



Grove Vale Primary School

Swimming lettings

Policy

June 2025



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NATIONAL CURRICULUM

It is necessary to have a detailed swimming policy to ensure the safety of the children and staff within Grove Vale.

Since 1994, swimming and water safety has been a statutory element of the national curriculum for physical education in England.

This means that every 11-year old child should leave primary school with the skills to keep themselves safe while enjoying swimming with friends and family.

The three national curriculum outcomes

Swimming is the only sport to be included within the national curriculum physical education programme of study. All primary schools must provide swimming and water safety lessons in either Key Stage 1 or 2.

Each pupil is required to be able to do the following:

- Perform safe self-rescue in different water based situations
- Swim competently, confidently and proficiently over a distance of **at least** 25 metres
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke.

Working towards and beyond these requirements, we have developed our own framework for swimming throughout the school, using the Swimming Charter as a guide for help and resources.

PROVISION OF SWIMMING

Provision of swimming represents a major investment in the Health and Well-being of the community.

The ability to swim is a pre-requisite to many other forms of sport and recreational activity as well as being an essential life-saving and life-preserving skill.

Sandwell MBC has identified the promotion of general health and fitness, as being necessary for the long term well-being of the area.

Swimming, by its very nature, is an activity which meets the three criteria for effective exercise: Stamina, strength and suppleness.

Swimming has increased in popularity and is likely to continue to do so.

- Swimming is the ideal form of exercise to ensure an overall level of fitness.
- The usage of the school pool can be enhanced through planned programming.
- Relationships between the school and local clubs and community groups, will be improved.



- Dual use of the pool represents the most efficient form of using the facility.
- A loss of the opportunity to learn to swim whilst at school leads to:
 - A long term reduction in the swimming ability of the population.
 - A reduction in the take-up of other sports for which swimming is a pre-requisite.
 - Potential loss of life.
 - A reduction of enjoyable opportunities for maintaining a healthy lifestyle.

POOL DIMENSIONS

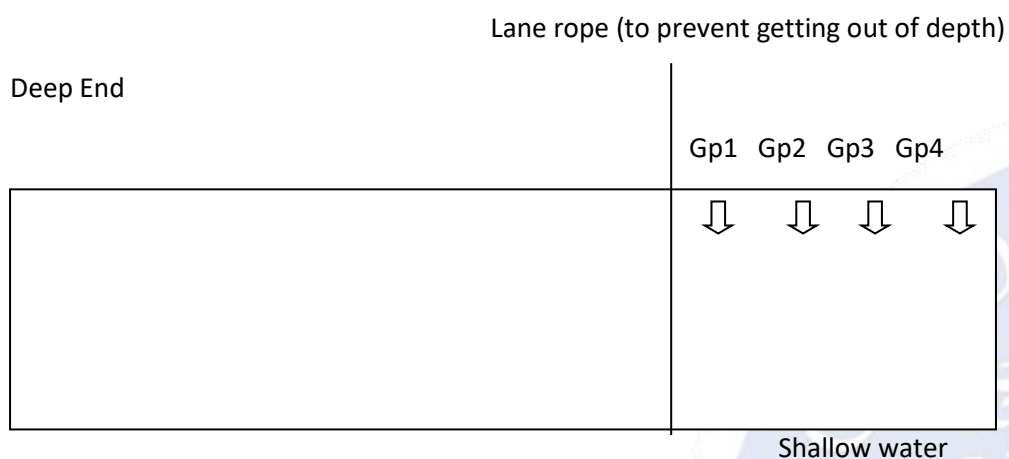
Deep water 1.0m

Shallow Water 0.8m

Length 13.5m

Width 5m

WIDTH ORGANISATION



Group 1 - Top Group

Group 2 - Improvers +

Group 3 - Improvers

Group 4 - Weak Swimmers



LENGTH ORGANISATION

	Deep End
Lane 4	
Lane 3	
Lane 2	
Lane 1	

Shallow water

Lane 4 – Improvers

Lane 3 – Top Group

Lane 2 – Improvers +

Lane 1 – Weak Swimmers

Special First Aid

We have considered the need for special First Aid and emergency provision eg. Spinal Boards, but as there is STRICTLY NO DIVING in the pool, we deemed it unnecessary at this time as all pupils are briefed on safe entry and exits.

