



# Swimming Policy

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# Norbreck Primary Academy Swimming Policy

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# Norbreck Primary Academy

## Swimming Policy

### 1.0 Statement

#### 1.1

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

### 1.2 Aims

**1.2.1** In order 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 in relation to the safety of themselves and others;
- To develop pupils confidence in aquatic activities;
- All pupils to meet the minimum 25m swimming requirement without difficulty by the end of KS2.

### 2.0 Basic Arrangements

#### 2.1 General

**2.1.1** The School Swimming Policy applies to Norbreck Primary Academy.

**2.1.2** The Headteacher regards the swimming programme as an integral part of the National Curriculum for Physical Education and, as such, is subject to appropriate monitoring and assessment procedures. The School Swimming Service Provider (SSSP) will provide baseline, mid term & end of year data. The school will carry out quality assurance checks on the delivery of the SSSP.

**2.1.3** The SSSP will take responsibility for ensuring they have a HSOP as required under health and safety guidance. (Managing Health and Safety in Swimming Pools HSG179).

#### 2.2 Primary School Swimming

**2.2.1** 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 Education.

**2.2.2** The SSSP is responsible for the delivery of primary school swimming teaching.

**2.2.3** The school is required to carry out risk assessments for travelling to and from the pool and pupil changing supervision.

**2.2.4** The swimming lesson is delivered by the school's chosen Service Provider's Swimming

Teachers.

**2.2.5** The school will have sole use of the swimming pool during their swimming lessons.

## **2.3 Safety**

**2.3.1** The SSSP will ensure that qualified swimming teachers will be available to deliver swimming lessons.

**2.3.2** 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 group of pupils to the pool. This person will be designated as the school staff member in charge.

**2.3.3** The school staff member in charge has a duty of care at all times and has overall responsibility for the children. Therefore, he/she 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 should remain at the pool during the lesson.

**2.3.4** 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.

**2.3.5** Once the pupils are counted on to the poolside by the school staff member in charge, the safety, organisation and delivery of school swimming lessons transfers to the SSSP. However, the school staff member in charge retains overall duty of care, which can only be exercised from the poolside.

## **2.4 Distribution of This Policy Document**

**2.4.1** This policy document must be distributed by the school to the following services and people:

- All teachers;
- All school staff involved in taking groups of children swimming;
- The School Swimming Service Provider;
- The School Swimming Service Provider is responsible for distributing this policy document to all operational staff.

## **3.0 Swimming Teacher / Pupil Safety Ratios for School Swimming Lessons**

**3.1** Included within the school SSSP ratios for the delivery of lessons as detailed in 3.5.

**3.2** It is the responsibility of the SSSP to ensure that the identified ratios are complied with during school swimming lessons.

**3.3** When determining actual safety ratios for programmed sessions the SSSP will take the following factors into account:

- age of pupils;
- range of swimming ability;
- ability of pupils to comprehend instructions;

- any physical, behavioural or learning disabilities;
- a risk assessment, which will be a generic risk assessment for primary school swimming.

**3.4** The Headteacher has responsibility for ensuring that the school staff member in charge is fully aware of the School Swimming Policy ratios set out in this policy document.

**3.5** 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 Additional Adult / Pupil Ratios for Pupils with Special Educational Needs**

**4.1** In terms of children with Special Educational Needs and Disabilities (SEND), this relates to children within school. This section has been included to help and support the school in determining, prior to swimming lessons taking place, whether a child might require additional support within the water. This risk assessment process should take account of the activity, the pupils special needs and the facility to be used. This process should be carried out prior to school swimming taking place. It is recognized that once swimming lessons commence, the SSSP Swimming Teacher may identify children who require additional support, who have not been identified previously as a result of applying the model provided in this section.

**4.2** The following children are deemed to have additional support needs:

- Children on the SEND register or support list who require support that is additional to or different from that which is usually made available to children of the same age in order to make progress in their learning. This includes all children for whom the school makes responses as described in the SEND Code of Practice 2015;
- Children who do not have SEND but who do need an extra adult e.g., a child recently arrived from abroad needing support to acquire English;
- Children who need particular accommodation or equipment e.g., a child with a heart condition who has no difficulties with their learning but has to be taught in classrooms on the ground floor of the school;
- A child with arthritis who has wrist splints;
- Children with certain medical conditions e.g. chronic asthma, epilepsy, severe allergies, where the school has to have procedures in place to respond should the child have an attack.

