



Swimming Policy & Procedures

Garlinge Primary School and Nursery is a place for everyone to succeed and thrive with inclusion at its heart.

Garlinge Primary School and Nursery is a Rights Respecting School. As part of our commitment to the UN Convention on the Rights of a Child, *Articles 29* and *31* are linked to this policy. Details of the Articles can be found on the school website.

Swimming is an important life skill and Garlinge Primary School and Nursery is committed to fulfilling the National Curriculum expectation that all pupils will leave the school being able to swim 25m. In addition, it is a highly beneficial activity for acquiring an increased movement vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. We owe it to our pupils to give them the best chance to learn to swim, as well and as early as possible.

Educational visits and learning outside the classroom are an integral part of life at Garlinge Primary School and Nursery, furthering the education of the pupils. Educational visits and learning experiences outside the classroom are arranged for pupils at Garlinge Primary School and Nursery when pertinent to the Learning Intention of the lesson.

Aims of teaching swimming

- To teach the pupils an important life-long skill
- To provide a meaningful and safe swimming experience for pupils.
- To reinforce the stated aims of the school in relation to physical education; the personal and social development of pupils and their health and wellbeing.
- To meet the requirements of the National Curriculum.

Pupils should be taught to:

- 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 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).

Organisation

Swimming at Garlinge Primary and Nursery School is timetabled from September to July for pupils in Key Stage 2 - Years 4-6. Swimming lessons take place at Hartsdown Leisure Centre Pool. Pupils will

walk to and from the school premises to the leisure centre. The pupils are taught by instructors provided by Your Leisure and are their responsibility whilst the lesson is in progress, both in and out of the pool. The pupils follow all pool rules as instructed. All instructors are DBS checked. School staff are present at all time with a member at the poolside wearing footwear provided by the pool or in bare feet.

In an emergency whilst at the swimming pool, the school follow evacuation procedures as instructed by Your Leisure staff.

Any accidents which happen at the poolside or in the pool are dealt with by the pool first aiders and accident procedures will be adhered to. Any other incidents are dealt with by our school staff and are reported to the Teacher, Department Leader and/or the Heads of School as appropriate.

Supervision of changing rooms

Pupils will be supervised whilst changing:

- If pupils are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise
- In single sex changing rooms, the staff will supervise pupils of same sex

The role of the leading adult:

- The welfare and safety of pupils at all times
- Overall maintenance of good discipline
- Marking the attendance register
- Counting pupils into and out of the building
- Confirm attendance levels and any relevant medical information
- Ensure arrangements are made to provide for pupils with special educational needs and disabilities (SEND) and confirm risk assessment
- Adhere to health and safety requirements

The role of Support Staff:

- The welfare of specific pupils in changing rooms and shower area
- Supervision and oversight of any designated child, ensuring the child understands and follows instructions
- Consult with the leading adult and agree arrangements to be made about the provision for the child with SEND and confirm the risk assessment
- Adhere to SEND health and safety requirements

The Role of Swimming Teachers:

- Have the appropriate training and skill to enable them to teach effectively
- Possess DBS clearance

- Organise classes according to: class numbers and pupil ability. Numbers of teachers/adult helpers
- Consult with the accompanying teacher and agree arrangements to be made about the provision for pupils with special needs and confirm risk assessment
- Ensure all equipment is ready and in the correct place in the teaching area
- Make best use of available pool space using dividing ropes where appropriate

Teaching in the Water

There may be some circumstances in which it is appropriate for the teacher or a classroom assistant to be in the water supporting individual pupils (as an additional person). This would be the exception rather than the rule and only following a careful risk assessment by the Swimming Teacher.

It should include potential factors such as:

- Depth of water
- Pupil ability
- Use of aids
- Size of pool
- Number and age of pupils
- Lifeguarding arrangements

In this way, it may be practicable to supervise up to 6 learners, ratios may need to be reduced to ensure safety and effective teaching. Ratios above this should not be considered unless additional helpers are in the water (Swim England Safe Supervision 2017 - see page 5 [6. Teaching Position] Safe Supervision in Pools).

Those responsible for lifeguarding

- Obtain a nationally recognised lifesaving award from a swimming organisation.
- Possess a relevant First Aid certificate.
- Make sure all pupils and teachers know safety drills.

Equal Opportunities

All pupils have equal access to the Swimming Curriculum regardless of race, gender, creed or ability, in line with the school's policies on Special Education Needs and Disabilities. Any child with special educational needs will participate in all activities as far as possible according to his/her abilities, in accordance to the ECHP and consultation with the parents and any special needs personnel. If for any reason it is not possible to provide swimming for a child then alternative, appropriate activities will be provided.

