

Halifax Primary School



Swimming Policy

Purpose	The purpose of Halifax Primary's Swimming Policy is to set out the expectations for teaching swimming and the protocols that make this a safe and enjoyable experience
Audience	<ul style="list-style-type: none">• School Governors• Staff• Pupils & Parents
Related Policies	<ul style="list-style-type: none">• Premises Policy• Health and Safety Policy
Policy Approved	September 2023
Policy updated to reflect new guidance	
Future Policy Review	September 2024

Swimming is an important life skill. In addition, it is a highly beneficial activity for acquiring an increased movement vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible.

School Responsibility

The Headteacher (in the case of Halifax Primary - Mrs A Krishna) is the responsible authority for the operation of the Swimming Pool and this policy. Where appropriate, the Head teacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the Swimming pool.

This policy covers proper operation of the school's swimming pool and includes the following responsibilities:

- Termly risk assessments
- Pool safety operation procedures
- Qualifications and training of staff and maintaining records
- Any instructions issued to staff or helpers

In the case of Halifax Primary, PE and Sport Governors are Mrs Clare Tyler and the Health and Safety Governor is Mr Kevin Dale.

Teaching staff have the responsibility to ensure:

- Children are appropriately supervised when changing
- Pupils are under control at all times
- Normal and emergency procedures are enforced
- Teachers have an overview of the teaching of their children and the conduct of the class

Instructors should never teach swimming without at least one other person present to assist with first aid and rescues if necessary.

Lifeguards

Currently, there is no statutory requirement for a lifeguard to be provided and the school has assessed that it is appropriate to manage without one. Safety of children is the responsibility of the Swimming teaching staff member who is leading the lesson and they will request additional help if required for any lesson. Whenever children swim, there must be someone present with appropriate life guarding, rescue and first aid skills. At Halifax Primary this will be the swimming teachers: Carol Jellings, Kayleigh Paine or Nicola Whight.

First Aid Arrangements

In school pools there should be a qualified first-aider (holding a First Aid at Work certificate) available within call at all times that the pool is in use. A first aid kit is kept in the pool area and replenished when necessary.

Qualifications

It is recognised that qualified school teachers have a range of skills and experiences which enable them to deliver a variety of curriculum areas. Teachers leading primary school swimming lessons

should hold as minimum qualifications: **ASA Level 2** and/or **Shallow Water rescue** qualifications. These qualifications will need to be kept up to date. Instructors should never teach swimming without at least one other person present to assist with first aid and rescues if necessary.

Swimming Pools

The Trust will take all reasonable precautions to safeguard staff and pupils using the swimming pool and recognises that the following are essential to ensuring that this will be achieved:

- completing a Risk Assessment for the pool and making sure it's used
- the implementation of a Normal Operating Procedure
- the preparation and training of staff in the Emergency Action Plan
- clear conditions of hire (where relevant)
- the establishment and implementation of pool rules
- determining the special needs or medical conditions of pupils
- nominating a member of staff responsible for pool safety.

General Safe Practice

The minimum number of people, teachers and support, at the poolside is two. Where only one is present this will be justified in the risk assessment to indicate why this ratio is acceptable and should highlight alternative emergency arrangements.

A suitably qualified adult should always be present at the poolside to effect a rescue from water and carry out cardiopulmonary resuscitation.

Teachers and Trust staff present during programmed activities should hold as a minimum one of the following awards:

- the National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- the STA Level 1 Award in Pool Emergency Procedures.
- Shallow water rescue.
- The ASA Level 2 teacher.

Un-programmed activities should have a qualified lifeguard who should hold:

- the RLSS National Pool Lifeguard qualification or
- the STA Level 2 Award for Pool Lifeguard.

However, Halifax Primary do not undertake any un-programmed activities.

All staff at the poolside need to:

- update their lifesaving and water safety skills regularly (Swim teachers only)
- practice their skills
- remain diligent
- be aware of the NOP (Normal operating procedure) and EAP (Emergency action plan).

Pool Rules

All pupils must be made aware of the Trust rules before their first swimming lesson and they should be reminded of these rules.

For children these are:

- Do not enter the water until instructed to do so
- Remove all jewellery including earrings
- No plasters to be worn in the pool
- Must wear swim hats that are latex or silicon
- No eating or chew sweets or gum
- No shouting or whistling
- No jumping
- No pushing others in or around the pool
- No holding others under the water or deliberately splashing them
- No swimming in front of the pool steps
- Usual hygiene procedures
- All illnesses to be reported
- No outdoor shoes on the poolside
- No running on the pool surround
- Keep away from the pool edge until instructed
- The emergency procedures for stopping activity and evacuating the pool
- Reporting unacceptable behaviour
- Letter from parents if pupils are not swimming for any reason
- Responding immediately to all instructions from staff promptly
- Following the emergency procedures for stopping and evacuating the pool

For staff these rules are:

- Ensure all of the above is adhered to
- Never leave the poolside unattended
- Never turn their backs on the pool or engage in any behaviour which results in not watching the pool
- Watching out for vulnerable or weak swimmers
- Keep alert and move position regularly
- Following the emergency procedures for stopping and evacuating the pool
- Reporting unacceptable behaviour

Teacher to Pupil ratios

The designated maximum bather capacity appropriate to the size of the pool will be specified in the Normal Operating Procedure. Irrespective of the ratio there must always be a supervisor present on the poolside alongside the swimming teacher, one of which must be responsible for lifesaving. The supervisors will be required to be able to effectively carry out emergency procedures. Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in Primary trust swimming should be less than this. Halifax Primary bathing load is a maximum of 15:1.