**4.3** Even if a child has a special educational need or an additional support need in school may not be problematic during a swimming lesson. On the other hand, it may mean that there would be significant steps that would need to be taken to ensure the safety of all concerned. Children who fall into the groups above, will require a risk assessment in relation to school swimming.

**4.4** It is the responsibility of the Headteacher to consider and undertake the risk assessments well in advance to ensure appropriate adult to pupil ratios are applied:

- The risk assessments should be carried out, taking into consideration any information provided in relation to the implications of the child's additional support needs. This may be from parents, teachers, support staff, school nurse, advisory teachers, the local hospital or other appropriate agencies.

**4.5** Where a behavioural issue is a concern it is particularly important for specialist advice to be sought to establish:

- use of medication;
- response to unusual circumstances;
- excitement;
- new people;
- fatigue etc.

**4.6** Ask for:

- comments upon the suitability of a class swimming lesson as an activity for the child;
- recommended risk control measures;
- advice on any other concerns.

**4.7** Use the comments to make decisions about:

- whether to complete a risk assessment form;
- the control measures needed, including staffing ratios, or even with justification, to agree that it would be unsafe for the child to take part in school swimming lessons. NB. Under the SEN and Disability Act 2001 there is an expectation that all children with disabilities will be included in all aspects of school life, both on and off site. Discrimination is said to have occurred if a child with a disability is treated less favourably than others for a reason related to their disability and without justification.

**4.8** Complete a risk assessment form if necessary.

**4.8.1** All risk assessments and decisions in relation to ratios for children with SEND must be discussed and agreed with the SSSP at least six weeks prior to lessons starting to ensure appropriate measures are agreed and in place.

## **5.0 Roles, Responsibilities and Accountability**

### **5.1 School Swimming Service Provider (SSSP)**

**5.1.1** The SSSP is accountable for the:

- the effective and efficient operation of the swimming pool in accordance with the HSOP;
- the review process of the risk assessments and HSOP;
- the updating of the HSOP in light of new legislation;
- the consideration of the HSOP to ensure accordance with the School Swimming Policy;
- the training and development of operational staff;
- ensuring swimming lessons are delivered in accordance with the School Swimming Policy, the HSOP and Service Level Agreement;

- providing the Headteacher, subsequent to a request, with a copy of the HSOP for the pool;
- monitoring and evaluating the teaching of swimming and sharing this information with Headteacher.

#### **5.1.2** The SSSP Swimming Teachers are responsible for:

- the primary water safety of pupils and ensuring a safe teaching environment;
- ensuring that they are fully conversant with the HSOP for each swimming pool they work at;
- ensuring compliance with ratios and procedures;
- 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 organization of the lesson, positioning of lane/width ropes and for checking the position of safety aids and lesson equipment;
- wearing appropriate clothing, footwear, whistle and company shirt;
- liaising with the school staff member in charge regarding pupils' medical details and any other concerns;
- preparing and maintaining a group register, monitoring and assessing pupils' progress, and recording achievements on completion of school swimming programme;
- 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 in an appropriate manner;
- notifying the school of any changes in work practices, which may prompt a review of the School Swimming Policy, HSOP or risk assessments;
- visiting schools during dry weeks, to deliver water safety programmes in accordance with the National Curriculum.

#### **5.1.3** The SSSP is 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 in accordance with the HSOP;
- the regular monitoring of operating procedures to ensure they meet the requirements of the HSOP;
- the maintenance of plant and associated equipment and building infrastructure;
- the quality of the pool water and associated dosing systems.

## **5.2 Norbreck Primary Academy**

#### **5.2.1** The School is accountable for:

- Reviewing and monitoring the School Swimming Policy and practices;
- The updating of the School Swimming Policy in light of new legislation or guidance.

#### **5.2.2** The Headteacher is responsible for ensuring that:

- the 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 group of pupils;
- adults accompanying groups of children have an 'enhanced' DBS certificate;
- the school staff member in charge has had appropriate risk assessment training (if unsure contact Health and Safety Officer);
- where necessary children with SEND have had appropriate risk assessment carried out;
- all children have the opportunity to swim, monitoring and managing irregularities in attendance.

