

# SCHOOL SWIMMING WITH ACTIVE NATION



This accompanies the LCC guidelines for School Swimming in association with the QCA and the ASA recommendations.

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## 1.0 AIMS & OBJECTIVES

The aims of Active Nation's School Swimming programme are:

- To work within the minimum standard guidelines drawn up by the QCA which are for children to swim for a minimum of 24 hours in total to achieve KS2.
- To provide children with a safe and enjoyable swimming experience.
- To provide the opportunity for children to improve their skills.
- To aid the personal and social development of children and their Health and Fitness.
- To meet National Curriculum requirements in conjunction with the ASA and the QCA guidelines and Guidance for School Swimming issued by Lancashire County Council.

Our objective include:

- To swim safely and competently and confidently.
- To be confident in the water – and develop confidence by using the NPTS (National Plan for Teaching Swimming) by introducing the FUNdamental aspect of learning to swim, and working to achieve the required elements of the NPTS Stages.
- To evaluate their own and their peer's performance.
- To be aware of the dangers of water.
- To carry out land based rescues.
- To have experience of personal survival in the water - inclusion for all abilities.
- To work and play safely being aware of others in the water.
- To understand that swimming can aid Health and Fitness and LTAD.

## 2.0 NATIONAL CURRICULUM REQUIREMENTS

### KS1 – Pupils should be taught to:

- Move in the water eg: jump, walk, hop, skip, float, rotate, and submerge with swimming aids.
- Float and move without swimming aids.
- Feel the buoyancy and support of the water with aids.
- Move through the water using different swimming aids, using arms and legs and basic swimming strokes to achieve this propulsion.
- Swimming activities and water safety.
- Move in water (for example, jump, walk, hop and spin, using swimming aids and support).
- Float and move with and without swimming aids.
- Feel the buoyancy and support of water and swimming aids.
- Propel them in water using different swimming aids, arm and leg actions and basic strokes.

### KS2 – Pupils should be taught to:

- Pace themselves in flotation and swim challenges related to speed, distance and personal survival.
- Swim unaided for a sustained period of time over a distance of at least 25 metres.
- Use recognized arm and leg actions, swimming on their front and back.
- Use a range of recognized strokes and personal survival skills eg: front crawl, back crawl, breast stroke, butterfly, skulling, flotation, surface diving, treading water etc.
- Pace themselves in floating and swimming challenges related to speed, distance and personal survival.
- Swim unaided for a sustained period of time over a distance of at least 25m.
- Use recognised arm and leg actions, lying on their front and back.
- Use a range of recognised strokes and personal survival skills (for example, front crawl, back crawl, breaststroke, sculling, floating and surface diving).

### KS3 – Pupils should be taught to:

- Acquire and develop skills.
- Select and apply skills, tactics and compositional ideas.
- Develop and understanding of fitness and health and LTAD.
- Evaluate and improve performance.

### 3.0 ROLES & RESPONSIBILITIES

#### Class Teacher or Accompanying TA/Assistant

- Advise the swimming teachers of any children with special needs and medical conditions, making provision for their needs and recording them on the register.
- Have charge of children from the coach to the poolside.
- Record on the weekly attendance register that you have brought your pupils medication – should you require to do so.
- Teach a group of children when required and after attending the ASA course helpers.
- Have overall responsibility for maintaining discipline of children.
- Counting children in and out of the building and recording numbers on the attendance sheet on the poolside.
- Marking the attendance register on poolside.
- Recording the number of swimmers on the whiteboard poolside.
- Liaising with the swimming teacher and helping out where required. Under no circumstances are teachers to sit on poolside – teachers to take an active part in helping their children to progress, working with the appropriate scheme of works and lesson plans for that particular session.
- Follow Health and Safety requirements.
- Report back to school of children who consistently fail to attend – and identify an action plan for their participation.

#### Swimming Teacher

- Maintain a safe working environment; ensure the water safety of all the children
- Provide scheme of works and lessons plans for the duration to incorporate all activities.
- Record children's achievements.
- Provide the school and the ASA at the end of the academic year, the children's achievements.
- Confirm attendance numbers with the class teacher/adult.
- Confirm pupil medical information with class teacher/adult.
- Check with class teacher/adult any agreed arrangements made for the provision of children with special needs. Confirm Risk assessment.
- Follow Health and Safety requirements.
- Should any behavioural problems arise between the child and swim teacher, they should only be dealt with in the presence of the class teacher and should the need arise an incident form should be completed.