Potential risks in and around the Pool

Around the pool there are:

- Equipment containers
- Drains
- Reaching Poles (all clipped to the wall)
- Non-Slip matting

In the pool there are:

- Steps
- Hand Rails
- Disabled pool hoist



PRE-SWIMMING LESSON CONSIDERATIONS

Swimming Clothing

Girls

Girls are allowed to wear swimming costumes and two-piece tankini sets, as long as they are appropriately covered. Under no circumstances, will a bikini be allowed.

Boys

Boys are required to wear swimming trunks. Swimming shorts (Bermuda style / Boxer style) are not appropriate and should be avoided.

All Children

Children must bring a clean towel to each lesson and are not allowed to use talcum powder, in the changing room.

Children are required to wear a *swimming hat* during swimming lessons. If a child forgets their hat, it is not advisable for them to share a hat with another child due to personal hygiene. Sometimes it can be acceptable for siblings to share hats as a last resort.

Staff

Staff coming to the swimming pool must also consider their footwear and ensure they wear either flat shoes or trainers. High heeled shoes are not suitable for the poolside due to the new floor covering and the amount of water on it. Plastic shoe covers are provided at the Swimming Pool and must be worn over *all* outdoor footwear.

An online form is completed by schools using the swimming pool prior to attending classes. This form ensures that all the prerequisites are in place which included that all staff poolside can swim.

Mobile Phones

The use of Mobile phones is strictly prohibited, on the swimming pool premises. Posters are displayed to inform visitors.

Jewellery

Before the children are allowed to go into the pool they must remove *all jewellery*, adhering to the Sandwell Health & Safety Policy. Children are allowed to wait for the first six weeks after ear piercing (which is the standard waiting period before they can be removed, due to the risk of infection), before they can return to the swimming pool. After this time earring *must* be removed.

We request written notification from Parents of any ear piercing, so that the six week period can be calculated and monitored. Children are not allowed to swim until earrings can be removed to reduce the risk of infection. If a child is unable to remove any jewellery themselves, then parents are requested to remove them before they attend school, on the day of their swimming lesson. Children



are not allowed to swim whilst wearing earrings or with them being covered with plasters or a headband.

If a pupil wears jewellery of religious significance, this should either be taken off for PE or swimming day or covered by a plain sweat band if a bangle/bracelet.

Medical Conditions

The teacher should be made aware of *any medical conditions* the children might have and in turn, inform the swimming teacher of conditions that might affect the teaching of swimming, i.e. asthma, epilepsy, diabetes and impaired hearing or vision.

Medicines

If a child has any condition that might require the administration of any medicines, then the class teacher is responsible for making sure the child brings such medication to the swimming pool for each swimming lesson, i.e. asthma inhaler or 'epi' pen etc.

Verrucae

It is essential that if a pupil has a verruca, it should be covered, due to the risk of infection. A 'verruca sock' will suffice. Treatment like Bazuka gel, can be put onto the verruca, which means a sock is no longer required.

Special Needs Pupils

The pupil will be accompanied by their appropriate support person within the school.

Whole Group practices are encouraged, as this provides a better opportunity for a 'Special Needs Pupil' to participate alongside their peers.

SWIMMING POOL FACILITIES

For external and school letting use

Changing Rooms

Within the Swimming Pool building, there are two Changing rooms - one male and one female. Boxes are provided in each of the changing rooms so the pupils can put their clothing in. These are left in-situ for the duration of the swimming lesson, for when they return to get dressed. Children are required to stack the boxes and leave the Changing room tidy. Talcum powder is not allowed as it can irritate asthma sufferers.

Our rules regarding admittance to the Changing areas are fully in line with Sandwell Local Authority guidance and are as follows:



- All Parent Helpers **MUST** have DBS checks.
- Female Parent Helpers can help in both the Male and Female changing rooms.
- A Male parent helper can only help his son in the Male changing room.
- Male Parents are not permitted to enter the Female changing room.

Alternative arrangements will be made for Male parent volunteers, to change their daughters in a separate area.

External and school lettings are objected to used their own safeguarding procedures.

Supply Teachers

It is advisable that staff remain outside both Changing Rooms until the children are dressed. Any Supply Teachers who go to the Swimming Pool **MUST** be able to swim, for their own safety, in and around the area.

Showers

This is an essential part of health and hygiene in our Pool area. It is a communal shower room, so all children are required to *walk through* the showers before the lesson commences and again at the end of the lesson, to rinse off the chlorinated water. Hats will be left on in the showers. We do not allow the use of shower products however, as the floor becomes too slippery.

