. These situations should be treated as exceptional situations and will generally relate to specific medical issues only. In these circumstances schools may wish to allow pupils to go swimming if the earrings (small studs only) have safety backs and the ears are completely covered by close fitting swimming caps. This will need to be in the Schools PE Jewellery policy / procedures.

Staff should not remove pupil's jewellery or apply plasters over the jewellery.

The decision on whether or not a situation is exceptional will remain the decision of the headteacher. Headteachers should liaise with the swimming instructor in these circumstances.

Safety medic-alert bracelets or necklaces should be removed and given to the Adult in Charge for safe keeping during the swimming lesson and returned to the pupil immediately the pupil exits from the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.

Health and Accidents

All accidents or medical incidents in a swimming pool building must be reported to the School Swimming Instructor/Lifeguard who will record the appropriate details on the appropriate form. The Duty Officer of the building must also be informed as soon as is reasonably practicable.

All children should take part in school swimming lessons unless medically excluded by a Doctor or a letter from a parent. Children who are medically excluded should not attend the pool unless the school can provide adequate supervision for them.

The Adult in Charge in consultation with the School Swimming Instructor may excuse a child from swimming if he/she consider the child to be unwell on arrival at the pool. In this instance the child should sit quietly on poolside (within view of the Adult in Charge) and observe the lesson.

Children are allowed to participate in swimming lessons if they have verrucae. However it is recommended that they wear verrucae socks to avoid passing them on to others. Children who require the use of inhalers or to carry epi-pens with them are encouraged to swim, however they must bring their medication to the swimming pool with them. The School Swimming Instructor will not allow children to swim if they have not got their required medication with them. The Adult in Charge must use the same procedures that are in place at school for dealing with asthma attacks on the way to and from the pool.

Process for reporting Accidents

The procedure for dealing with any incident or accident occurring during a School Swimming lesson should be in line with the facilities Pool Safety Operating Procedure.

It is the responsibility of the facility to:-

1. Complete a written accident form for any such occurrence
2. Ensure that the school Adult in Charge is aware of the accident/incident for them to follow their school procedure
3. Inform the School Swimming Manager that an incident/accident has occurred

It is the responsibility of the school Adult in Charge to:-

1. Inform the Headteacher that an incident/accident has occurred.

Safeguarding

It is the responsibility of all adults on poolside during a school swimming lesson to report any concerns that they may have regarding any child safeguarding issues to the school Adult in Charge.

School cancellations

If a school wishes to cancel a session, it must be made by emailing the School Swimming Manager. Do not assume that we are aware of all schools inset days.

Currently : dawn.clark@derbyshire.gov.uk &
Joy.mapp@derbyshire.gov.uk

Or

pess@derbyshire.gov.uk

We will then cancel the transport and notify the swimming teachers and the pool.

The school will not receive refunds for any cancelled sessions. The only exception to this will be if there are problems with the transport or the pool.

It is vital that schools give as much notice as possible when cancelling sessions to ensure that buses do not turn up at the school on a wasted journey.

Wherever possible we will aim to fill cancelled sessions by offering extended lessons to the other schools that are already programmed to swim on that day.

We cannot offer extra sessions if a school cancels.

Complaints

If a school has any complaints concerning any aspect of the School Swimming Service the school should contact the PE and School Sport Service:

pess@derbyshire.gov.uk

However, we do not support or encourage direct contact from parents. We expect all complaints to be dealt with in the first instance by the school. Any follow up deemed necessary should be passed on to the PE and School Sport Service to investigate. To support this, we would also ask schools not to pass on contact details of the individual leisure centres and the school swimming manager to parents.

