

# School Swimming Policy



**Blackpool Council**

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# School Swimming Policy

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## Contents

<b>1.0 Statement</b>	<b>2</b>
<b>2.0 Basic Arrangements</b>	<b>2</b>
<b>3.0 Swimming Coach   Pupil Safety Ratios For School Swimming Lessons</b>	<b>4</b>
<b>4.0 Additional Adult / Pupil Ratios for Pupils With Special Educational Needs</b>	<b>5</b>
<b>5.0 Roles, Responsibilities and Accountability</b>	<b>7</b>
<b>6.0 Safety of Pupils</b>	<b>11</b>
<b>7.0 Health &amp; Personal Effects</b>	<b>12</b>
<b>8.0 Guidelines on Dress and Appropriate Clothing for School Swimming in the Multi-Faith School</b>	<b>14</b>
<b>9.0 Secondary School Swimming</b>	<b>14</b>

# School Swimming Policy

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## 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;
- To develop to the full A pupil's aquatic potential;
- 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 all Blackpool Schools taking pupils swimming.

**2.1.2** It is an essential requirement that all school staff accompanying pupils to swimming lessons have attended the Swimming Safety Awareness Training (SSAT). This training covers key elements of the relevant swimming pool's Pool Safety Operating Procedures (HSOP). In terms of the latter, copies are available upon request.

**2.1.3** Head teachers should regard the swimming programme as an integral part of the National Curriculum for Physical Education and, as such, subject to appropriate monitoring and assessment procedures. The School Swimming Service will provide baseline, mid term & end of year data to the Council's PE Advisor. The PE Advisor will carry out quality assurance checks on the delivery of the School Swimming Service.

**2.1.4** Leisure Services will take responsibility for ensuring all Leisure Services swimming pools have a HSOP as required under health and safety guidance. (Managing Health and Safety in Swimming Pools HSG179). If a Blackpool school uses a swimming pool outside the management of Blackpool Council, Leisure Services it is the responsibility of the Headteacher to ensure the facility has its Pool Safety Operating Procedure and that school staff are aware of its contents.

### 2.2 Primary And Special 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 Children, Families and Schools.

**2.2.2** The Blackpool School Swimming Service is responsible for the delivery of Primary and Special School swimming teaching within the town. The framework for this delivery is through a Service Level Agreement with schools. School swimming lessons for pupils are organized through the Swimming Officer, based within Leisure Services.

## School Swimming Policy

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**2.2.3** The financial resources for the provision of school swimming for Primary and Special Schools are delegated directly to Schools. The Swimming Officer will agree the school swimming programme with each school annually, as part of the updating of the Service Level Agreement.

**2.2.4** Schools are required to carry out risk assessments for travelling to and from the pool and pupil changing supervision.

**2.2.5** The swimming Lesson is delivered by Blackpool Council's (BC's) School Swimming Coaches. Although, in cases where there are a high proportion of non-swimmers or children with special needs, the Swimming Coach can adopt a number of strategies which may result in staff accompanying the children to the pool supporting the lesson. 3.6 provides details.

**2.2.6** Primary and Special Schools will have sole use of the swimming pool during their swimming lessons although there may be a crossover of public in the changing areas. The only exception to this is where additional aquatic opportunities may require appropriate shared pool use in agreement with the Head teacher.

### 2.3 Safety

**2.3.1** Leisure Services will ensure that qualified Swimming Coaches will be available to deliver swimming lessons to all Primary and Special Schools. The minimum qualifications of the BC's School Swimming Coaches are: ASA Swimming Teacher's Certificate Level 2, current RLSS National Rescue Award for Swimming Teachers and Coaches and a current first aid qualification. Those working at Woodlands Pool will also require experience of working with children with special needs.

**2.3.2** A Lifeguard who holds a current National Pool lifeguard Qualification will be present on poolside whilst any Blackpool pupils are in the swimming pool facility, defined as once inside the front entrance of the building. However, at Woodlands Pool the lifeguard will only be on poolside once the pupils have entered the pool hall through the access gates.