Swimming Instructor Duties

It is the responsibility of the Swimming Instructor, to provide a safe environment for the pupils to learn swimming, therefore conduct a check of the area, prior to commencing lessons. Ultimate safety of pupils and staff is always paramount. Preparation of lessons with clear and concise instructions is always required. The equipment provided should be in good condition and returned to its storage shelf container. It is the instructor's responsibility to tidy up the Pool area, at the end of the lessons. The ropes are to be removed to enable cleaning of the pool to take place. They are to instruct the remaining teacher to close the main entrance door securely, as they leave the building.

Class Teacher

It is the responsibility of the Class teacher to ensure all pupils are dressed to return to lessons. They will be informed by the Swimming Instructor to drop the latch and to shut the door behind them – therefore locking it and ensuring that it cannot be opened.

All teachers accompanying their class to swimming lessons, must be able to swim - for their safety and the safety of the children.

During all swimming lessons, the responsibility of all children lies with the class teacher and the swimming instructor.



SWIMMING LESSONS AND BEHAVIOUR

Children are required to always behave in an appropriate manner and as they would do within lessons based in the classroom. They are required to listen to the instructions always given by the swimming teacher and act upon them.

Safety

Children should walk around the swimming pool and wait in a sensible manner before they enter the pool. When in the pool, they should give the child in front of them in their lane, enough space, so that they do not 'bump' into each other or overtake them – the flags overhead would act as a guide.

Ratios for Swimming Lessons

Under Guidelines from the Amateur Swimming Association, we adhere to the following ratios, for our swimming lessons:

- | | |
|------------------------------------|-----------------|
| • Non-swimmers and Beginners | 12:1 |
| • Improving Swimmers (10m unaided) | 20:1 |
| • Mixed Ability Groups | 20:1 |
| • Competent Swimmers (25m unaided) | 20:1 |
| • Swimmers with Disabilities | 8:1 (with help) |

Emergency Whistle Blasts

Staff and pupils need to be aware of the emergency whistle blasts and what they should do in the event of an emergency, i.e.

1 short whistle blast – All pupils will stop, stand still and listen, whether they are in the Pool or on the poolside.

1 long whistle blast – All pupils MUST get out of the pool and wait at the designated area, while the emergency is dealt with.

3 short whistle blasts - this is to inform the other teachers that the Swimming Instructor is entering the water.

All pupils and teachers are made aware of Emergency Procedures, and they are practiced on a regular basis, during lessons. (See 'Emergency Action Plan.')

Reporting an accident/Incident

It is essential that any event, Accident, or Incident, is written in the Swimming Pool Accident book, which is kept with the Attendance Log, as soon as the swimming lesson has ended. This should also be reported using a SMBC incident/accident form and submitted to the school business manager for review.

Inappropriate Behaviour



It is the responsibility of the swimming Teacher and Class Teacher to ensure the behaviour of all the children attending the lesson, is appropriate for the Swimming Pool area. For example, no running, pushing and jumping.

Inappropriate behaviour will be dealt with by the swimming teacher and/or class teacher - this may include the child or children in question being removed from the pool and being asked to go and change. The teacher responsible for the class must supervise the child whilst the swimming lesson continues, in this event.

TERMINATION OF LESSONS

On occasions it may be necessary to cancel lessons before they are due to take place or terminate them whilst they are ongoing. There are several possible reasons for this including:

- Poor water clarity or water pump failure
- Debris in the pool
- Excreta or sickness in the pool
- Inappropriate behaviour that is dangerous for individuals or the whole class involved in the lesson
- Low Temperature
- Release of Toxic Gases
- Lighting/Structural Failure
- Bomb Threat
- Overcrowding
- Outbreak of fire
- Serious injury to bather
- Discovery of a Casualty in the water.

In the event of one of the above occurs, please refer to the Emergency Action Plan.

Hiring of the Swimming Pool

Anyone who hires the Swimming Pool Facilities MUST be DBS checked.

All 'Hirers' will be given a copy of all Policies and Procedures pertaining to the Swimming Pool, which includes NOP's and EAV's and will sign to say they have been read and will adhere to all Rules and Regulations.

All records of these will be kept in the School Office.



EMERGENCY ACTION PLAN

Once inside the pool, the children and members of staff must familiarise themselves with the emergency procedures. Below is a detailed plan of action that should be put into place, if there is ever an emergency situation within the swimming pool building.

