
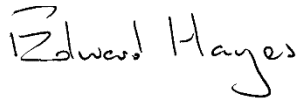


# Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



## SWIMMING POLICY

Policy Date:	14/05/20	Kate Hayles Head Teacher	
Policy Review Date:	14/05/22	Edward Hayes Chair of Governors	

Swimming Policy written in conjunction with the Afpe Safe Practice book 2017, Leicester City Council Safe Swimming Practice In Schools and Other Setting Revised June 2017.

<b>School Name &amp; Address</b>	Sacred Heart Catholic Voluntary Academy Mere Close (off Mere Road) Leicester LE53HH
<b>Swimming Pool and Address:</b>	Aylestone Leisure Centre 2 Knighton Lane Leicester LN2 6UL
<b>School Swimming Manager</b> <ul style="list-style-type: none"> <li>• This position will also allocate the key roles for each swim session</li> <li>• Is responsible for undertaking individual pupil risk assessments.</li> </ul>	Nicholas Stovell School Sport Coordinator
<b>First Aiders</b>	Staff member with a First Aid at Work qualification will attend the lesson.
<b>Specialist Swimming Teacher(s)/Swimming Instructor(s)</b>	The school uses three swimming teachers from Aylestone Street.
<b>Lifeguards</b>	The school uses lifeguards from Aylestone Leisure Centre .
<b>Revised 22<sup>nd</sup> August 2018</b>	

### **Introduction:**

Swimming and water safety has been statutory element of the national curriculum for physical education (PE) programme of study since 1994. Swimming is a very inclusive, health promoting activity can be continued for life.

- All schools must provide swimming instruction either in Key stage 1 or key stage 2, in particular pupils should be taught to:
  1. Swim competently, confidently and proficiently over a distance of at least 25 meters.
  2. Use a range of strokes effectively (for example, front crawl, backstroke and breaststroke).
  3. Perform safe self-rescue in different water-based situations.

At Sacred Heart we believe that swimming is an important life skill to teach the children, it is a highly beneficial activity for acquiring increased movement, vocabulary and skills for health and enjoyment. It is one of a few activities that people can enjoy all their life either on their own or with friends and family.

Nevertheless it is one of the few activities which also carries clear hazards, such as death through drowning or brain damage by near drowning. The teaching and learning of swimming and water safety requires the highest care of all involved.

Each school whose pupils take part in swimming has a responsibility to ensure that it takes action to safeguard staff and pupils. It should be aware of:

- The risk assessment for the pool and session
- The Normal Operating Procedure (NOP) for the pool(s) being used
- The Emergency Action Plan (EAP) for the pool(s) being used
- Conditions of hire including outlining the roles and responsibilities
- Pool rules
- Any special needs or medical conditions of pupils.

### **Inclusion and Equal Opportunities:**

All children have equal access to the Swimming Curriculum regardless of race, gender, religion, culture and ability.

### **How swimming is organised at Sacred Heart:**

Swimming is timetabled for Tuesday afternoons for Year 5. Each Year 5 class will swim for roughly 17 weeks each, which will allow the children to learn many skills such as different strokes, safe entry and exit in water, ability to tread water and to be able to recognise the dangers in and out of water. The swimming lessons last around 30mins. The children are transported on a coach to Aylestone Leisure centre. The school have hired 3 swimming teachers from the council who teach the children, and 2 life guards have also been hired to supervise the children.

### **Behaviour:**

The swimming lessons is a lesson just outside the classroom, and therefore the children should apply the same rules as they do within the class. The children will be told/reminded the pool rules before each lesson starts. If any poor behaviour happens it will be recorded on the session register (Appendix A) and in the incident book. If the behaviour continues the child may miss the next lesson.

### **Attendance:**

Parents must ensure that their children attend all the swimming lessons, as swimming is a statutory part of the national curriculum. Older children are encouraged to be independent in terms of organising their swimming kits. Children who forget or can't take part in the lesson will still attend the lesson and observe from poolside.

