

## Swimming Policy

### Policy Monitoring, Evaluation and Review

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<b>Date created:</b>	04-09-2017
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<b>Ratified by:</b>	Board / Executive Team
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<b>Review date:</b>	September 2019

### Revision History:

Version	Date	Author	Summary of Changes:
1.1	04-09-2017	GA	Initial policy
1.2	06-11-2017	GA	Addition of ratios
1.3	04-09-2018	GA	Review of policy

# SWIMMING POLICY

## 1.0 Statement

### 1.1

At Knighton Fields Primary Academy, we believe that all children should have the opportunity to meet the requirements of the National Curriculum for Physical Education related to swimming.

School Swimming Manager: Mrs Helen Aston

## 1.2 Aims

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

## 1.3 Objectives

Our objective is for all pupils to be able to:

1. swim competently, confidently and proficiently over a distance of at least 25 metres
2. use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]
3. perform safe self-rescue in different water-based situations

## 2.0 Basic Arrangements

### 2.1 General

**2.1.1** The School Swimming Policy applies to all pupils swimming at Knighton Fields Primary Academy.

**2.1.2** It is an essential requirement that all school staff accompanying pupils to swimming lessons have undergone Swim Test and Induction training. This training covers key elements of the relevant swimming pool's Normal Operating Procedures (NOP).

**2.1.3** Swimming is regarded as an integral part of the National Curriculum for Physical Education and, as such, subject to appropriate monitoring and assessment procedures.

**2.1.4** Swimming instruction will be provided in years 2, 3 and 4 and will take place in blocks of lessons in each term of the school year, one year group per term. This will take place at Aylestone Leisure Centre's swimming pool and will be carried out in line with the Safe Swimming Practice in Schools and Other Settings document (revised June 2018).

**2.1.5** Families will be written to for permission for their child to go swimming and a subsidised voluntary contribution will be asked for.

**2.1.6** Swimming instructors provided by Aylestone Leisure Centre will assess the ability of each child and place them in a teaching group to extend their skills in all areas of water confidence and swimming.

### **3.0 Safe Practice in School Swimming and Water Safety**

Although swimming is an enjoyable and important life skill, it carries with it a degree of danger and requires utmost care by all concerned. This document is a summary of the important procedures which are considered and complied with in order to promote the safety of pupils at Knighton Fields Primary Academy.

Prior to the commencement of swimming activities, the following actions are taken:

- Thorough risk assessment of the pool facilities and activity. Consideration of individual pupils needs (SEND and medical needs)
- Adherence and understanding of the pool's Normal Operating Procedure (Copy retained by the school).
- Adherence and understanding of the pool's Emergency Action Plan (Copy retained by the school).
- Retention of the conditions of hire and arrangements
- Familiarisation with pool rules and facilities
- All staff who attend swimming activities are suitably trained by the pool and have been DBS vetted.

Further details can be found within our comprehensive swimming risk assessment

During the visit:

- Teaching staff (i.e. Swimming coordinator, class teacher, TAs and wider staff) have a duty of care whilst on the visit. This relates to supervising children whilst changing, that pupils are under control at all times, headcounts, normal and emergency procedures enforced and teachers have an overview of teaching of their children and conduct of the class.
- There must be a qualified pool lifeguard present during the session. Teachers must work with the lifeguard to ensure safe conduct at all times and inform them of any additional needs.
- The school always provides at least two first aiders.
- Teacher / pupil ratios meet the requirements of swimming activity and are reduced based upon the needs, confidence, capability and age of the pupils (1:1 ratio for those needing constant support / disabilities).

Following the visit:

- Evaluation of swimming activity takes place after each session, noting any incidents or amendments which need to be made
- Any issues with the facility are followed up immediately and swimming activity suspended until necessary changes/repairs are made

## **Changing**

- Whilst using the changing facilities, pupils are supervised by school staff. Pupils use single gender changing facilities at Aylestone Leisure Centre which are conjoined with an adjoining door. Due to using open plan single gender changing areas, wherever possible, staff of appropriate gender will supervise. However, as the school is female dominant, then a female member of staff is likely to have to supervise the boys' changing room. These members of staff will be DBS checked, have safeguarding training and understand how to safeguard themselves.
- Where school parties have sole use of a changing room, school staff sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the children are responsible enough and mature enough to take on significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through doorways, or entering changing areas in an emergency.