School Swimming Preparation Guidance

Health and Safety

- Schools should ensure that a general School Swimming Risk Assessment has been completed at the start of each academic year and/or when there are any changes within the programme (Appendix 6).
- Schools should ensure that a Transport Risk Assessment has been completed at the start of each academic year and / or when there are any changes within the programme (available in the Safe Working Practice for transport – located on the “Evolve” system).
- Swimming - Parental Information forms must be completed prior to pupils commencing their School Swimming Lessons. It is recommended that these Parental information forms are sent out one full term prior to children’s swimming lessons starting.
- All school personnel involved in school swimming should have read the “Safe Practice in School Swimming Guidance” and make use of the appropriate Appendices.
- The Adult in Charge/or ASL participating in the teaching of swimming should use the Derbyshire County Council’s Scheme of Work and games activities tool box.
- Follow the School Swimming Preparation guidance within this document and make use of the appropriate appendices.

Pupil’s Records

It is important for schools to maintain accurate records of pupil’s progression throughout the School Swimming programme.

Ofsted do periodically inspect school swimming within Derbyshire and it is therefore important for schools to monitor the attendance, progress and achievement of their pupil’s performance.

It is not the responsibility of the swimming instructors based at individual swimming pools to keep these records.

Simple record sheets have been devised for the schools to use during the Derbyshire County Council School Swimming Programme.

It is highly recommended that these record sheets are used by the school. They should be kept at school (not at the individual swimming pool) and taken to the pool each week for the swimming instructors to mark off when pupils have achieved certain skills. Attendance records should be completed by the school prior to each lesson.

Process

Prior to the first school swimming lesson:

All Staff accompanying pupils to the pool should have read and understood the “Safe Practice in School Swimming Guidance” and the “Primary Teacher Swimming Handbook”

1. Schools should ensure that Parental Swimming Information forms are sent and returned prior to the start of the school swimming programme.
2. Pupil’s details should be entered on the Record Sheet (**Appendix 1**), Attendance Sheet (**Appendix 2**) and the Ability Assessment Sheet (**Appendix 5**).
3. Please ensure that any medical and use of goggles information is completed on **Appendix 1**. It would be useful if their names were put in ability order if possible. Pupils will still be assessed by the swimming instructors on site on their first visit to the pool. Once the relevant information has been entered on the Record sheet, the information forms can then remain at school.
4. Pupil’s attendance should be recorded each week on **Appendix 2**. This should accompany the class each week in case of any emergency situations/building evacuations.

The first/second lesson

1. The on-site swimming instructors will assess the pupils and put them in groups ensuring that instructor/teacher to pupil ratios are appropriate to the ability level (Beginners/non-swimmers 1:12, Improvers/Advanced 1: 20).
2. Each class of children should be split into 3 different ability groups. Each pool should have 2 swimming instructors and a member of staff from the school that can teach a group. The number of weeks required for this assessment will depend on the numbers attending. This information can be recorded on the **Record Sheet** and the **Ability Assessment Sheet** (First lesson column).

Ability Assessment Sheet (Appendix 5) - Ensure that the first lesson information is completed for each pupil by placing a tick in the appropriate first lesson section. It is essential that these sheets are completed at the start of the pupil’s lessons and again at the end to ensure a record of their progress.

3. The on site swimming instructors will discuss with the Adult in Charge which swimming group they should take. This will normally be the smallest group/the group that they are most comfortable with.
4. The first lesson will also include a safety talk for the pupils and accompanying school staff. School Staff need to be aware of their roles and responsibilities in any emergency situations.

Prior to the second/third lesson

1. After the pupils have been assessed their names/medical information and use of goggles information should be transferred to the appropriate group record sheets by the school staff (**Appendix 3**).
2. The group record sheets can then be used by each individual teacher each week to mark off the skills once achieved.
3. Schools can then transfer information from the group record sheets to the Master record sheet when time allows.

General

1. Certificates can be printed off from the school extranet www.learninginderbyshire.net as and when pupils have achieved each Aquatic Award [under *Our services>>Services we sell>>Teaching & Learning Services>>>Swimming for Schools>>>Subscriber Documents*
2. **Appendix 4** - the lesson content sheet should be completed each week by the instructor/teacher in charge of each individual group so that a record can be made of what pupils have been working on each week. Please make sure you have one for each group and pass on to the relevant instructor each week. It is up to the school staff to ask the on site Swimming Instructors to complete this weekly.
3. **Appendix 5** – Ability assessment sheet should be completed at the start (First lesson section) and at the end of the pupils swimming lessons (last lesson section) to measure the progress reached during their swimming lessons. You can use this to monitor progress year to year or overall progress during KS 2, depending on your swimming arrangements.
4. Schools must sign in and out at the pool each week stating the numbers of adults and pupils attending. This will usually be at the reception area. Please check on your first visit where you sign in and out.
5. All children should take as a minimum the Water Safety 1 Award.
6. Please do not allow general play / fun weeks on any lesson (where floats and toys are put into the pool for children to play with). This is due to supervision levels, more staff are required to supervise and lifeguard these sessions. An organised aquatic activity session can be arranged on the last week if all teachers are in agreement. For example mini- polo, organised team relays, synchronised swimming.
7. Schools should ensure that they take the appropriate swimming record sheets to the pool each week. The attendance record (completed each week for use in emergency situations), the individual group record sheets (for instructors / teachers to be able to use during the lesson), and the lesson content sheets for each individual group (for instructors / teachers to write very briefly what has been worked on in the lesson).

It is an expectation that schools will return swimming data. This is to provide an overview of children's progression in Swimming within Derbyshire. This information will be shared with the Governing Body who are acting on behalf of the Government to improve standards in School Swimming.

The information required each year is the “**Standards reached by the end of Year 6**” (Appendix 7). It will be for the school to decide on how they gain this information, especially if they only send Year 3's swimming. The form to be completed will be sent via e-mail to Headteachers in July of each academic year for that year's data.

For those of you that only take the younger year groups, you will need to give some consideration on how to collate this data.

I would suggest you use the data already collected during their school swimming lessons and adopt one of the processes below:

Process 1

- Send a short questionnaire out to parents prior to the end of Year 6 for those pupils who had not reached a minimum of Aquatic Award 5 and 25 metre swim
- The questionnaire should ask if they have done any more swimming out of school since their school lesson and if so what standard they are now.

Process 2

- Identify the Year 6 pupils who had not reached a minimum of Aquatic Award 5 and 25 metre swim
- Arrange for the identified pupils to attend 1 or 2 weeks of the normal school swimming programme so that they could be quickly assessed.

First Lesson Safety Talk & Assessment Guidance

It is vital that on the first lesson for any new group a talk is given on pool safety and an assessment made to put the children into the required groups. This is best carried out in the following way:

- **Swimming Instructor 1 conducts the safety talk to the pupils**
- **Swimming Instructor 2 conducts the safety talk & paperwork explanation to the adults from each school**
- **All School Staff accompanying the pupil's should also ensure that they have read the relevant pools PSOP (Pool Safety Operating Procedures) available on the extranet.**

SCHOOL PUPIL SAFETY TALK should include:

1. The introduction of the swimming instructors.
2. Explanation of the need to always listen to swimming instructors/school teachers. Stressing that rules for these lessons are different than when the children come to the pool with family or friends.
3. Individual pool organisation information: on arrival at the pool: changing arrangements, showering, walking onto poolside and waiting at an appropriate place.
4. **School swimming rules (using questions & answers if a returning group)**
 - Swim wear:** Girls – a one piece costume. Bikinis/tankinis can ride up.
Boys - shorts above the knee so as not to restrict movement/drag them down.
Show examples of acceptable and unacceptable swim wear if applicable (be sensitive to individuals)
 - Jewellery:** All jewellery to be removed and left at home or school. Earrings can stick into the back of the ear; fall out in the water; etc.
 - Hair:** All long hair (both boys and girls) must be tied back to stop hair restricting vision. The recommendation is to wear a swimming cap.
 - Goggles:** Parents must have signed a consent form. Goggles are the pupils' responsibility. They need to fit correctly and know how to put them on. They will be asked to take them off for some activities at times.
 - Plasters:** Should not be used at all. Always ask an instructor if concerned about any cuts or bruises
 - Inhalers:** Should always be taken onto the poolside by children who use them. They will not be able to swim if inhalers are left at home or school.
5. **Pool rules (using questions and answers)**
 - Who has been here before? What should you not do on poolside? What would you do if you heard an alarm?
 - Cover the normal and any specialist knowledge concerning the pool. For example: No running, deep and shallow water areas, types of steps into the pool, no pushing, no dunking, no diving areas, any special features – fountains/water features, movable floors, flumes, diving areas what type of different alarms are there, whistle signals.
 - Cover the pool's emergency procedures, whistle signals, drowning/ serious incident alarm, fire alarm. Stress the message - **Stop and Listen to Instructions.**
 - Reassure all pupils that if they have any problems or fears to speak to one of the Instructors or School Staff.

SCHOOL ADULT SAFETY TALK This should include:

1. **Introductions:** It is a school lesson and the Adult in Charge is acting in Loco Parentis at all times. Swimming Instructors are there to assist. Each class should be split into 3 groups (2 Swimming Instructors and 1 School Teacher). Discuss with the school teacher about which group they would be more confident in taking. This is usually the smallest group, unless they are more experienced and have attended National Curriculum swimming courses.
2. **School swimming preparation guidance:** Explanations of Appendices 1-9. All paper work is available to the school via the School Extranet. It can be found

under Teaching and Learning. Each school have received a laminated Scheme of Work to help them when teaching.

3. **School swimming rules:**

Swim wear: Girls – a one piece costume. Bikinis/tankinis can ride up.

Boys - shorts above the knee so as not to restrict movement/drag them down.

Jewellery: All jewellery must be removed and left at home or school. If for any medical reasons earrings cannot be removed and with consent from the Headteacher, studs with safety backs and a swimming cap over the ears is permitted. The Swimming Instructors must be notified.

Hair: All long hair (both boys and girls) must be tied back to stop hair restricting vision. The recommendation is to wear a swimming cap.

Goggles: Parents must have signed a consent form. Goggles are the pupils' responsibility and they know how to put them on. They need to fit correctly. They will be asked to take them off for some activities at times.

Plasters: Should not be used at all. Always ask an instructor if concerned about any cuts or bruises.

Inhalers: Should always be taken onto the poolside by pupils who use them. They will not be able to swim if inhalers are left at home or school.

4. **Pool rules:**

- Explain changing arrangements and that school staff are fully responsible for supervising pupils' in the changing areas. Promote quick showers, walking onto poolside and waiting at appropriate place.
- Cover the normal and any specialist knowledge concerning the pool. For example: No running, deep and shallow water areas, types of steps into the pool, no pushing, no dunking, no diving areas, any special features –, movable floors, what type of different alarms are there, whistle signals.
- Cover the pool's emergency procedures, whistle signals, drowning/ serious incident alarm, fire alarm.
- **Explain the Role of the School Staff in case of an emergency.**

5. **Group Assessments:** (always in shallow water)

- Divide the children into deep water swimmers, swimmers and non-swimmer/beginners.
- Assess deep water swimmers first, in groups of 3, front crawl, back crawl and breaststroke. Put in appropriate group (either middle or top group)
- Assess swimmers and then non swimmers/beginners, in no more than groups of 3, moving forwards (swimming or walking), moving back wards (swimming or walking), water confidence - faces in the water or floating. Put in appropriate group (either beginner or middle group). Use of armbands/woggles is allowed for the non swimmers/beginners.

The School Teacher should ensure that the paperwork is completed so that the 3 groups' registers can be used for the following week.

With the pupils in 3 groups do any appropriate games activity for the remaining lesson time.