Children returning from an illness which would prevent them from participating in the lesson for a short period of time, **MUST** provide the school with medical evidence so that they may

be excused from the lesson. Children who aren't able to swim for an extended period of time **MUST** provide a Doctor's note.

### **Swimming Kit:**

Swimwear should be suitable for purpose. For safety reasons it should be sufficiently tight-fitting to allow freedom of the body and limb movement without causing unsafe water resistance.

Students with long hair should have their hair tied back, or even wear swim caps which can be brought from Aylestone LC.

If the children want to wear goggles the parent/guardian must have signed to accept responsibility for ensuring their child understands the correct method of putting the goggles on and also taking them off. The teacher reserves the right to remove goggles from the child if they are disrupting the flow of the lesson or not being used correctly.

According to Afpe (Safe Practice in physical Education, School Sport and Physical Activity p.187,188) when swimming goggles are being used they should be made of unbreakable plastic or rubber materials. The teacher is not responsible for fitting or adjusting a student's goggles.

### **Staff kit:**

Staff working in the pool side, should change into suitable footwear to be able to move around easily around the poolside, and be careful not to bring dirt to the poolside. They also should wear clothes suitable to the humidity and temperature of the pool.

### **Jewellery:**

Any Jewellery worn by students should be taken out before they enter the poolside; the teachers are not responsible for removing any jewellery. If the item can't be removed then it should be covered up either by a sweatband, swim hat, or swim attire

### **Record Keeping and Assessment:**

All records are kept in a swimming folder which is located in the office. The children are assessed using levels 1- 6 from the ASA swimming Charter.

An emergency scenario / pool evacuation drill must be carried out at least annually for those schools hiring a facility and the outcomes recorded. Any further action, such as staff training, should be recorded.

There are key questions which members of the schools Senior Leadership Team should be asking themselves:

- What information is available to provide an assurance that arrangements to control health and safety risks are in place?
- Have all hazards been identified?

- Are suitable and sufficient control measures in place?
- Has suitable and sufficient information, instruction and training for all relevant staff been undertaken?
- Do comply with the law as a minimum and operate effectively?
- As a school can we evidence all of the above?

As with any activity there must be a schedule of regular monitoring to ensure that procedures are adequate, that staff are able to clearly demonstrate that they know what they are doing and that they understand and are familiar with procedures and they are being followed.

This can be established through observation, checking records and documentation and also questioning staff to establish what they know.

### **Roles and Responsibilities:**

#### **Roles and responsibilities of the School:**

The governing body must ensure that the Leicester City Council publication “Safe Swimming Practice in Schools and Other Settings” is complied with. This should be done by ensuring a nominated member of staff is delegated the responsibility of School Swimming Manager/ Coordinator and applies the swimming safety policy and procedures in the school.

This will include the proper operation of the pool at Aylestone LC. It also includes monitoring and recording, for the pool and swimming sessions used, of the:

- Appropriate risk assessments
- Pool safety operation procedures (NOP & EAP)
- Qualifications and training of staff and maintaining records
- Any instructions issued to staff
- Monitoring and review of swimming activity / pool procedures and process
- Conditions of hire or arrangements for use of the pool

#### **Roles and responsibilities of the Swimming Coordinator:**

Where the school undertakes swimming as an activity there needs to be a designated member of staff to oversee the activity.

- Responsible for overseeing all aspects of the implementation of swimming
- Maintaining records of staff training
- Risk assessments
- Liaising with the appropriate bodies
- Completing a session register

#### **Roles and responsibilities of the other Adults involved:**

- Pupils are appropriately supervised when changing.
- Pupils are under control at all times.
- A head count is taken before, during and after swimming sessions as a minimum.

- Normal and emergency procedures are enforced.
- Teachers have an overview of the teaching of their pupils and the conduct of the class.