**2.3.3** It is the responsibility of Head teachers to ensure a member of the school staff is nominated as the 'school staff member in-charge' and accompanies the class or classes of pupils to the pool. This person will be designated as the school staff member in charge. The Swimming Officer must be informed of who the designated individual is at the start of term and any changes must be communicated to the swimming Officer as soon as possible.

**2.3.4** 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 on the poolside during the lesson. The only exception to this is Woodlands Pool, where individual sessions/activities are risk assessed and this dictates the physical positioning of the school staff member in charge at poolside or within the pool.

**2.3.5** 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.

**2.3.6** Once the pupils are counted on to the poolside by the school staff member in charge, the safety, organisation and delivery of Primary and Special School swimming lessons transfers to the BC's School Swimming Teacher. However, the school staff member in charge retains overall duty of care, which can only be exercised from the poolside.

# School Swimming Policy

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**2.4.6** All school Teachers, Teaching Assistants and Adults Supporting Learning are required to undertake Swimming Safety Awareness Training before they can attend school swimming lessons. The Swimming Officer will facilitate Swimming Safety Awareness Training courses at appropriate times. Headteachers are encouraged to have extra staff trained to cover for staff absences and to keep an up to date list of all staff having undertaken such training. In relation to trainee teachers, it is accepted that it is not feasible to be able to provide awareness training in all circumstances. Therefore, if trainee teachers are accompanying members of staff to the pool then this should be in a supportive/learning or observing role rather than a replacement of a regular member of staff.

## **2.4 After School Swimming Activities**

**2.4.1** Any school organising an out of school hours swimming activity using designated Blackpool swimming pools, must comply with this swimming policy document. Schools using pools outside of the Borough should comply with this document and satisfy themselves that their own procedures and those of the pool to be used comply with best practice procedures as outlined in the current edition of The Association for Physical Education - Safe in Practices in Physical Education & School Sport.

## **2.5 Distribution of This Policy Document**

**2.5.1** This policy document must be distributed by the Swimming Officer to the following services and people:

- Blackpool School Swimming Service Swimming Coaches;
- Headteachers of all schools within Blackpool's Childrens, Adults and Families Directorate.

The Leisure Facilities Manager is responsible for distributing this policy document to all operational Leisure staff, including:

- Duty Managers
- Lifeguards

## **3.0 Swimming Coach | Pupil Safety Ratios For School Swimming Lessons**

**3.1** Included within the Swimming coach/pupil safety ratios for the delivery of lessons are the BC's School Swimming Coaches and appropriate others as detailed in 3.6.

**3.2** It is the responsibility of the BC's School Swimming Coaches to ensure that the identified ratios are complied with during school swimming lessons.

**3.3** When determining actual safety ratios for programmed sessions the Swimming Officer and BC's School Swimming Coaches 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** Head Teachers have responsibility for ensuring that the school staff member in charge is fully aware of the

# School Swimming Policy

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ratios set out in this policy document.

**3.5** The Swimming Coach I 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;

**3.6** An exception to the above ratios, are in circumstances where organizational demands make achieving the coaching ratios virtually impossible. In these circumstances the Swimming Coach can adopt a number of strategies in agreement with the school staff member in charge (Safe Supervision for Teaching and Coaching Swimming). For example in cases of a high proportion of non-swimmers the ratio can be increased to 1:20 when support is provided by a school member of staff in terms of additional supervision.

## **4.0 Additional Adult / Pupil Ratios for Pupils With Special Educational Needs**

**4.1** In terms of children with Special Educational Needs (SEN), this relates to children within special schools, and in addition, it is recognised that there are an increased number of children with this designation in mainstream education. Therefore, this section has been included to help and support schools 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 Blackpool Council School 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** Adult to pupil ratios for pupils with SEN will be determined by the School. The ratios apply to children with SEN in mainstream and special schools. Although, as highlighted at 4.1. above a BC School Swimming Coach may identify a child who requires additional support once the lessons commence.