## **Qualifications**

- School teachers alongside adequately qualified pool teachers will provide swimming instruction. In addition, the pool provide appropriate lifeguard(s) who have specific and relevant qualifications to safeguard children.

## **Swimming Attire**

- Pupils should wear appropriate swimming costumes; avoiding loosely fitting clothes which could cause restriction of movement. Girls should wear one piece swimming costumes.
- Teachers should wear suitable indoor footwear and clothes suitable for humidity.
- Verruca socks should be worn if a child has a foot infection.
- The use of goggles is generally to be discouraged, but some children who swim frequently or whose eyes are susceptible to irritation may ask to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion and complete the appropriate permission slip.
- Long hair should be tied back prior to swimming lessons to ensure it does not become entangled.
- The wearing of jewellery whilst swimming is hazardous and must not be allowed, except where they cannot be removed for health, safety or religious reasons, in which case they must be made safe. This may mean taping over (for example) newly-fitted ear studs, medical bracelets or religious attire, but staff must be aware that the usual tapes used for this purpose in PE lessons may come loose in water and a stronger, waterproof adhesive will be needed. If this cannot be achieved, the child may not be allowed to participate in swimming activities and may need to be given an alternative activity; such as, helping to evaluate the performance of other pupils.

## Ratios

Recommended ratios are never surpassed and are often lowered due to the increased capacity and importance placed upon swimming by the academy. These ratios are based upon safety requirements and not the criteria for teaching. Class ratios need to be risk assessed taking into consideration pupil ability, mobility, behaviour and medical/ health conditions and are also specific to the pool and environment.

1:1	<p><b>Swimmers with known medical conditions/disabilities:</b> Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing <b>constant support</b>. 1:1 support should be recognised in the swim risk assessment for example those pupils who suffer from epilepsy, asthma, heart condition, diabetes, physical handicap or severely disturbed children should all be under constant supervision whilst in the pool</p>
6:1	<p><b>Swimmers with disabilities</b> (with an appropriate number of helpers): Each situation must be considered independently as people with disabilities do not form a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support demanded by the range of disabilities within the group. <i>There are national organisations for specific disabilities from whom further guidance may be obtained.</i></p>
12:1	<p><b>Adult and child classes:</b> That is, up to twelve pairs (one adult and one child) to each teacher. For the purposes of this document the term child refers to a child, of less than 5 years of age.</p> <p><b>Non-swimmers and beginners:</b> Young children, normally of primary school age or adults being introduced to swimming. If more than this number is being taught, other adults may be used to help the teacher/coach.</p> <p><b>Diving</b> – beginners and improver divers: Divers of similar ability who are comfortable and confident in deep water.</p>
20:1	<p><b>Improving swimmers:</b> Swimmers of similar ability to each other who can swim at least 15 metres competently and unaided on their front and back and be able to either tread water or get to the side effectively if they were to venture out of their depth. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth.</p> <p><b>Mixed ability groups:</b> Pupils with a range of ability (from improver standard to competent swimmers) but where the least able and least confident are working well within their depth. Swimmers technique, stamina and deep water experience should be considered.</p> <p><b>Competent swimmers:</b> Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes</p> <p>Synchronised swimming: In water over 1.8 deep the ratio should be considered in relation to swimming competence and the activity taking place. The teacher or coach must be able to rescue from the deepest part of the pool floor or be accompanied by a suitably qualified pool lifeguard.</p> <p><b>Water polo:</b> Training only.</p> <p><b>Aerobics in deep water:</b> Pupils must be water confident and either wear appropriate buoyancy aid or be competent swimming in deep water.</p>

## **Monitoring & Evaluation**

- Procedures and practice are reviewed weekly so as to make necessary changes to improve outcomes and safety of pupils
- Sessional registers are taken weekly and recorded in the Academy's Swim folder
- Risk assessments are reviewed and amended termly, or more often where necessary, to take account of pupils developing and changing needs.