### **Roles and responsibilities of the Swimming Teachers:**

- Planning, developing and monitoring the swimming programme.
- Preparing schemes of work appropriate to pupils' ages, abilities and interests.
- Co-operating with the class teacher to check numbers of pupils before, during and after each session.
- Identifying specific groups and individual needs for each swimming session.
- Being familiar with the Pool Safety Operating Procedures (PSOP).
- Being familiar with the emergency equipment provided.
- Ensuring adequate safety and first aid cover is available, specific to pupil needs.
- Being suitably clothed.

Although the swimming teacher/ instructor may also hold a current safety award they **MUST** not be expected to have a dual role of both teaching and life guarding.

### **Roles and responsibilities of Lifeguards:**

Lifeguards for swimming sessions are provided by the Leisure Centre. The Hire Agreement with Leicester City Council states that all lifeguards provided are qualified to NPLQ Level 2 and maintain their CPD in line with the qualification requirement. The lifeguard should position themselves on the poolside, **MUST NEVER** be in the pool whilst in a designated role of a lifeguard and is to maintain a safe and healthy environment for swimmers through being:

- Professional and vigilant.
- Maintaining observation – remaining alert to observe swimmers within the pool environment as well as those who are poolside. The pool must be scanned every 10 seconds with a lifeguard no further than 20 seconds away from any swimmer who may get into difficulty.
- Providing good supervision – supervise swimmers and monitor activity within the swimming pool early intervention – act immediately at the first signs of any action that could lead to a potential incident to prevent an incident or emergency developing.
- Accident prevention – educate pool users, prevent dangerous behaviour and ensure pool rules are followed.
- Rescue – act immediately and rescue any swimmer who may be in difficulty or require first aid.

The lifeguard is in control of the pool whilst it is in use and therefore is the lead at all times in terms of responding to an incident or emergency. However, in the event of the lifeguard not being able to respond immediately in a potentially life threatening situation the swim teacher / trained school swim support staff– **After raising the alarm** - can be expected to respond to assist a pool user in difficulty until the lifeguard is in a position to assist.

## **Spotter:**

Consideration must be given to ‘what if’ a pupil falls ill at the pool and needs supervising poolside until the session ends, ‘what if’ a pupil is injured and needs accompanying to the hospital direct from the pool etc.

Spotters could perform more than one duty, although primarily to ‘spot’ pupils in the pool where the need is identified and they have been designated this specific role, therefore ensuring that schools send sufficient levels of support staff with this activity is very important.

Best practice would be to provide a spotter per swimming group.

No one on duty at the poolside for a long time can be expected to remain alert. RLSS UK recommends that the pool supervisor (lifeguard, spotter – person(s) with NPLQ) spend no longer than 60 minutes at the poolside and in exceptional circumstances, no longer than 90 minutes in the pool hall itself. There is an emphasis that there should be regular rotation between lifeguard positions which may assist the lifeguard to remain alert. Spotters should move around the pool side, always watching their assigned group / pupil, be standing not sitting to ensure the best view of their group, this may assist with them remaining alert.

**Compliance with all of these recommendations is mandated by LCC.**

When the pool is operational the roles of staff for each session must be clearly identified and documented prior to the session commencing (see Appendix A). Regular monitoring of this role must be undertaken and recorded to include duty spotter training and relevant qualifications, checking they understand their role and how long they have been on duty/will be on duty for. Check that the spotter is familiar with the pools NOP and EAP.

## **Swim Test (Wet and Dry)**

There are now two elements to the Leicester City Council Swim Test – i) the ‘wet test’ (originally the Swim Test) and ii) the ‘dry test’ (an extra element brought in to ‘test’ the knowledge and understanding of school staff supporting the swimming activity).

The Swim Test is to provide assurance that all staff working poolside have a basic level of swimming ability and are capable of taking care of themselves should they fall or be deployed into the pool. By having the Swim Test (wet & dry) this does not indicate that individuals have a role in a rescue but it is to reduce the burden on the appointed lifeguard when the pool is in use.

Any members of staff/volunteers entering the pool area / working poolside / supporting the swimming activity must hold a current Swim Test certificate (preferably both the wet & dry elements).