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

- Children on the SEN 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 SEN Code of Practice 2001 at School Action, School Action Plus and with a statement of SEN;
- Children who do not have SEN 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;

# School Swimming Policy

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- A child with arthritis who has wrist splints and uses a Dictaphone to record work;
- 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.

**4.4** 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.

**4.5** It is the responsibility of the Head teacher 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.

**4.6** 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.

**4.7** 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.

**4.8** 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.

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

**4.9.1** All Risk Assessments and decisions in relation to ratios for children with SEN must be discussed and agreed with the Swimming Officer at least six weeks prior to lessons starting to ensure appropriate measures are agreed and in place.

# School Swimming Policy

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## 5.0 Roles, Responsibilities and Accountability

### 5.1 Leisure Services

**5.1.1** The Head of Leisure & Catering Services is accountable for the:

- strategic management of Leisure Services and the School Swimming Service;
- Reporting of appropriate issues or events to the Council's Chief Executives Liaison Group.

**5.1.2** The Leisure Development Manager 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, subject to the approval of the Head of Leisure & Catering Services.

**5.1.3** The Leisure Services Leisure Facilities Manager is accountable for:

- 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 or guidance subject to the approval of the Head of Leisure & Catering Services;
- the consideration of the HSOP to ensure accordance with the School Swimming Policy;
- the management of the budget for the Swimming Pool; .
- The training and development of operational staff.

**5.1.4** The Swimming Officer is responsible for:

- ensuring swimming lessons are delivered in accordance with the School Swimming Policy, the HSOP and Service Level Agreement;
- BC's Swimming Teachers are appropriately qualified and trained;
- Facilitating Blackpool Borough Council's Swimming Safety Awareness Training for School staff member in charge, Teaching Support Assistants and Adults Other Than Teachers;
- Liaising with the Leisure Facilities Manager with regards to changes in work practices, which may prompt a review of the School Swimming Policy, HSOP or Risk Assessments;
- Providing each Head teacher, subsequent to a request, and School Swimming Service Swimming Coaches, with a copy of the HSOP for their appropriate pool;
- Monitoring and evaluating the teaching of swimming and sharing this information with Head teachers;

**5.1.5** Blackpool Council's PE Advisor responsibility:

- providing support and advice to the Swimming Officer and School Swimming Coaches in relation to the National Curriculum

## School Swimming Policy

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### 5.1.6 Blackpool Council's School Swimming Coaches are responsible for:

- the primary water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- ensuring that they are fully conversant with the HSOP for each swimming pool they work at;
- Assisting the lifeguards in the event of an incident;
- Ensuring compliance with ratios and procedures;
- confirming with the Lifeguard that the pool has been safely cleared at the end of each lesson;
- 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 exception to this is at Woodlands Pool, where practices take account of the pupils' special needs;
- the organisation 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 identification badge;
- 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 Swimming Officer 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.

### 5.1.7 The Swimming Pool Duty Manager 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 training and development of lifeguards;
- the maintenance of plant and associated equipment and building infrastructure;
- the quality of the pool water and associated dosing systems.

# School Swimming Policy

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## 5.1.8 Lifeguards are responsible for:

- ensuring that the HSOP is complied with;
- Assisting the School Swimming Coaches in the event of an incident
- being present on the poolside whilst any pupils from Blackpool schools are in the facility. The only exception to this is Woodlands Pool, where the pool hall area can be isolated from the changing rooms;
- liaising closely with School Swimming Coaches and school staff member in charge on the safety of pupils;
- maintaining full observation of the pool and pool users at all times and undertaking a headcount as determined by the HSOP;
- operational control of the pool hoist, the exception to this is at Woodlands Pool where the mechanism is operated by the staff from the school;
- providing first aid cover and completing pool an accident / incident form - in conjunction with the school staff member in charge and BC's School Swimming Coach when necessary;
- being in charge of ensuring the pool is safely cleared at the end of each lesson. When all pupils have exited the water the Lifeguard will confirm to the School Swimming Coach(es) that the pool has been safely cleared.