Swimmers with Disabilities

The Equality Act ensures that pupils with a disability may not be treated less well than any other person. Policies and procedures or physical changes to the environment (reasonable adjustments)

may need to be put into place to ensure pupils with disabilities are able to learn to swim. However, there remains the caveat that justifiable actions for the protection of an individual's life or health and safety override the duty to include.

Schools may have to consider the following:

- Pool accessibility (i.e. ramps, hoists and changing facilities)
- Increased Teacher: Pupil ratio
- Assistant/helper in the water
- Emergency evacuations for pupils with disabilities/spinal injuries

Please refer to the ASA Guidance for Teaching in the Water – Safeguarding, for guidance for assistants/helpers in the water.

See Swim England Guidance on Inclusion of Swimmers with a Disability.

Lifeguard/Pool Safety Provision

Someone must always have the responsibility for life guarding / rescue and resuscitation, and must be suitably trained and qualified. In teaching sessions the degree of control inherently in place is likely to reduce the risks. Hartsdown Leisure Centre will provide the lifeguard for the swimming lessons. The lifeguard will have been DBS cleared by Your Leisure.

Minimum Qualification

The lifeguard provided by Hartsdown Leisure will have obtained a nationally recognised lifesaving award from a swimming organisation and is responsible for supervising the safety of the pupils being taught. School teaching staff and any other support adult will not be required to have rescue skills but should understand the basics of teaching swimming.

Duty of Care

'The duty of care for pupils involved in swimming remains at all times with the accompanying teacher and support staff.'

Medical Conditions

There must be an alerting procedure in place for pupils at risk. Different needs will require different courses of action and may require safety arrangements. These arrangements must be clearly understood by all supervising adults. This will be specified in an independent risk assessment undertaken for pupils at risk.

Risk Assessments

The Risk Assessment is located at the end of this document.

Arrival and Departure

Pupils should always enter and leave the swimming pool area under supervision and be counted into and out of the swimming pool area.

Instructor/ Teacher Responsibilities and Duties

The school is responsible for having a risk assessment of the school's swimming provision. This should be carried out by the swimming teacher. When making decisions about pupils with SEND, schools need to take all reasonable steps to avoid discriminating against pupils on the grounds of their disability. Make sure that the pupils are aware of the following:

- deep and shallow ends of the pool
- Know the location and function of safety equipment – the telephone, and first-aid kits
- Know the Normal Operating Procedures of the pool and Emergency Action Plan arrangements
- Ensure that the pupils understand and regularly practise their response in an emergency
- Ensure appropriate poolside equipment for safety is available
- Be able to contact pool staff immediately in the event of any emergency.

Pupils' Swimming Attire

- Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. Swimming goggles are optional however swimming hats for longer hair must be worn and all jewellery removed. Where pupils may not be able to remove earrings, these must be taped.
- It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that waterlogged clothing can create (as this is dangerous for weak swimmers).
- Also, loose fitting shorts can trap the hands or feet of other swimmers. Sensitivity is required to ensure the correct balance when cultural demands require looser fitting garments and the need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning.
- Pupils should not be excluded from school swimming because of verrucas, as learning to swim is statutory in the National Curriculum and helps prevent death from drowning. Over the counter treatments should be used to provide a layer of protection over the verrucae.

Emergency Drill

This will need to be clearly understood by all pupils and should be practised regularly. They should be taught how to attract the teacher by shouting or waving. Teachers and instructors will need to carry a whistle at all times, to be used strictly as a safety aid and not as a teacher aid.

The Emergency Procedure is-

One short blast - call the attention of pool users i.e. swimmers. THREE long blasts - all pupils to climb out of the pool immediately and sit/stand by the nearest wall. The swimming instructor/lifeguard nearest to the incident effects the necessary action. The accompanying school teachers are responsible for the pupils on the poolside. If a swimming instructor or lifeguard enters the water, the remaining pupils should be taken into the changing rooms. This drill should be known and understood by all accompanying staff.

