



## Half Acres Primary Academy Swimming Safety Policy

### 1. Statement

All children should have the opportunity to meet the requirements of the National Curriculum for Physical Education related to swimming.

### 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;
- 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.

### 3. Basic Arrangements

#### General

All pool side personnel should be fit and healthy and be able to undertake their duties competently and safely. It is the responsibility of the Head of School to ensure the facility used has its own Pool Safety Operating Procedure and that school staff are aware of its contents.

A service level agreement with Normanton Swimming Pool for the use of their Swimming pool will be undertaken annually and the financial resources for the provision of swimming lessons for pupils at Half Acres Primary Academy will be delegated to the Head of School.

Half Acres Primary Academy are required to carry out risk assessments for travelling to and from the pool and pupil changing supervision.

The swimming lesson is delivered by qualified staff at the swimming pool as well as school staff who may be required to teach groups.

A Lifeguard who holds a current National Pool lifeguard Qualification will be present on poolside whilst any pupils are in the swimming pool facility. Lifeguards should wear distinctive clothing, for easy recognition in an emergency.

It is the responsibility of the Head of School 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. 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.

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.

Once the pupils are counted on to the poolside by the school staff member in charge, the safety, organisation and delivery of the swimming lessons transfers to Normanton Swimming Pool

Qualified Instructors. However, the school staff member in charge retains overall duty of care, which can only be exercised from the poolside.

#### **4. After School or Trip Swimming Activities**

Any member of staff organising an after or school trip swimming activity must comply with this swimming policy document.

#### **5. Pupil Safety Ratios for School Swimming Lessons**

It is the responsibility of the school staff member in charge to ensure that the identified ratios are complied with during school swimming lessons. The maximum number of pupils in the pool at any time during programmed school sessions is 35 with one swimming teacher and one qualified teacher present plus one other member of staff. Where possible one male and one female member of staff should be present to help with supervising the changing rooms.

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

In terms of children with Special Educational Needs (SEN), a risk assessment process should take account of the activity, the pupil's special needs and the facility to be used. This process should be carried out prior to school swimming taking place.

### **7. Roles, Responsibilities and Accountability**

#### **Normanton Swimming Pool**

Swimming Coaches are responsible for:

- The primary water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- 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 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 Half Acres Primary Academy of any changes in work practices, which may prompt a review of the School Swimming Policy, HSOP or risk assessments;

#### **The Head of School**

The Head of School is responsible for ensuring that:

- The Swimming Policy is circulated to all staff who accompany children to School swimming lessons;
- A Swimming Co-ordinator is appointed to liaise with Normanton Swimming Pool
- A member of staff is nominated and designated as the school staff member in charge and accompanies a class or classes of pupils;
- Adults other than teachers on poolside have an 'enhanced' certificate of disclosure from the Disclosure and Baring Service;
- The school staff member in charge has had appropriate risk assessment training;

- Where necessary children with SEN have had appropriate risk assessment carried out;
- All children have the opportunity to swim,

### **School Staff Member in Charge**

The School Staff Member in Charge is responsible for ensuring that they:

- Sufficient numbers of qualified lifeguards are present on the poolside before any person enters the water.
- Are present on poolside during the school swimming lesson, to maintain the discipline and appropriate behaviour of pupils;
- Liaise with and have forwarded to Swimming Coaches all relevant information regarding pupils' medical details and any special needs.
- Inform their 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.
- 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;
- Notify the Swimming Coach of any pupils new to the school or to school swimming lessons, before pupils enter the water;
- Wear appropriate poolside clothing and footwear and provide an 'asthma bag' for pupils' inhalers;
- Ensure pupils arrive and leave on time.
- Ensure that the water quality is acceptable by checking most recent readings and the clarity.
- The telephone has a dialling tone.
- All safety and rescue equipment is present and ready for use
- The first aid box is well stocked
- All accompanying staff have familiarized themselves with Normanton Pool's Emergency Action Plan (EAP).

Teaching or Support Assistants are responsible for ensuring that they:

- 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;

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.

## **8. Safety of Pupils**

### **Arrival and Departure**

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 staff member in charge.

### **Pool Rules**

To ensure the safety and enjoyment of the swimmers all pool users are to refrain from:

- Running
- Diving into shallow water

- Chewing
- Using fins, face masks or snorkels except in controlled sessions
- Backwards dives or somersaults from the poolside
- Ducking other swimmers

### **Changing Rooms**

The staff member in charge is 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. Good behaviour must be maintained at all times. This is essential to safe practice.

### **Class Management on Poolside**

The areas of shallow and deep water must be clearly defined for pupils.

In order that pupils remain visible at all times Swimming Coaches, Lifeguard and school staff member in charge should adopt appropriate teaching/supervisory positions on the poolside. Safe working patterns should be adopted by 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.

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

The swimming ability of all pupils must be assessed by a 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.

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 the 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 other's space in the water;
- 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.
- 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 Coach, school staff member in charge and the Head of School.

## **9. Emergency Procedures**

Whistle drill, fire alarm and evacuation procedures must be explained to pupils and accompanying staff at the beginning of each term.

During each term emergency procedures will be rehearsed with each class of pupils, and documented accordingly in the fire log for each pool.

If problems arise while at the pool the pool telephone or school should be used.

All staff accompanying pupils to school swimming lessons must be aware of Normanton Pool's whistle procedure:

**Two short blasts** - indicate that a Lifeguard is taking emergency action and the pool should be cleared quickly.

All accidents or medical incidents in a swimming pool building must be reported in line with Normanton's Pool Operating Plan i.e. a member of staff should locate the relevant incident report forms. The following details should be completed:

- When & where it happened
- What you saw
- Who was involved
- What action you took
- The outcome of the incident
- Record any witnesses
- Your initial view of the cause of the accident

**Who to Report to:**

During School Hours:

- Manager at the pool.
- Head of School.

Reportable incidents include fatality, specified major injury, dangerous occurrence or disease.

**10. Health & Personal Effects**

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. The school staff member in charge in consultation with a Swimming Coach, may excuse a pupil from swimming if he/she considers the pupil to be unwell on arrival at the pool. 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.



It is essential that the Swimming Coach undertaking the first visit by pupils is fully informed of pupils' medical conditions. 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 the Swimming Coaches must be regularly updated on such children.

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. 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.

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 underwater swimming. Advice from parents should be sought for these pupils and for any pupils who may have grommets fitted in their ears. 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.

If a pupil brings an asthma inhaler to school it must be brought to the pool and kept on the poolside. Pupils with a verruca may swim unless excluded by a Doctor but they need to cover the verruca with a verruca sock.

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. Shorts below the knee are not allowed due to restricting leg movement. Swimming goggles may be worn

<b>Head of School:</b>		<b>Date:</b>	1 /10 /18
<b>Chair of Governors:</b>		<b>Date:</b>	01 /10 /2018