No one can be forced to undertake the ‘wet’ element of the Swim Test particularly if they refuse on cultural or medical grounds or for other significant reasons, but where it is appropriate as identified in the risk assessment they should be encouraged to do so. Where the school permits members of staff / volunteers to enter the pool area / be pool side without a full Swim Test (the ‘wet’ and ‘dry’ element) the lifeguard must be informed. Either way, the situation and control measures must be documented on the sessional risk assessment.

The thought process behind the 'wet' element of the test being undertaken by all staff who are likely to be / are in poolside positions is that should they be called upon to be first responders / assist with an incident or emergency situation in the event of the lifeguard not being able to respond immediately in a potentially life threatening situation – **AFTER RAISING THE ALARM**, and school staff use the rescue rope or pole and then get pulled in themselves the lifeguard would then have 2 people to rescue rather than knowing that the school staff member can look after themselves, due to them having undertaken the 'wet' element of the Swim Test and the lifeguard can then focus on the person who initially required assistance.

The Swim Test must be refreshed annually, preferably undertaken at the main pool used by the school and should be in two parts a) refresher on the schools NOP and EAP which must be tested and b) the recognised 'wet' test undertaken in the pool and poolside. A current record of training must be maintained.

Schools hiring pools must take responsibility for booking the Swim Test, working with the hired facility / pool operator to arrange for both the 'wet' and 'dry' element to be undertaken at the same time at the facility they hire. It is not the responsibility of the hired facility to instigate the Swim Test for the school prior to the schools swimming sessions commencing.

The Swim Test certificate should not be issued until the results are satisfactory and schools hiring pools will be notified by the facility / pool operator of those staff who have passed the Swim Test and subsequently certificates would then be issued.

### **First Aid:**

First Aid kit **MUST** be taken from school with a qualified First Aid Work certificate, all inhalers, epi-pens should be taken with the children and put next to a member of staff poolside when the children are in the pool. According to the (Leicester City Council Safe Swimming practice in Schools and Other Setting revised in June 2017 p.18) Schools are responsible for ensuring that the school staff accompanying the swimming lesson are aware of any specific medical needs for those students attending.

### **Health and Safety:**

#### **Normal Operating Procedure:**

Schools using other pools will need to be aware of the Normal operating Procedures (NOP) in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the Emergency Action Plan (EAP) to know what to do in an emergency. Schools using public pools must be given an induction to the pool safety operating procedures on their first visit. A copy of the public pools risk assessment must be made available to the hiring school and this should be communicated to all relevant staff.

Staff will need to be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term with the pupils in their classes.



Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a period of at least twenty one years.

### **Emergency Action Plan:**

An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency.

The procedure should explain 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. Staff who have a role under the NOP should then have an allocated role under the EAP (i.e. lifeguard – lifeguard duties; TA1 - raise the alarm; TA2 – start to clear the pool; first aider – first aid back up to lifeguard; etc.)

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency. This explains the need for all user groups to be aware of the EAP in a leisure centre; this is an excellent reason for running evacuation drills when the public are using facilities. All training should be recorded.

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

All school classes should 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 need to be checked regularly to ensure that they are working and accessible.

All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

### **Ratios:**

Pupil: teacher ratios must not exceed 20:1 and in some cases must be less than that. 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	<i>Swimmers with known medical conditions/disabilities:</i> 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
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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>

### **Teacher Position:**

The swimming teacher in charge of the group should be teaching from the side of the pool where the whole group can be seen and from where feedback can be given on the performance of each pupil in the group.

There may be some circumstances in which it is appropriate for the teacher or a teaching assistant to be in the water supporting an individual pupil or pupils, but this would be the exception rather than the rule and only following a careful risk assessment of all the potential factors at play (depth of water, pupil ability, use of flotation aids, size of pool, number and age of pupils and life guarding arrangements). Where this is the case there should be a lifeguard and possibly a spotter (depending upon the size of the group in the pool and the activities being undertaken) on the poolside assisting the teacher by observing all of the pupils in the swimming group, such that supervision ratios are never compromised.

