

School Swimming

School Swimming Policy Document



September 2023

Blackpool Council

ACTIVE BLACKPOOL

School Swimming Policy Document

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1. Statement

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

To meet the statutory requirement, the following aims have been identified:

- To provide a safe and caring environment for pupils to learn to swim;
- To teach pupils to appreciate what is good practice concerning the safety of themselves and others;
- To develop pupils' confidence in aquatic activities;
- To develop to the full, a pupil's aquatic potential;
- All pupils to meet the minimum 25m swimming requirement without difficulty by the end of KS2.

2. Basic Arrangements

2.1 General

2.1.1 The School Swimming Policy applies to all Blackpool Schools taking pupils swimming. It is an essential requirement that all school staff accompanying pupils to swimming lessons have attended the Swimming Safety Awareness Training (SSAT). This training covers key elements of the relevant swimming pool's Pool Safety Operating Procedures (PSOP). In terms of the latter, copies are available upon request.

2.1.2. The swimming programme is an integral part of the National Curriculum for Physical Education and, as such, is subject to appropriate monitoring and assessment procedures.

2.1.3 Active Blackpool will take responsibility for ensuring all Active Blackpool swimming pools have relevant risk assessments and a PSOP as required under health and safety guidance. (Managing Health and Safety in Swimming Pools HSG179).

2.2 Primary School Swimming

The National Curriculum for Physical Education is a statutory requirement, therefore all Primary aged children should be given the opportunity to meet the swimming standards set by the Department for Children, Families and Schools.

The Active Blackpool Leisure Service is responsible for the delivery of Primary school swimming teaching within the town. The framework for this delivery is through a Service Level Agreement contract with schools.

School swimming lessons for pupils are organised through the Aquatics Officer, based within Active Blackpool.

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The financial resources for school swimming are delegated directly to Schools. The Aquatics Officer will agree on the school swimming programme with each school annually, as part of the updating of the Service Level Agreement.

Schools are required to carry out risk assessments for travelling to and from the pool and pupil changing supervision.

The swimming Lesson is delivered by Active Blackpool Swimming Teachers. Although, in cases where there are a high proportion of non-swimmers or children with additional needs, the Swimming Teacher can adopt several strategies which may result in staff accompanying the children to the pool supporting the lesson. 3.6 provides details.

Primary schools will have sole use of the swimming pool during their swimming lessons. The only exception to this is where additional aquatic opportunities may require appropriate shared pool use in agreement with the Headteacher.

2.3 Safety

2.3.1 Active Blackpool Leisure Services will ensure that qualified Swimming Teachers will be available to deliver swimming lessons to all schools. The minimum qualifications of the lead AB's Swimming Teachers are Swimming Teacher's Certificate Level 2, current Rescue Award for Swimming Teachers and Coaches. Assistant Level 1 Swimming Teachers may be provided.

2.3.2 A Leisure Assistant who holds a current National Pool Lifeguard Qualification will be present on the poolside whilst any pupils are in the swimming pool facility, defined as once inside the wetside changing area of the building.

2.3.3 It is the responsibility of the Headteacher to ensure a member of the school staff is nominated as the 'school staff member in-charge and accompanies the class or classes of pupils to the pool. This person will be designated as the school staff member in charge. The lead swimming teacher must be informed of who the designated individual is at the start of each swimming session.

2.3.4 The school staff member in charge has a duty of care at all times and has overall responsibility for the children. As such, they 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 school staff member in charge must remain on the poolside during the swimming lesson.

2.3.5 Everyone has a duty of care to take reasonable care in any situation to try to foresee that others are not harmed by their actions or omissions.

2.3.6 Once the pupils are counted on to the poolside by the school staff member in charge, the safety, organisation and delivery of swimming lessons transfer to the AB's Swimming Teacher. However, the school staff member in charge retains the overall duty of care, which can only be exercised from the poolside.

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2.3.7 All school staff are required to undertake Swimming Safety Awareness Training before they can attend school swimming lessons. The Aquatics Officer will facilitate Swimming Safety Awareness Training courses at appropriate times.

Headteachers are encouraged to have extra staff trained to cover for staff absences and to keep an up to date list of all staff having undertaken such training. If trainee teachers are accompanying members of staff to the pool then this should be in a supportive/ learning or observing role rather than a replacement of a regular member of staff.

2.4 Mobile phone usage

2.4.1. Mobile phones or electronic devices are not permitted on poolside unless by prior agreement with the Management on shift or Aquatics Officer

2.5 Distribution of This Policy Document

2.5.1 This policy document must be distributed by the Aquatics Officer to the following services and people:

- Active Blackpool Swimming Teachers;
- Headteachers of all schools accessing the Active Blackpool school swimming service

2.5.2 The Leisure Manager is responsible for distributing this policy document to all operational Leisure staff, including:

- Duty Officers
- Leisure Assistant

3.0 Swimming Teacher/Pupil Safety Ratios for School Swimming Lessons

3.1.1 Included within the Swimming Teacher/pupil safety ratios for the delivery of lessons are the AB's Swimming Teachers and appropriate others as detailed in 3.1.5.