### To fulfil this role the Swimming Teacher will:

- Possess up to date qualifications i.e.
  1. CRB clearance
  2. ASA Level 2 Swimming Teacher
  3. Recognised Lifesaving award
  4. First Aid Certificate
- Organise classes depending on:
  1. Class size – teacher ratio to be taken into consideration 1:12 Beginners
  2. 1:20 Improvers
  3. 1:20 Advanced
  4. 1:8 Special Needs
  5. Children's ability
  6. Number of Teachers
- Organise children/self/teachers
- Ensure that children know the procedure for start/end of lesson, their group, their teacher and their swimming space.
- Give class teacher/adult their lesson plans at the start of each term
- Provide lesson notes weekly for each group and teacher
- Have all the equipment ready for use
- Ensure that the safety drill is known and understood
- Organise working patterns and areas
- Waves either widths or lengths
- Circuits
- Rotating groups
- Buddy system
- Any combination of the above

## 4.0 HEALTH AND SAFETY REQUIREMENTS

- Duty of care for pupils involved in swimming remains at all times with the accompanying teacher/adult. Active Nation will provide Duty of Care as it does for all it's clients.
- It is advisable that all non-participating pupils remain in school. Parents should be discouraged from attending the Centre during the school swimming lessons.



- There must be a procedure for children at risk. Different needs will require different procedures ie: 1:1 ratio, seeing eyes, buddy system. Any arrangements made need to be understood by accompanying teacher/adult.
- Children always to be supervised on poolside and counted on and off pool area and only enter the pool area on instruction from the swimming teacher.
- Good behaviour to be encouraged at all times. Movement throughout the building to be carried out quietly and respectfully – taking into account that members of the public are using this facility at the same time.
- No jewellery to be worn in the water. Medic alert items may be worn but must be taped in place.
- Remind children to attend to their personal needs before entering the pool area ie: a visit to the toilet, showers must be taken before stepping onto the poolside.
- Class teachers/adults to be suitably dressed for the activity taking place.
- Poolside footwear should be worn and if suitable shoes are not available then we provide blue over shoes for your use.
- Number of swimmers to be marked on the number board.
- Girls to wear a one piece swimsuit – no bikinis or tankinis allowed. Boys to wear lycra trunks, baggy shorts to the knee are not allowed, as these may drag the child down in the water and restrict their movement when learning the basic strokes. Children of ethnic minorities may wear clothing suitable to their religious beliefs.
- Long hair on boys and girls to be tied back securely and swimming caps MUST be worn by all children, for pupil safety, hygiene and identification.
- The use of goggles is to be discouraged with the exception of children with medical conditions. If goggles are worn, then a permission slip must be completed (to be found at the back of this pack) which must be returned to the school teacher in the first instance and then to the swim teacher.
- Class teachers/accompanying adults must notify teachers of any pupils with medical conditions (inhalers or other medication to be kept safely on poolside and the appropriate box to be ticked on a weekly basis that you have brought the class medication).
- Ensure that the children are aware of the pool depth.
- In case of falls where the area has scabbed over, children should be advised not to swim.
- In case of verrucae being present children to wear verrucae socks or swim with the use of medical gel. Avoid swimming until the infection disappears.

## 5.0 EMERGENCY DRILL

This should be clearly understood by children, class teachers and accompanying adults.

- Drills to be practiced regularly.
- Teachers/Adults must wear a whistle.
- Arrangements to be made for children with special needs eg: a buddy system.
- One Short Blast.
- Stand still and await an instruction.
- One Long Blast.
- Clear the water at the nearest exit quickly and safely.
- Move away from the poolside.
- Sit down on the pool seat.
- Await further instructions.
- Teacher/adult is now responsible for the children.
- If the lifeguard/swimming teacher enters the water the children should be taken immediately to the changing rooms.
- Emergency Alarm Evacuation.
- Clear the water at the nearest exit quickly and safely.
- Move away from the poolside.
- Line up by the emergency exit.
- Head count to be taken by class teacher/adult Swimming teacher and class teacher/adult accompany children outside to the assembly point on the car park.
- Class register to be taken outside by the swimming teacher.
- Head count to be taken again by class teacher/adult and swimming teacher at the assembly point.

