

Swimming Policy and Procedures

Date	Review Date	Endorsed by	Approved by	Link Governor
Oct 2017	Oct 2018	Curriculum and Community	Governing Body	Mark Guildea

SWIMMING AND WATER SAFETY RATIONAL

All schools must provide swimming instructions either in key stage 1 or key stage 2.

In particular, pupils should be taught to:

- 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)
- Perform safe self-rescue in different water-based situations.

AIMS OF TEACHING SWIMMING

- To teach the children an important life-long skill
- To provide a meaningful and safe swimming experience for children.
- To reinforce the stated aims of the school in relation to physical education; the personal and social development of children 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 Devonshire Hill Nursery & Primary School is timetabled all year round for children in Key Stage 2. Swimming lessons take place at Northumberland Park Community School on a Tuesday afternoon. Once there, children are split into groups and swim for approximately 30mins each. Children walk to Northumberland Park and back.

EQUAL OPPORTUNITIES

All children 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 consultation with the Inclusion Co-ordinator, 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.

ROLES AND RESPONSIBILITIES

The role of the class teacher:

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

The role of Supporting staff:

- The welfare of specific children in changing rooms and shower area.
- Supervision and oversight of any designated child, ensuring the child understands and follows instructions.
- Assist the teacher in maintaining good discipline.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Adhere to health and safety requirements.

The Role of those who teach the swimming skills

- Teaching groups of children swimming skills at appropriate level
- Provide support for other adults taking swimming groups.
- Ensuring children's achievements are recorded.

Those teaching swimming will:

- Have the appropriate training and skill to enable them to teach effectively
- Possess DBS clearance.
- Organise classes according to: Class numbers. Pupil ability. Numbers of teachers/adult helpers.
- Provide support where necessary for other adult helpers.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Ensure all equipment ready and in the correct place in the teaching area.
- Make best use of available pool space using dividing ropes where appropriate.

Those responsible for lifeguarding

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

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.

MINIMUM QUALIFICATION

- STA (Swimming Teachers Association) NaRs (National Rescue Standard) Pool Safety Award

If, in addition to those providing the teaching, there is a dedicated lifeguard provided who is fully qualified by the National Pool Lifeguard Qualification (NPLQ) and responsible for supervising the safety of the

children being taught, teaching staff and Adults Other Than Teachers will not be required to have rescue skills but should understand the basics of teaching swimming.

The following is guidance from **Safe Practice in PE and Sport**

HEALTH AND SAFETY

DUTY OF CARE

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

MEDICAL CONDITIONS

There must be an alerting mechanism/procedure in place for children 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 a risk assessment undertaken for children at risk.

IN THE CHANGING ROOMS

Encourage good behaviour in the changing rooms. This will not only ensure the safety and wellbeing of pupils but will also help to set the tone of the lesson. For the safety of the individual and the group, no jewellery of any kind is to be worn in the water. Remind the children to attend to their personal and toilet requirements and to be clean before entering the pool. Wherever possible, supervision and changing of pupils should be undertaken by school staff and/or accompanying helper of the same gender. Wherever this is not possible, there must be clearly understood and agreed procedures in place to enable staff access.

INSTRUCTOR/TEACHER RESPONSIBILITIES AND DUTIES

The school is responsible for undertaking a periodic risk assessment of the school's swimming provision. This should be carried out by the swimming teacher. When making decisions about pupils with special educational needs, schools need to take all reasonable steps to avoid discriminating against pupils on the grounds of their disability. Suitable clothing and appropriate footwear should be worn. Ensure all children are suitably attired. Girls must wear a one-piece swimsuit and boys wear swimming trunks or appropriate swimming shorts. Provision must be made for alternative attire for minority ethnic pupils when a request is made. Any pupils with hair long enough to impair vision are strongly recommended to wear a swimming cap. Make sure that the children are aware of the 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.

EMERGENCY DRILL

This will need to be clearly understood by all children 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 DRILL PROCEDURE IS

One short blast - call the attention of pool users ie 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 children 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

Children 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 children working in pairs. It encourages co-operation and confidence, assists in class management and provides an additional safety check, with the children 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. The range of their swimming ability. This should be known by the teacher and instructor and each new pupil should be checked at the first lesson in shallow water. 12:1 Non-swimmers/beginners – young children including primary aged children (or 20:1 if level 2 certification) . 20:1 Improvers – swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their front and back. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth. 20:1 competent swimmers – those swimmers who can swim at least 25meters competently and unaided on front and back and can tread water for two minutes. It is very difficult to give definitive advice on the ratio of pupils to teacher when a child has special needs, as they do not form a homogenous group. A risk assessment of the individual child relating to their special need must be undertaken. This should be used to determine appropriate supervision.

ASSESSMENT AND RECORDING

The swimming ability of the children 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 children's achievements.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy has been reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School.

Headteacher

Date

Chair of Governors

Date