Lesson Organisation

Pupils should be familiar with routine procedure when entering the pool area – for example, they should know exactly where to stand, sit or line up. No child should be allowed to enter the pool area or water until told to do so. Staff will be expected to promote positive behaviour management at all times. Appropriate provision will need to be made to support pupils in water where their needs indicate. The instructor and teacher will need to adopt a position on the poolside such that all pupils in their care are constantly visible. There are many advantages to pupils working in pairs. It encourages co-operation and confidence, assists in class management and provides an additional safety check, with the pupils adopting some responsibility for their partner’s wellbeing. The following factors need to be considered when determining teacher/instructor pupil ratios: the age of pupils and the range of their swimming ability. This should be known by the teacher and instructor and each new pupil should be assessed at the first lesson in shallow water. A risk assessment of the individual child relating to their SEND must be undertaken. This should be used to determine appropriate supervision.

Assessment and Recording

The swimming ability of the pupils will be assessed at the beginning of a unit of work by the swimming instructor and recorded. Records will be kept of the progress of individual pupils throughout the unit of work. Certificates are used to reward pupils’s achievements. Further records of individual progress will be kept and tracked in the ‘Swimming Records’ document to further identify which pupils need top up lessons to achieve the National Curriculum Target.

Policy adopted by Governing Body on _____

To be reviewed on _____

Signed by
Executive Headteacher _____

Signed by Chair of Governors _____

Ref	Hazard – and injury or damage	Who	Control measures	SR	LR	RR	Further controls required	By	Done
PA1	Swimming Aids – Drowning, Minor Injuries, Floats, Woggles, Sinkers	S/V	Swimmers using aids are not permitted in deep water Staff trained in NOP's Staff trained in EAP's Lifeguards/Swim Teachers - to provide continuous supervision of pools to avoid swimmers getting out of depth. Signs – No non swimmers past this point Floats, woggles and sinkers are available for Schools to use and be in a good condition. Pupils are swim tested on week 1	4	1	4			
PA2	Bather Capacity - Drowning, Minor Injuries	S/V	All staff NOP trained NOP Section 2 (control) Bather loads, Maximum pupils in a session will be 36 based on a ratio of 12 pupils to 1 teacher. All Pupils are water tested and put in appropriate area of pool. 2 Lifeguards on poolside for School Swimming sessions,	4	1	4			
PA3	Lifeguards – Training, Physical Capabilities, Behaviour, Hours of work	S/V	NOP – Responsibilities, Do's and Don'ts, general behaviour / Supervision arrangements EAP Disciplinary Policy / Process Qualified NPLQ Trainer Assessor Monthly Training Plan – Pool / First Aid criteria to be met. Induction Process / Competency Tests - NPLQ Training Policy Lifeguards removed from duty for non-attendance to training or appear to be under the influence of alcohol / drugs, IQL Accreditation via R&R training Major Incident Policy (H&S Manual Section 2 – 2.2) Rotas mixed with experienced / less experienced Lifeguards Individual RA carried out with young persons. Hours of work scheduled to comply with Working Time Directive. Regular breaks taken away from Pool area. 30-minute rotations, reduced to 15 minutes in extremes of heat. Counselling offered to staff should a major incident occur. Bather capacity based on requirements of HSG179 (2019 update) - Lifeguard numbers Lifeguards sessional positioning plan in place to cover adequate lifeguard supervision.	3	1	3	Continue to Monitor	Swimming Instructors / Operations	
PA4	Public Access to Pools – Changing Rooms, Opening Closing Times,	S/V	Changing rooms to be closed 10 minutes before School Swimming starts. Lifeguards to sweep changing rooms prior to Schools entering the changing rooms. Customers instructed to finish swimming at 12.45 or utilise the dryside changing facilities.	3	1	3			
PA5	Equipment – Lane Lines, Stairs, Hoist,	S/V	Lane Lines to be set up as requested by the Schools. Lane Lines to be in a good working condition. Lifeguards trained how to set up lane lines. Stairs will be left in or taken out as requested by the Schools. Hoist will be available if the School has pupils that require it. Staff trained how to setup/dismantle hoist. Staff trained how to use the hoist correctly and safely. Hoist – serviced every 6 months.	3	1	3			
PA6	Lost Child -	S/V	All staff trained on EAP's lost child procedure. Please refer to EAP document.	3	1	3			

PA7	Swimming Teacher Checks – DBS, Certificates	S/ V	All School swimming teachers must have an up to date DBS check. School swimming teachers must provide a copy of their certificates. Block Booking control process.	4	1	4			
PA8	Safeguarding - Additional	S/ V	Child Protection Policy. IHasco safeguarding course for all staff Lifeguards and YL swim teachers are DBS checked. NSPCC training for GV + AC DSO training for GV + AC Quarterly safeguarding meetings (senior management) Monthly Agenda Item (safeguarding) of Facility and Supervisory Team (FaST) meetings				Safeguarding Policy under review.	July 19	