3.1.2 It is the responsibility of the AB's School Swimming Teachers to ensure that the identified ratios are complied with during school swimming lessons.

3.1.3 When determining actual safety ratios for programmed sessions the Aquatics Officer and AB's Swimming Teachers will take the following factors into account:

- Age of pupils;
- Range of swimming ability;
- The ability of pupils to comprehend instructions;
- Any physical, behavioural or learning disabilities;
- A dynamic risk assessment was carried out by the lead swimming teacher.

3.1.4 Headteachers have responsibility for ensuring that the school staff member in charge is fully aware of the ratios set out in this policy document.

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3.1.5 The Swimming Teacher / Pupil safety ratios, for pupils in the water during School Swimming lessons are as follows:

- **Non-Swimmer/Beginner 1: 12** – children who are being introduced to swimming;
- **Improver 1: 20** - A pupil who can swim a minimum of 10 metres on front and back, competently but who is not confident in deep water;
- **Competent 1: 20** - A pupil who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes;
- **Advanced Group 1: 25** - A pupil who can swim at least 100 metres competently on front and back, and can tread water for three minutes;

4.0 Other Additional Needs

4.0 All Risk Assessments and decisions concerning ratios for children with additional needs must be discussed and agreed upon with the Aquatics Officer before lessons start to ensure appropriate measures are agreed and in place.

5.0 Roles, Responsibilities and Accountability

5.1 Leisure Services

5.1.1 The Active Communities Service Manager is accountable for the:

- Strategic management of the School Swimming Service;
- Reporting of appropriate issues or events to the Council's Chief Executives Liaison Group.

5.1.2 The Active Lives Development Manager (Schools and Community):

- Reviewing and monitoring the School Swimming Policy and practices;
- The updating of the School Swimming Policy in light of new legislation or guidance, subject to the approval of the Active Communities Service Manager.

5.1.3 The Leisure Facilities Manager is accountable for:

- The effective and efficient operation of the Swimming Pool following the PSOP;
- The review process of the Risk Assessments and PSOP;
- The updating of the PSOP in light of new legislation or guidance subject to the approval of the Head of Leisure Parks Catering & Transport Services;
- The consideration of the PSOP to ensure accordance with the School Swimming Policy;
- The management of the budget for the Swimming Pool.
- The training and development of operational staff.

5.1.4 The Aquatics Officer is responsible for:

- Ensuring swimming lessons are delivered following the School Swimming Policy, the PSOP and Service Level Agreement;
- Ab's Swimming Teacher is appropriately qualified and trained;
- Facilitating for Swimming Safety Awareness Training;
- Liaising with the Leisure Manager with regards to changes in work practices, which may prompt a review of the School Swimming Policy, PSOP or Risk Assessments;

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- Providing each Headteacher, after a request, and School Swimming Service Swimming Teachers, with a copy of the PSOP for their appropriate pool;
- Monitoring and evaluating the teaching of swimming.

5.1.5 Active Blackpool's Swimming Teacher are responsible for:

- The primary water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- Ensuring that they are fully conversant with the PSOP for each swimming pool they work at;
- 1st responder in the event of an incident within their group;
- Ensuring compliance with ratios and procedures;
- Confirming with the Lifeguard that the pool has been safely cleared at the end of each lesson;
- Ensuring that whistle drill, fire alarm and evacuation procedures are explained to all pupils and accompanying staff at the beginning of each term;
- Making all pupils aware of the geography of the building, safe practices whilst on poolside and in the water, emergency whistle and fire procedures and deep and shallow areas of water.
- The organisation of the lesson, positioning of lane/width ropes and for checking the position of safety aids and lesson equipment;
- Wearing appropriate clothing, footwear, and whistle.
- Liaising with the school staff member in charge regarding pupils' medical details and any other concerns;
- Monitoring and assessing pupils' progress, and recording achievements on the Swimphony digitalised system.
- Preparing schemes of work and delivering lesson plans appropriate to each swimming group;
- Regular inspection of all floatation aids, removal and replacement of suspect items and ensuring all teaching aids are stored appropriately;
- Notifying the Aquatics Officer of any changes in work practices, which may prompt a review of the School Swimming Policy, PSOP or risk assessments;
- Visiting schools during dry weeks, to deliver water safety programmes following the National Curriculum.