## 5.2 Schools

### 5.2.1 Head teachers are responsible for ensuring that:

- Blackpool Council 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 class or classes of pupils, the only exception to this is for Woodlands Swimming pool as stated in 2.4.4;
- all personnel accompanying pupils to school swimming lessons have undertaken pool specific School Swimming Service Safety Awareness Training every three years, which includes school swimming policy document and HSOP awareness;
- adults other than teachers on poolside have an 'enhanced' certificate of disclosure from the Criminal Records Bureau;
- the school staff member in charge has had appropriate risk assessment training (if unsure contact Health and Safety Officer);
- where necessary children with SEN have had appropriate risk assessment carried out;
- all children have the opportunity to swim, monitoring and managing irregularities in attendance.

### 5.2.2 School Staff Member In Charge is responsible for ensuring that they:

- complete the pool specific Swimming Safety Awareness Training every three years which includes School Swimming Policy document and HSOP awareness;
- are present on poolside during the school swimming lesson, to maintain the discipline and appropriate behaviour of pupils;

# School Swimming Policy

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- liaise with and have forwarded to BC's School Swimming Coach all relevant information regarding pupils' medical details and any special needs. The school staff member in charge must inform their School's named BC Swimming Coach 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. Such pupils must wear colour-coded wristbands relating to their medical condition (see 7.5);
- 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 at reception, in the swimming register, and on the poolside white board. Notify BC's School Swimming Coach 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 Swimming Officer of any transport difficulties.

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

- completed the pool specific Swimming Safety Awareness Training which includes School Swimming Policy document and HSOP awareness;
- 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 from the pool side or in the water or as additional supervision as directed by the school staff member in charge;
- Accompany a pupil to the pool for an individual therapy session, as directed and agreed by the Headteacher and only in relation to Woodlands Pool.

## 5.2.4 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.

# School Swimming Policy

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## 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** Schools are responsible for the supervision of pupils in the changing rooms. Wherever possible supervision of pupils changing should be undertaken by staff of the same gender.

**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** The areas of shallow and deep water must be clearly defined for pupils. Ropes with floats at water level will be used to divide swimming groups of different abilities. BC School Swimming Coaches will determine the placing of such ropes dependent upon the ability of the pupils in each lesson. The only exception to this is Woodlands Pool, where no lane ropes are used.

**6.3.2** In order that pupils remain visible at all times BC's School Swimming Coaches, Lifeguard and school staff member in charge should adopt appropriate teaching/supervisory positions on the poolside.

**6.3.3** Safe working patterns should be adopted by BC's Swimming Teachers appropriate to the ability group using one of a combination of the following methods, e.g. Buddy / Pair system, Waves - either widths or lengths, circuits etc.

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

**6.3.5** The swimming ability of all pupils must be assessed by a BC's School Swimming Coach 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.

**6.3.6** Swimming registers maintained by BC's School Swimming Coaches, for each school are kept at the swimming pools and are used to record pupils' ability groups, medical details, assessment, attendance and any other relevant information.

**6.3.7** BC's School Swimming Coach 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 a BC's School Swimming Coach;
- 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;

# School Swimming Policy

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- 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.

**6.3.8** 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 Swimming Officer, school staff member in charge and Head Teacher.

## 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 (exception Woodlands Pool see 5.1.3).

**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 staff accompanying pupils to school swimming lessons must be aware of the following whistle procedure used by Lifeguards and Swimming Coaches at all Blackpool Borough Council swimming pools:

- **One short blast**  
call the attention of pool users, i.e. swimmers;
- **Two short blasts**  
call the attention of another Lifeguard;
- **Three short blasts**  
indicate that a Lifeguard is taking emergency action; If a Lifeguard or School Swimming Teacher enters the water, the remaining pupils should be taken into the changing rooms
- **One long blast**  
all pupils to climb out of pool immediately and sit by the nearest wall.