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

- are present at the pool during the school swimming lesson, to maintain the discipline and appropriate behaviour of pupils;
- liaise with and have forwarded to the School Swimming Service Provider all relevant information regarding pupils' medical details and any special needs. The school staff member in charge must inform the School Swimming Service Provider in writing and visually identify prior to their first visit to the pool any pupils suffering from any medical condition which could potentially place them at risk, e.g., asthma, epilepsy, diabetes heart condition etc.
- organise the supervision of pupils in the changing rooms, pupils visiting the toilet, shower and lining up;
- count pupils into the facility and out of the facility, count pupils on to poolside and upon leaving poolside along with any headcounts required by the HSOP at the pool being used;
- record numbers of pupils present on arrival at the pool, in the swimming register. Notify School Swimming Service Provider Teacher of any pupils new to the school or to school swimming lessons, before pupils enter the water;
- have a copy of the swimming timetable, wear appropriate poolside clothing and footwear, whistle and provide an 'asthma box' for pupils' inhalers;
- ensure pupils arrive and leave on time and notify the School Swimming Service Provider of any transport difficulties.

### **5.2.4 Teaching or Support Assistants are responsible for ensuring that they:**

- wear appropriate clothing and footwear;
- support and be directed by the school staff member in charge in terms of the process of entering and exiting the building, changing and the movement of pupils to and from poolside;
- are available to be directed by the school staff member in charge as required, e.g., accompanying child to the toilet;
- support their pupils with changing organisation if required;
- support a pupil on a one to one as additional supervision as directed by the school staff member in charge.

### **5.2.5 Adults In additional roles must ensure they:**

- work under the direct instruction of the school staff member in charge. He/ she is there in the capacity of 'an extra pair of hands' and must not be made responsible for any individual or group of pupils.

## **6.0 Safety of Pupils**

### **6.1 Arrival and Departure**

**6.1.1** It is essential that pupils enter and leave the swimming pool 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 school staff member in charge.

### **6.2 Changing Rooms**

**6.2.1** The school is responsible for the supervision of pupils in the changing rooms.

**6.2.2** Good behaviour must be maintained at all times. This is essential to safe practice.

### **6.3 Class Management on Poolside**

**6.3.1** In order that pupils remain visible at all times the SSSP Teachers and school staff member in charge should adopt appropriate teaching/supervisory positions in the pool or on the poolside.

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

**6.3.3** The swimming ability of all pupils must be assessed by the SSSP on their first visit to the pool. Pupils will then be placed in appropriate teaching groups and reassessed at regular intervals in order that their progress can be monitored, and pupils swimming group adjusted accordingly.

**6.3.4** Swimming registers maintained by the SSSP Teachers, for each group are kept at the swimming pools and are used to record pupils' ability groups, medical details, assessment, attendance and any other relevant information.

**6.3.5** The SSSP 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 the SSSP Teacher;
- pupils should know which swimming group they are in and exactly where to stand, sit down, or line up;
- 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 others' space in the water;
- pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge - running on poolside is strictly forbidden;
- pupils should be encouraged to tidy floats, armbands etc. away in order that 'trips and slips' can be avoided.

**6.3.6** Pupils whose behaviour compromises their own safety or that of other pupils may be placed on swimming report. Subsequent action will be agreed between the SSSP, 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. A copy of this record will be provided for each school upon request to the Swimming Officer.

**6.4.3** All accidents or medical incidents in the swimming pool building must be reported to the SSSP who will record the appropriate details and report the details to school.

## **7.0 Health & Personal Effects**

**7.1** 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. Pupils who are medically excluded should not attend the pool unless the school can provide adequate supervision.

**7.2** The school staff member, in charge in consultation with a SSSP Teacher, may excuse a pupil from swimming if he/she considers the pupil to be unwell on arrival at the pool.

**7.3** It is essential that all members of staff are fully aware of any significant special educational needs, disabilities and medical conditions of pupils in their care. Particular care will be needed for children with more than one need.

**7.4** It is essential that the SSSP Teacher undertaking the first visit to the pupils in school is fully informed of pupils' medical conditions. A Swimming Medical Form should be completed by parents for all pupils who have any form of medical condition, about which the Teacher in charge or SSSP need to be informed. 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 the SSSP must be regularly updated on such children.

**7.5** For the safety of individuals and the group as a whole no jewellery should be worn during school swimming lessons. However, it may be necessary to agree procedures relating to pupils who wear jewellery for religious reasons.

**7.6** 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 exits the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.

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

**7.8** The activities of diving, breaststroke or butterfly should be not undertaken by children

with Downs Syndrome unless screening for atlanto-axial instability has been carried out.

**7.9** Partially sighted children should obtain permission from the consultant ophthalmologist before being allowed to dive or jump into water. It may be necessary for children with poor sight to wear prescription swimming goggles.

**7.10** If a pupil brings an asthma inhaler to school it must be brought to the pool and kept on the poolside.

**7.11** Pupils with a verruca may swim unless excluded by a doctor.

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

**7.14** 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.

**7.15** Swimming goggles may be worn.