## 6.0 RISK ASSESSMENT

NUMBER	HAZARD	THOSE AT RISK	EXISTING RISK CONTROL MEASURES
Ref No Sch.SW1	Steps from changing Area Slip Trip Fall Push	School children Accompanying staff Public	Walk in single file Walk slowly
	Poolside	School children Accompanying staff Public Swimming Teacher	Only go onto poolside on instruction of swim teacher Walk away from waters edge Walk at all times to designated place
	Groups Personal injury Too large a group	School Children Accompanying staff Swimming teacher	Ratios: Beginners 1:12 Intermediate 1:20 Advanced 1:20 As necessary 1:1
	Equipment Broken Unsafe	School children	Check at the beginning of every session
	Pool Steps	School children	Not used for school swimming except if necessary for medical reasons Be aware of location of pool steps
	Spectating Children	School children	Advise schools not to bring any children who may be spectating Position in safety away from the water Position in sight of accompanying staff Do not allow children to move from safe position

NUMBER	HAZARD	THOSE AT RISK	EXISTING RISK CONTROL MEASURES
	Hoist (Occasional) Slip Into Trip Over Bang Into	School children Accompanying staff Swimming teacher	Make aware of location Keep children and staff away from hoist
	Verruca Socks	School children	No jewellery to be worn including: Watches, earrings, rings, necklaces Bracelets, friendship bands Medic alerts to be worn safely
	Goggles	School children	Discourage the use of Be aware of correct usage Please read goggle information letter
	WATER Drowning Inhalation Falling into Slipping into Tripping into Push into Diving into Jumping into Lane ropes Pool walls Ceiling	School children Accompanying staff Swimming Teacher	Group children in levels of ability. Designate safe areas relevant to ability. Only enter the water on teacher's instruction. Use safe entry at all times – sit down, turn around, slide into pool. Use safe exit at all times – push up using arms, knee on pool side, climb out. Only swim on teachers instruction. Children to stand in lines. Staggered entry into pool. Diving only as part of programmed activity and on instruction of teacher Flat dives only. Jumping only as part of programmed activity into depths of 1.5+ metres. Be aware of position of ropes. Be aware of steps. Be aware of pool walls. Give guidance for swimming on backs.

## 7.0 CURRICULUM

Children will be given the opportunity to develop at their particular level, assessed and put into a group relevant to their standard. A 60 minute lesson will include:

- A 5minute warm up
- 25 Minute stroke development
- 15 minute skill development
- 15 minute Aquatic activities

### Knowledge and understanding

- Pool safety
- Emergency drill
- Stroke Technique
- Developing independence and confidence at the earliest age possible
- Rotational skills
- Flotation skills
- Aquatic Breathing

### Front Crawl

- Push and glide on front
- Development of good body position including streamlining
- Developing good leg kicking action
- Single Arm Pull
- Breathing with arm pulls
- Front Crawl Full stroke

### Back Crawl

- Back push and glide in horizontal position
- Develop good body position
- Develop Good leg kick
- Single arm pull
- Breathing
- Back crawl full stroke

### Breast Stroke

- Front push and glide
- Develop good body position
- Develop good leg kick
- Develop arm action
- Incorporate breathing with arm strokes
- Full breast stroke

### Butterfly

- Develop push and glide on front
- Develop kicking action
- Use body position demonstrating a flexible body position and use of hips to incorporate good kicking action
- Legs kicking together simultaneously
- Two beat kicking action
- Use of Arms
- Full stroke

### Water Safety

- Land Based Rescue
- Casualty recognition
- Reaching rescues
- Rigid aid
- Non rigid aid
- Throwing Rescues
- Floating object
- Rope
- Initiative Test

### Personal Survival (In clothing T Shirt and shorts for all children)

- Safe entry/exit
- Straddle jump (deep water)
- Swimming with aids (Substitute for life jacket)
- Swimming without an aid
- Treading water
- Flotation
- HELP position
- HUDDLE
- Surface Dives
- Combination of skills

### Stamina

- Timed distance swim, constant time try to improve distance
- Measure resting pulse after exercise
- Measure time taken for pulse to return to normal

### Stroke Practice

- Aquatic breathing
- Flotation/Rotation
- Star Floats, Back Star Floats, Mushroom Floats, Tuck and rotational skills
- Combination

### Gliding

- Competitive Gliding – See who can glide the furthest

### Skulling

- Head First, Feet First, Tucked and a combination of skulls

### Aquatic Work (underwater)

- Splash Face
- Touch Floor
- Blow Bubbles
- Sit on floor
- Pick up sinkers
- Head First surface dives
- Feet first surface dives
- Under water swim
- Swimming through hoops

### Entries and Exits

- Safe entry (Swivel – always used in school lessons)
- Safe exits
- Jumping in (1.5 metres)
- Pencil Jumps
- Straddle Jumps
- Crouch Dives
- Flat Dives

### Treading Water

### Aquatic Activities

- Sea Horse Races, Egg and Spoon Races, Clothes Show, Obstacle Course
- All to be done in conjunction with the Aqua Splash Cards and Splash Down events.