The following ratios are based upon safety considerations rather than teaching requirements:

Non-swimmers and beginners

A ratio of 12:1 (Halifax 15:1) will be used for young children, normally primary trust age, who are being introduced to swimming and who are unable to swim 10 metres unaided on back and front.

Children under the age of seven

Irrespective of their swimming ability, group size should be restricted to a ratio of 12:1 & under in KS1

Improving swimmers

A ratio of 15:1 or under will be used for 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.

Mixed ability groups

A ratio of 15:1 or under will be used for pupils with a range of ability (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.

Competent swimmers

A ratio of 15:1 will be used for those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.

Swimmers with disabilities

For swimmers with disabilities, each situation must be considered individually as people with disabilities are not a homogeneous group. The trust will normally use a maximum 8:1 ratio for swimmers with disabilities and alter the ratio for each group as necessary. Additionally, 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.

Foundation Stage

Foundation stage children follow the Foundation Stage Curriculum. Recognising individual needs, opportunities will be provided for the children to develop their water confidence and swimming skills.

The National Curriculum provides non-statutory guidelines for Key Stage 1:

Pupils are taught to move in water, float and move with and without swimming aids. They are taught to feel buoyancy and support of water and swimming aids and propel themselves in water using different swimming aids, arm and leg actions and basic strokes.

The National Curriculum requires that for Key Stage 2:

Pupils are taught to pace themselves in floating and swimming challenges related to speed, distance and personal survival. They are taught to swim unaided for a sustained period of time over a distance of at least 25 metres. The children use recognised arm and leg actions and a range of recognised strokes and personal survival skills

Normal Operating Procedure (NOP)

The NOP should include:

- a plan of the pool
- the key hazards
- communications methods
- rules of supervision
- systems of work and operational systems
- detailed work instructions
- first aid supplies and training
- details of alarm systems and other emergency equipment:
- conditions of hire, where appropriate.

Emergency Action Plan

An Emergency Action Plan (EAP) details what everyone should do in the event of a reasonably foreseeable emergency. This might cover:

- disorderly behaviour
- assault
- lack of water clarity
- fire – evacuate in following the fire plans
- bomb threat
- structural failure
- emission of toxic gases
- serious injury to swimmer
- discovery of a casualty in the pool.

The procedure explains how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

All staff likely to be involved in this procedure and all outside user group leaders who may be affected are required to undertake training to ensure their effectiveness in an emergency.

Notices will be displayed to advise pool users of the arrangements in the event of an emergency.

All Trust classes will run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.

Exit doors and signs, firefighting equipment and alarm points are checked regularly to ensure that they are working and accessible. All fire doors are operable without the aid of a key at all times the pool is in use.

Safety Equipment

- The pool is equipped with a means of raising an alarm and summoning support in the event of an accident or incident. A telephone is available to summon support.
- The school has one pole at one end which is adequate to the size of the Halifax pool. Buoyancy aids and first aid equipment, including towels are immediately to hand if needed.
- Pool depths are clearly marked on the walls of the pool and teachers explain their significance to pupils, especially beginners. Halifax indicates 1 metre depth on the side of the pool.

- The Trust has no open-air pools so special consideration is not required for that category of pool.
- All signs are compliant with the Safety Signs and Signals Regulations.
- There is no requirement to separate deep from shallow water as the Halifax pool has a single one metre depth for the length of the pool.
- The pool is able to be locked off and isolated to prevent unauthorised access when not manned.

Conditions of Hire

If the Trust pool is hired to an outside organisation the Trust will ensure that the outside organisation will use the pool in a safe manner in line with the Halifax Lettings Policy.

Hirers will be required to sign a hire agreement and will also be given an up to date copy of the NOP and EAP and any special conditions of hire which might apply to their session.

Conditions of hire include:

- the name and address of the organisation hiring the pool
- the name of the pool being hired
- the name of the hirer and contact details
- the activity for which the pool is to be hired (to assess the level of risk and safety rules required by session type)
- the numbers participating and their age and swimming ability (where a trust hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment/area of the pool used may need to be different for different groups) Halifax ensures all hirers are fully accredited teaching schools.
- specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of life guarding provision to be made, child protection issues, staffing levels)
- details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)
- any safety advice to be given to swimmers and any specific rules that should be enforced
- a signature from the hirer that they have received and read copies of the NOP & EAP
- appropriate third party liability insurance.

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