**NB** Pupils should be taught the meaning of one short blast and one long blast - they do not need to know two blasts and three blasts. Staff should be mindful of the fact that pupils with SEN may be sensitive to a whistle blast.

**NB** Woodlands Pool only - The Acting Duty Manager and BC Swimming Coach must be aware that use of whistle signals may cause distress to some pupils, and should only be used in exceptional circumstances.

**6.4.4** All accidents or medical incidents in a swimming pool building must be reported to the Lifeguard on duty who will record the appropriate details.

## 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 BC's School Swimming Coach, may excuse a pupil from swimming if he/she considers the pupil to be unwell on arrival at the pool.

## School Swimming Policy

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**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 BC's School Swimming Coach undertaking the first visit to the pupils in school is fully informed of pupils' medical conditions. A School Swimming Service medical form should be completed by parents for all pupils who have any form of medical condition, about which the Teacher in charge or BC's School Swimming Coach 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 BC's School Swimming Coaches must be regularly updated on such children.

**7.5** Pupils with the following medical conditions are requested to wear a coloured wristband for rapid identification. Wrist bands or a form of identity are available from the School Swimming Coaches at each pool:

- Asthma - blue
- Hearing/ear problems - green
- Epilepsy - red
- Diabetes - yellow
- Poor eyesight - white
- Medic-alert / heart condition - orange

In certain circumstances wrist bands are not appropriate, which will be highlighted through the risk assessment process.

**7.6** 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.

**7.7** 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.

**7.8** 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.

**7.9** 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.

**7.10** 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.

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

**7.12** Pupils with a verruca may swim unless excluded by a Doctor.

# School Swimming Policy

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**7.13** 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 if a goggles permission form has been completed. These forms are held by the BC School Swimming Coach.

## **8.0 Guidelines on Dress and Appropriate Clothing for School Swimming in the Multi-Faith School**

**8.1** Schools should refer to the equal opportunities legislation and guidance available within the borough, which promotes:

- cultural diversity;
- equality issues in staff induction;
- teaching and assessment methods across the curriculum, which are not culturally exclusive.

## **9.0 Secondary School Swimming**

**9.1** For Secondary School aged children, swimming is an optional part of the National Curriculum at Key Stages 3 and 4. High Schools are strongly encouraged to make provision for any pupils who have not achieved the required standard at Key Stage 2. Secondary Schools may also wish to provide swimming as part of the GCSE / BTEC PE syllabus.

**9.2** In consultation with the Swimming Officer, Secondary Schools may buy into the Schools Swimming Service through a Service Level Agreement.

**9.3** Secondary Schools opting to deliver their own swimming lessons must do so through the Leisure centres 'pool hire booking form'.

**9.4** It is the responsibility of the Head teacher to ensure the member of the school staff responsible for the delivery of the swimming lesson is suitably qualified in the delivery of swimming and has undergone Safety Awareness training delivered by the Swimming Officer prior to commencement of the swimming lessons.

**9.5** Head Teachers have responsibility for ensuring that the school staff member in charge is fully aware of the ratios set out in this policy document.

**9.6** The Secondary school staff member in charge has a duty of care at all times and has overall responsibility for;

- the water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- Alerting the lifeguards in the event of an incident
- ensuring compliance with ratios and procedures.
- confirming with the Lifeguard that the swimming area has been safely cleared at the end of each lesson;
- ensuring that whistle drill, fire alarm and evacuation procedures are explained to all pupils at the beginning of each term;

## School Swimming Policy

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- 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,, for checking the position of safety aids and lesson equipment;
- wearing appropriate clothing, footwear, whistle and identification badge;
- Maintaining swimming registers and pupil medical information.
- Informing the lifeguard of any medical conditions and any other concerns;

9.7 The Teacher | Pupil safety ratios, for pupils in the water during High 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.