5.1.6 The Swimming Pool Manager on Shifts responsible for:

- The daily supervision of staff and use of the facility and appropriate maintenance checks and water testing;
- The day to day management of the pool following the PSOP;
- The regular monitoring of operating procedures to ensure they meet the requirements of the PSOP;
- The training and development of Leisure Assistants;
- The maintenance of plant and associated equipment and building infrastructure;
- The quality of the pool water and associated dosing systems.

5.1.7 Leisure Assistants are responsible for:

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- Ensuring that the PSOP is complied with;
- Responding and taking over any incidents occurring in the pool hall and changing room
- Being present on the poolside whilst any pupils are in the wetside changing area or poolside.
- Liaising closely with Swimming teachers and school staff members in charge of the safety of pupils;
- Maintaining constant observation of the pool and pool users at all times and undertaking a headcount of the swimmers on entry to the pool and throughout the session to confirm the numbers on the whiteboard;
- Operational control of the pool hoist;
- Providing first aid cover and completing an accident/incident form;
- In charge of ensuring the pool is safely cleared at the end of each lesson and confirming with the Swimming teacher that the pool has been cleared.

5.2 Schools

Headteachers are responsible for ensuring that:

- Blackpool Council School Swimming Policy is circulated to all staff who accompany children to School swimming lessons;
- A member of staff is nominated and designated as the school staff member in charge and accompanies a class or classes of pupils.
- All personnel accompanying pupils to school swimming lessons have undertaken site-specific School Swimming Service Safety Awareness Training every three years, which includes school swimming policy document and PSOP awareness;
- All accompanying staff have an 'enhanced' certificate of disclosure from the Disclosure and Barring Service (DBS);
- Where necessary children with additional needs have had appropriate risk assessment carried out;
- All children have the opportunity to swim, monitor and manage irregularities in attendance.
- Ensuring that all pupils' data including medical information is uploaded onto the Swimphony digital system before the pupil's first visit to the pool.

School Staff Member in Charge is responsible for ensuring that they:

- Attend the pool-specific Swimming Safety Awareness Training every three years which includes School Swimming Policy document and PSOP awareness;
- Are present on poolside during the school swimming lesson, to maintain the discipline and appropriate behaviour of pupils
- Liaise with and have forwarded to BC's School Swimming Coach all relevant information regarding pupils' medical details and any additional needs.
- Ensuring children with any medical conditions that may impact the child's performance during a swimming lesson is wearing the appropriate coloured wristband before entering the swimming pool.
- Organise the supervision of pupils in the changing rooms, pupils visiting the toilet, shower and lining up;

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- Count pupils into the facility and out of the facility, count pupils onto the poolside and upon leaving the poolside. Record numbers of pupils swimming on the poolside whiteboard.
- Notify AB's School Swimming Teacher of any pupils new to the school or school swimming lessons, before pupils enter the water;
- Wear appropriate poolside clothing and footwear, whistle and provide an 'asthma box' for pupils' inhalers;
- Ensure that there is a member of school staff allocated to observing and supporting pupils and ABs swimming teachers on each teaching station or patrolling the poolside in the case of more groups than accompanying school staff.
- Ensure pupils arrive and leave on time.

Teaching or Support Assistants are responsible for ensuring that they:

- Attend the pool-specific Swimming Safety Awareness Training which includes School Swimming Policy document and PSOP awareness;
- Wear appropriate clothing and footwear; support and be directed by the school staff member in charge.
- Support their pupils with changing;
- Support their pupils in the swimming groups.
- Support a pupil on a one to one from the poolside or in the water or as additional supervision as directed by the school staff member in charge;

Adults in Additional Roles must ensure they:

- Work under the direct instruction of the school staff member in charge.

6.0 Safety of Pupils

6.1 Arrival and Departure

It is essential that pupils enter and leave the swimming pool building under the supervision and be counted on arrival and departure and on entering and leaving the pool hall.

6.2 Changing Rooms

6.2.1 Schools are responsible for the supervision of pupils in the changing rooms.

6.2.2 Good behaviour must be maintained at all times.

6.3 Class Management on Poolside

6.3.1 The areas of shallow and deep water must be clearly defined for pupils. Ropes with floats at the water level will be used to divide swimming groups of different abilities. AB Swimming Teachers will determine the placing of such ropes dependent upon the ability of the pupils in each lesson.

6.3.2 So that pupils remain visible at all times AB's Swimming Teachers, Leisure Assistants and school staff members in charge should adopt appropriate teaching/supervisory positions on the poolside.

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6.3.3 Safe working patterns should be adopted by AB's Swimming Teacher appropriate to the ability group using one of a combination of the following methods, e.g. Buddy / Pair system, Waves - either widths or lengths, circuits etc.

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

6.3.5 The swimming ability of all pupils must be assessed by an AB's Swimming Teacher on their first visit to the pool. Pupils will then be placed in appropriate teaching groups and reassessed at regular intervals so that their progress can be monitored and pupils' swimming groups adjusted accordingly.

6.3.6 Swimming registers are maintained and updated on Swimphony are kept at the swimming pools and are used to record pupils' ability groups, medical details, assessment, attendance and any other relevant information.

6.3.7 AB Swimming Teacher should ensure that pupils understand the following routines and procedures associated with the swimming lesson:

- 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 an AB's Swimming Teacher;
- Pupils should know which swimming group they are in.
- 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 should be taught to be aware of and respect each other's space in the water;
- Pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge -running on the poolside is strictly forbidden;
- Pupils should be encouraged to tidy floats, armbands etc. away so that 'trips and slips' can be avoided.

6.3.8 Pupils whose behaviour compromises their safety or that of other pupils may be given a "time out" of the lesson. Subsequent action will be agreed between the Aquatics Officer, the school staff member in charge and Headteacher.

6.4 Emergency Procedures

6.4.1 Whistle drill, fire alarm and evacuation procedures must be explained to pupils and accompanying staff at the beginning of each term.

6.4.2 During each term emergency procedures will be rehearsed with each class of pupils, and documented accordingly in the fire log for each pool.

6.4.3 All staff accompanying pupils to school swimming lessons must be aware of the following whistle procedure used by Leisure Assistant and Swimming Teachers.

- **One short blast** - Call the attention of pool users, i.e. swimmers;
- **Two short blasts** - Call the attention of another Leisure Assistant;

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- **Three short blasts** - Indicate that a Leisure Assistant is taking emergency action; If a Leisure Assistant or School Swimming Teacher enters the water, the remaining pupils should be taken into the changing rooms
- **One long blast** - All pupils to climb out of the pool immediately and sit by the nearest wall.

NB Pupils should be taught the meaning of one short blast and one long blast - they do not need to know two blasts and three blasts. Staff should be mindful of the fact that pupils with additional needs may be sensitive to a whistle blast.

6.4.4 All accidents or medical incidents in a swimming pool building must be reported to the Leisure Assistant on duty who will record the appropriate details.

7.0 Health & Personal Effects

7.1.1 All pupils for whom swimming is timetabled should take part in school swimming lessons unless medically excluded by a Doctor or a letter from a parent.

7.1.2 The school staff member in charge in consultation with an AB's School Swimming Teacher, may excuse a pupil from swimming if they consider the pupil to be unwell on arrival at the pool.

7.1.3 It is essential that all members of staff are fully aware of any additional needs and medical conditions that may impact the child's performance during a swimming lesson.

7.1.4 Medical approval to attend swimming lessons may be required for pupils who suffer from any medical condition, which may render them unconscious, e.g. epilepsy or diabetes. The School Staff member in charge and AB's Swimming Teachers must be regularly updated on such children.

7.1.5 Pupils with the following medical conditions are requested to wear a coloured wristband for rapid identification.

- Asthma - blue
- Hearing/ear problems – green
- Epilepsy – red
- Diabetes – yellow
- Poor eyesight – white
- Medic-alert / heart condition – orange

In certain circumstances, wrist bands are not appropriate, which will be highlighted through the risk assessment process.

7.1.6 No jewellery should be worn during school swimming lessons. However, it may be necessary to agree on procedures relating to pupils who wear jewellery for religious reasons.

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7.1.7 Medic-alert bracelets preferably should be removed and given to the School Staff member in charge for safekeeping during the swimming lesson, and returned to the pupil immediately the pupils exit the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.

7.1.8 It is recommended that pupils who suffer from any known hearing ailments, should be discouraged from jumping into deep water, diving, and any form of underwater swimming. Advice from parents should be sought for these pupils and for any pupils who may have grommets fitted in their ears.

7.1.9 The activities of diving, breaststroke or butterfly should be not undertaken by children with Downs Syndrome unless screening for atlantoaxial instability has been carried out.

7.1.10 It may be necessary for visually impaired children to wear prescription swimming goggles.

7.1.11 Pupils that require medication in school must bring it with them to the pool, clearly labelled with their name, class and school. The medication should be kept in a box but accessible throughout the lesson on the Swimming Teachers' poolside table.

7.1.12 Pupils with a verruca may swim unless excluded by a Doctor.

7.1.13 Pupils should wear a one-piece swimming costume or swimming trunks or Lycra swimming shorts. A leotard and tights/or full bodysuit, which meets religious requirements, may be worn providing it does not jeopardize the swimmer's safety.

7.1.14 Any pupils with hair long enough to impair vision must wear a swimming hat. If a swimming hat is not available, the pupil's hair must be securely tied back.

7.1.15 Swimming goggles may be worn if a goggles permission form has been completed and returned to school.

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I have read and understand the School Swimming Policy Document

Name _____

Signature _____

Date _____

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