Signed *J Harvey* (Chair of Governors)

Date *15th March 2018*

Signed *N J Thomson* (Headteacher)

Date *15th March 2018*



DRONFIELD JUNIOR SCHOOL

SWIMMING – PARENTAL INFORMATION FORM

Name

Date of BirthClass

Address

.....

.....Tel.No.

As part of your child's education he/she will be undertaking swimming lessons this year. It is important that the swimming teacher /instructor has the following information concerning your child:

	Yes	No
<ul style="list-style-type: none"> Does your child suffer from any medical condition which may affect their safety whilst swimming, e.g. Asthma (please bring inhaler to every swimming session), Epilepsy Sensory impairment e.g. deaf Grommets (wearing a swimming cap & ear plugs is recommended) Diabetes, etc Please give details: 		
<ul style="list-style-type: none"> Does your child take medication on a regular basis? Please give details: 		

Swimming Ability:

Non-swimmer	5m	10m	25m	50m+	Any other awards (please specify):

Chemicals in the water in swimming pools adversely affect my child's eyes. I give my permission for my child to wear goggles during swimming lessons and accept responsibility should my child be injured as a result of wearing goggles.

I am aware that my child will not be allowed to wear goggles for specific water or diving activities for safety reasons.

I am aware that all jewellery is to be removed prior to swimming activities.

Signature of Parent/Guardian

Date

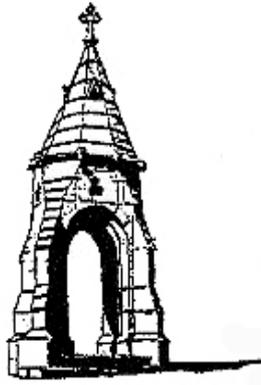
Please note - your child can only be excluded from school swimming on medical grounds as this is a part of the PE National Curriculum

Please return this form to your child's school.

Telephone 01246 413145
Facsimile 01246 291226

e-mail: info@dronfield-jun.derbyshire.sch.uk

www.dronfield-jun.derbyshire.sch.uk



**Headteacher
Mrs N J Thomson**

**Dronfield Junior School
School Lane
Dronfield
Derbyshire
S18 1RY**

September 2018

Dear Parents / Carers

Your child will be attending school swimming lessons during their Year 5 academic year. They will be attending on(day)forweeks.

We would appreciate it you could complete the enclosed Swimming – Parental Information Form and return it to school by(date)

Please be aware of the following rules:

Swimwear must be suitable for the purpose and preferably of a dark colour to enable the swimmer to be seen clearly underwater. Girls must wear a one-piece swimming costume and boys must wear swimming trunks. The School Swimming Instructor may allow boys to wear appropriate shorts; however these must not be below the knee. Large baggy shorts will impede the pupil's movements in the water, as well as restrict the view of the teachers in seeing the movements that limbs and joints are making in the water.

Goggles should only be allowed exceptionally, when chemicals in the water may adversely affect eyes. Goggles should be made of unbreakable plastic or rubber materials and children taught to use them correctly and safely prior to their attendance at the pool. Pupils who wish to wear goggles must have a permission slip signed by their parent/guardian/carer (included on the information Form).

Hair must be tied back if long or of a length which might impair vision. It is highly recommended that children wear swimming hats. For facilities that share the pool with members of the public, it is very strongly recommended that children wear swimming hats, to ensure that pupils are easily identified.

Jewellery/watches must be removed prior to the swimming lesson (plasters covering newly pierced parts of the body will not be allowed due to plasters in the water becoming a choking hazard). It is strongly advisable that any pupils that wish to have body piercing do so at the beginning of the School Summer holidays.

Safety medic-alert bracelets or necklaces should be removed and given to the Adult in Charge for safe keeping during the swimming lesson and returned to the pupil immediately the pupil exits from the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.

Thank you in advance for your support.

Yours sincerely