## 8.0 MEDICAL INFORMATION

- Only medical conditions relevant to swimming are to be recorded.
- Medical information sheets to be kept in the poolside class registers file.
- Weekly registration files to be ticked to ensure that the teacher has brought the medication to the poolside.
- Any medication needed eg: inhalers need to be named and brought to the poolside.
- Class Teachers/adult to be responsible for the safe keeping of any medication.
- Medical information sheets to be brought to the first swimming lesson. If we do not have the relevant medication for each child diagnosed with a condition they will unfortunately not be allowed to participate in the swim activity.

School .....

Address .....

..... Tel No. ....

Class ..... Teacher .....

Day and time of Swimming Lesson .....

Medical conditions that require extra safety observations:

Name ..... Condition.....

Name ..... Condition.....

Medical conditions that prevent regular participation

Name ..... Condition.....

Name ..... Condition.....

## 9.0 ADVICE ON GOGGLE USE

### ADVICE TO PARENTS WHO'S CHILDREN WISH TO WEAR GOGGLES IN A SCHOOL SWIMMING LESSON

- Goggles are not needed for everyday swimming. It should be remembered that, in the event of your child being involved in a hazardous water situation it is extremely unlikely that he/she would be wearing goggles. It is highly desirable, therefore that your child learn to swim without being dependent on goggles.
- Goggles may cause injuries, even resulting in blindness. If a child knocked on the goggles when swimming or diving; or when putting them on and removing them.
- Goggles do not keep all water out of the eyes.
- Goggles often steam up for the first few minutes after putting them on.
- School swimming lessons last for one hour.
- The children can swim in large numbers and sometimes in crowded conditions. Beginners do not always have full control of arm and leg movements. These factors may increase the possibility of being hit on the goggles.
- Goggles are held in place by tight elastic and are hard plastic.
- The use of goggles is advisable only when there is excessive reaction to the chemicals in the water, and where the swimmer is involved in lengthy training sessions. In these cases goggles may reduce the effect of contact of the eyes with the water a little.
- If goggles are used, they should not be made of glass or breakable plastic. It is recommended that such goggles are purchased from a recognized sports equipment retailer or from your local pool/leisure centre.
- Your child will need to be taught how to put on and remove the goggles, and how to empty the water out safely. "The goggles must be held firmly with both hands, each gripping the outside corner where the straps are attached. The goggles must then be pushed upwards, and NEVER pulled out and away from the face."
- If you wish your child to wear goggles in the school swimming lesson please make the request in writing to the school.

## 10.0 GOGGLE CONSENT FORM

I, as PARENT/GUARDIAN OF ..... acknowledge that I have read and received the advice to parents whose children wish to wear goggles in a school swimming lesson.

School .....

Signed .....

Date .....

Please return the slip to your child's school, who will in turn return it the school swimming teacher.



## 11.0 REGISTRATION INFORMATION

- Class registers to be emailed in advance of the school term which should be emailed through to [jean.moffatt@activenation.org.uk](mailto:jean.moffatt@activenation.org.uk)
- Class register to be kept on poolside.
- Class register to be marked by the teacher/adult every week at the start of the swimming lesson.
- The number of children in attendance to be marked down at reception on the attendance sheet (needed by the Duty Manager in case of evacuation).
- The number of children in attendance to be marked on the white board at the shallow end of the large pool by the school swim teacher and at the end of the lesson the number of children exiting the pool hall should be recorded on the attendance sheet and initialled by the school T/A or class teacher.

## 12.0 CONTACT NUMBERS

- |  |               |
|--|---------------|
| • Transport - Tyrers Coaches                     | 01257 480979  |
| • Administration - Active Nation Sharon Houghton | 0300 0200 136 |
| • Swim Co-ordinator - Active Nation Jean Moffatt | 0300 0200 136 |
|  | 07976 941077  |
| • Chorley Marlins - Mary Parkinson               | 01257 410035  |
| • Brinscall Pool - Claire Farnworth              | 01254 830453  |

## 13.0 TERMS & CONDITIONS

- When your timeslot is agreed, you are then contracted for the year or half year.
- If your school swims with us for the entire year, priority will be given, where available for your school. Schools swimming for the entire year, will be allocated, where possible, one slot in the morning and one in the afternoon.
- The dates of our programme are set in conjunction with LCC holidays. Should your school swim with us, under a different Education Authority you agree that you are swimming within the LCC constraints.
- Should your school choose not to attend for school trips etc, you will not be refunded. If your school chooses to close out with the LCC guidelines, you will not be refunded, if however we have a slot available at another time to suit you, we will endeavour to accommodate you on the date subject to availability.

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