Emergency Signals

The swimming teacher will use whistle blasts to attract the attention of the children and staff when they are in the swimming pool building.

1 short whistle blast – this whistle requires the children to stop what they are doing immediately and face the swimming teacher.

2 short whistle blasts – this sound is to attract the attention of another adult by the poolside.

1 long whistle blast – this sound requires the children to leave the pool immediately and assemble by the side of the pool in a clear line.

3 short whistle blasts – This signals to the other teacher present that the swimming teacher has to enter the water to deal with a situation.

Alarm System

There are 2 Emergency Alarm 'Break Glass' call points, located in the swimming pool. One is on the wall by the inside of the main front door. The other is located on the wall between the Shower room door and the fire Exit Door (the shallow end of the swimming pool). These are to be used if there is a life or death situation in the building.

Contacting the Emergency Services

The emergency services must be contacted by the teacher responsible for the class or accompanying the class at the poolside whilst the swimming teacher rescues any individuals or initiates first aid.

To contact the emergency services, the emergency 'walkie talkies' must be used by the teacher at the poolside to contact the secretaries. All relevant details should be given to the secretaries to ensure they can give sufficient information to the emergency services.

The teacher at the poolside must also request the presence of the supervisor in charge. The swimming teacher will care for the individual in need of assistance whilst the teacher at the poolside must take care of the rest of the pupils and ensure they are calm, controlled and re-assured.

The swimming teacher and class teacher are both responsible for completing the accident book, giving as much detail as possible about the event.



Evacuation

In the event of an evacuation of the building being necessary, then the swimming instructor and class teacher are responsible for completing a head count. The teacher responsible for the class must be aware of the number of children that are swimmers and non-swimmers and how many are on site in the swimming pool building.

All areas of the building should be checked including changing rooms even if they have not been used and toilets.

The children are required to assemble outside the first Year 6 classroom for the register and then onto the field. It is necessary to take a register or an accurate headcount before proceeding to the field in case there are any individuals left inside the swimming pool building.

Children and staff should leave through the nearest emergency exit from the poolside or the changing rooms. All children and staff are aware that they have to assemble on the school field once they have left the building and should be reminded of this on a regular basis. Foil blankets are available should they be required.

There are a number of situations which might result in an evacuation being necessary. For example:

- Outbreak of fire (in the swimming pool or main school buildings)
- Bomb threat
- Lighting failure
- Emission of toxic gases
- Or, other events that put the users at risk
- Release of Toxic Gases
- Lighting/Structural Failure
- Bomb Threat
- Overcrowding
- Outbreak of fire
- Serious injury to bather
- Discovery of a Casualty in the water.

FAILURE OF EQUIPMENT

Electrical

In the event of any equipment failure, lighting, filter pumps, heating equipment, Structural damage, swimming is immediately ceased and swimmers will leave the pool, get dressed and exit the building if it is felt there is a risk to the well being of the swimmers.

Toxic Gas Emissions

In the event of Toxic Gas being evolved and discharged, everyone is to leave the building immediately and follow the EAP for ALL emergencies.



Discovery of a Casualty in the Water.

If a casualty is discovered in the water, press the Pool Emergency Alarm and inform the office to contact the Emergency Services. Follow the 'Evacuation' procedures.

Serious Injury to Bathers

Cleaning

Toilets, changing rooms and showers are mopped and cleaned daily.

The pool cover is replaced on the pool after removing the shallow end steps to maintain temperature and stop foreign bodies entering the water.

Vomiting, Faeces & Diarrhoea

If diarrhoea/Vomit is excreted into the water, please contact site manager or lettings manager to close off the pool, the following steps will then take place

- Clear the pool of bathers immediately
- Maintain disinfectant levels at top of the recommended range
- Filter for 6 turnover cycles
- Backwash the filter
- Call Environmental Health for sampling the water
- Only then re-open the pool

SAFETY OF OUR SWIMMERS

At Grove vale we consider the safety of our children is paramount, there is no excuse for putting our children at risk.

A plan of the pool showing fire exits, fire call points, extinguishers, first aid box and pump emergency switch off point is attached to this document.

A copy of our swimming policy is also given to the swimming clubs who use the pool, who are asked to sign to say they have received the document.

Sharps

No sharps are used in the swimming pool area. If an EpiPen has been used, it is contained in its own case and will be disposed of in the Medical room.

Review date: June 2028

Signed:

Dated: