

Brighter Futures Academy Trust

Swimming Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
R Denham	Nov 2014	Nov 2016
R Denham / K Maddock	April 2018	April 2019

Luddendenfoot Academy
A Policy Statement for swimming
Reviewed: April 2018
Date of Next Review: April 2019

Rationale

- Swimming allows children to develop their independence. It ensures they have more confidence in water and can approach situations with a level of thorough understanding. Swimming at Luddendenfoot aims to engage and motivate the children to become more aware of their own skills and independence and leads to life-long learning. The school has regard to both the physical and mental development of each of its pupils.

Purposes

- To meet the requirements of the National Curriculum.
- To gain confidence in particular skills.
- To encourage and enable pupils to become more independent and to gain enjoyment from their learning.
- To develop an awareness of respect for water and the potential dangers it can have.
- To stress the need for personal and group safety in and around the water.

Procedure/guidelines

- Swimming instruction is given in KS2 (year 4/5/6)
- The swimming pool at Sowerby Bridge has been reserved during the morning on a Wednesday.
- Attendance at this course fulfils the Aquatics Module of the PE Curriculum as laid down by the Department of Education.
- All children are encouraged to participate in aquatics lessons as part of the National Curriculum. Should a child be unable to attend aquatics, due to a medical condition, a letter must be written to the school directly requesting exemption. Arrangements for supervision in this instance will be made on a case by case basis. Should a child be unable to attend one lesson due to ill health or any other reason, a letter must be given to the head teacher.
- Pupils will be accompanied by and supervised by a member of staff on the way to the pool from the school. Pupils will travel by yellow school bus to the pool and the member of staff will provide supervision before and after the swimming lesson.
- All children attending the course should wear their full school uniform (Swimming costumes may be worn under uniform coming to school). Each child must have a suitable bag to carry his/her swimming gear (Sports bag or similar with secure zip or other fastening).
- All items brought to the pool must be clearly labelled with the child's name. This includes the bag, swimming costumes, towel, goggles, hair brush and swimming cap

- Where lessons take place off site and are delivered by an external provider, the duty of care to students still remains with the school member of staff. It is essential that school staff remain on poolside to provide an assisting role, even when a specialised aquatics teacher is employed to lead the lesson.
- All staff working with children (members of staff accompanying the children) must be vetted by the disclosure and barring service (DBS).
- The school should ensure that a nominated member of staff (Mrs C Webb) has the responsibility of swimming coordinator.
- Swimming teachers may be employed by a public pool. They have a responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training.
- Whatever the aquatic activity, whenever there are students in the water a suitable qualified adult should be present on poolside who is able to affect a rescue from the water, carry out cardiopulmonary resuscitation (CPR), and effectively carry out emergency procedures.
- Programmed activities are defined as: sessions with a formal structure, which are supervised, controlled, disciplined and continuously monitored from the poolside.
- Pupil to teacher ratios must not exceed 20:1 and, in the majority of cases, primary school swimming should be less than this.

However, depending on age and ability of students, there may times when additional members of staff are required. This is arranged on a need basis. A table, to further explain the specific ratios can be found below.

	Health and safety	Quality delivery
Non-swimmers and beginners – Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front	12:1	8:1
Children under the age of seven – Irrespective of their swimming ability group size should be restricted	12:1	8:1
Improving swimmers – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth	20:1	12:1
Mixed ability groups – Pupils with a range of abilities (from improving to competent) where the least able and least confident are working well within their depth. Swimmers techniques, stamina and deep water experience should be considered	20:1	12:1
Competent swimmers – Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes	20:1	15:1
Swimmers with disabilities – Each situation must be considered individually, as people with disabilities are not 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 required by the range of disabilities within the group	8:1 with 1:1 support in the water where required	6:1 with 1:1 support in the water where required

- ‘A high-quality physical education curriculum inspires all pupils to succeed and excel in competitive sport and other physically-demanding activities. It should provide opportunities for pupils to become physically confident in a way which supports their health and fitness. Opportunities to compete in sport and other activities build character and help to embed values such as fairness and respect.’ The National Curriculum for physical education aims to ensure that all pupils:
 - Develop competence to excel in a broad range of physical activities
 - Are physically active for sustained periods of time
 - Engage in competitive sports and activities
 - Lead healthy, active lives.

- School swimming should also be delivered with the PE attainment targets in mind.
- Members of staff should change into suitable footwear to be able to move easily around poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable for the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child.
- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally, this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.
- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.
- Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting to minimise the effect of drag in the water. 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. Children who swim frequently, or whose eyes are susceptible to irritation, may request 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.
- Where possible separate school changing areas should be made available. It is not appropriate for members of the public to share the same changing facilities as those used by school swimmers. Facility providers, wherever possible, should make arrangements for separate changing areas or changing times to be made available for school swimming sessions where a pool is used by members of the public at the same time.

Changing for swimming

We have clear guidelines for changing for swimming and PE as

- getting changed can make some children feel vulnerable
- getting changed can cause anxiety for some children
- staff can feel unsure about PE changing supervision and how to ensure that both children and adults are safe.

Guidelines for changing for swimming

- Use designated single-gender changing rooms or areas.
- Schools need to treat all pupils fairly and with respect for their privacy and dignity.
- Schools should make adequate and sensitive arrangements for changing which take into account the needs of pupils with disabilities and children from different religions, beliefs and cultural backgrounds or gender identity.
- Adults must always change or shower privately; never in the same space as children.

Staff supervision

It should not be necessary for adults to remain in the room in order to maintain good behaviour; being in close proximity and pupils being aware of this should be enough. Anyone that's behaviour does not meet the expectations of the school and causes health and safety risk will be unable to participate in swimming.

Pupils should know that adults will enter the room if necessary - in response to a disturbance.

Staff should also consider the following:

- It is often possible to leave the door of designated changing rooms slightly open.
- If there is a need for an adult to enter the room, it is recommended they should alert pupils to this by announcing it to give pupils the opportunity to cover up if they want to.
- Where possible, female staff should supervise girls and male staff should supervise boys.
- All adults, but particularly those of the opposite gender, should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
- Establish a code of behaviour with pupils so they are clear about expectations about their conduct whilst they are unsupervised.

Pupils who express concern about the behaviour of a member of staff or other pupils should be listened to, and appropriate enquiries should be conducted by the head teacher or designated safeguarding lead.

It is not appropriate for school swimmers (for example) to share changing facilities with members of the public (unless this has been carefully risk assessed). If school sessions precede or are followed by public sessions, enough time should be booked either side of the swimming session to allow pupils to get showered and changed before the public are allowed in.

As far as possible, members of staff should only supervise or assist pupils of the same gender.

- If changing areas are shared with pupils from another school, particularly those who are older/younger, adults from both/all schools should take this into consideration and properly risk assess together.

Pupils who need assistance with getting changed

When organising changing areas for children with additional needs, schools should:

- Refer to the school's Intimate Care Policy for assisting children who are disabled or require additional support.

Staff should read this policy in conjunction with the intimate care policy.

Planning and Teaching

- The planning and sequence of learning will be followed as is set out in the National Curriculum document.
- Learning objectives should be taken from the scheme of work, which links to the National Curriculum.

Assessment

- This should be appropriate to the age of the children, the skills and the content being studied.
- Swimming instructors/ members of staff should always complete a baseline assessment before teaching any unit do the teaching and learning is appropriate to what the children already know.
- Success criteria should be planned and assessed against.
- Members of staff attending should use a variety of strategies for formative and summative assessment.
- Children should be given the opportunity to evaluate their own and others work, using the steps to success.

Health and Safety

- Best practice in relation to the supervision, instruction and child protection procedures as outlined by the ASA and the National Curriculum documents as planned and monitored by the Department for Education will be adhered to at all times. Members of staff will follow the guidelines of our own Health & Safety and Child Protection policies within Luddendenfoot Academy at all times **(see appendix 1 for the best practise in changing rooms and appendix 3 for the ASA document for reference; specifics are included above)**
- Pupils are required to behave at all times in a manner that ensures the safety of all involved in school swimming. Pupils must endeavour to obey the instructor's instructions at all times and comply with the School Code of Behaviour.
- Parents/guardians will receive a standard letter providing information on school swimming before their child starts their swimming course.
- Members of staff of all classes should remain by the side of the teaching and swimming pool during the lesson in order to supervise the overall group and pupils who may need to use the toilets during the lesson.
- The permission from parents to the school to let children go swimming is covered in the Annual Consent Form in the Private and Confidential form.
- The pool will be provided with information regarding any child with a Special Educational Need, physical disability or medical diagnosis that may compromise their safety at swimming, eg. Epilepsy.

Monitoring / Evaluation / Review:

- Policy is revised bi-annually or at other times if deemed necessary.

Appendices (SOME DOCUMENTS ARE USED FOR REFERENCE ONLY AS PART OF THIS POLICY)

1. NSPCC: Factsheet for schools: best practice for PE changing rooms
 - Changing areas
 - Staff supervision
 - Pupils who need assistance with getting changed
 - Using off-site changing rooms
2. Intimate and personal care policy (Luddendenfoot Academy)
3. ASA Guidelines for school swimming
 - Introduction
 - Duty of care
 - Responsibilities given
 - Teacher to pupil ratios
 - Qualifications
 - Risk Assessments
 - Pool Safety Operating Procedures
 - National Curriculum
 - Conditions of hire/service level agreements
 - Child Protection
4. NSPCC: PANTS: Underwear Rule
5. HSE: Swimming Pool Guidance
6. SLA: Sowerby Bridge
7. Risk Assessment