The teacher or assistant in charge of a group must ensure that at all times they can see all the pupils and NEVER turn their back on a swimmer or position themselves so that pupils are behind them.

When teaching or instructing non-swimmers or weak swimmers in duck diving or underwater swimming the teacher of the group should be positioned on poolside at the point nearest to that activity, but so that they can also see the rest of the class.

If there is regular glare on the pool surface and the bottom of the pool cannot be clearly seen it is unsafe to continue swimming.

The above actions should form part of the pool Normal Operating Procedure (NOP).

### **Pool Equipment:**

Where specialist equipment is provided, the pool operator will need to consider the risks and hazards stemming from its use and make arrangements for safe systems of work within the NOP. The following are examples of equipment which may be used in a swimming lesson:

- Float aids
- Swim test equipment
- Floating play equipment
- Pool toys
- Inflatable structures
- Water slides and flumes
- Diving boards and platforms
- Water features

There should be a formal procurement process for all these types of equipment to ensure they conform to appropriate standards (CE/BS kite marked) and are appropriate to the environment and pupils.

All float aids and pool toys should be individually identifiable and regularly inspected and recorded. There should be daily visual checks prior to use ensuring that the items are fit for purpose that there is no wear or tear and not perished or damaged. This should be logged as part of the daily pool check. A more in-depth check should be undertaken weekly to identify that each item has been checked, especially items classed and used as float aids. Where this equipment is provided by the pool operator it is their responsibility ensure that these inspections are completed and the hire agreement would reflect this to be the case.

However, it is still the responsibility of the hirer of the pool to undertake visual checks prior to the commencement of sessions with their pupils and if not satisfied that the equipment is fit for use must raise this with the pool staff immediately, ensuring a replacement is provided that is not defective or damaged.

Pupils using float aids or pool toys, etc. in their pool session should have the items identified on their risk assessment – taking into consideration pupil size (height & weight) and ability to ensure that the float aid will be effective.

### **Safety Equipment:**

All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Schools must have an efficient method of communication in order to summon additional help/support in the event of an emergency. Ideally this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services. Two way radios can prove to be a useful method of communication for certain pool settings. Whatever the choice the pool should ALWAYS have two forms of communicating with reception in case one fails.

There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water – that is a pole at either end of the pool.

Adequate buoyancy aids, first aid equipment and blankets should be immediately to hand.

Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners. In school open-air pools this could be a painted depth line on the fence so that pupils can stand next to it to see where the water will come up to when they get in.

All signs should be compliant with the Safety Signs and Signals Regulations. Signs showing the depth of different areas of a pool should meet certain standards and the main points to consider are:

- Provide warning signs about depth
- Mark steep slopes on the floor
- Floating lines are sometimes used to mark the start of the slope
- Allow diving only when water is deep enough

A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.

All pools must be locked off and isolated to prevent unauthorised access when not in use/manned. Failure to achieve this is a major cause of accidents. Conversely, when the pool is in operation it must be readily accessible in case of emergency.

### **Pool rules (according to Leicester City Council Safe Practice in School and Other Setting Revised June 2017)**

The pool rules should be explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils. As a minimum pool rules will include:

- Never go onto the poolside until a member of staff is present
- No glass or breakable items allowed in the pool area
- No food and drinks (including chewing gum) allowed in the pool area
- No jewellery or other adornments to be worn in the pool
- No running on the pool side
- No acrobatics, diving or jumping into the pool except under instruction
- Enter and exit the water by the steps only
- No entry until instructed to do so by a supervising adult
- No holding other under the water or deliberately splashing them
- No pushing or ducking other swimmers
- No shouting or whistling
- No outdoor shoes permitted on the poolside in indoor pools
- Swim caps to be worn if requested and hair tied back/up
- To leave the pool on one long blast of the whistle
- All instructions from staff to be obeyed promptly

Pool rules vary from pool to pool and detailed Pool Safety Operating Procedures (NOP and EAP) are available upon request from each leisure centre which provides swimming provision.

For pool hygiene to be maintained pupils should be encouraged to use the toilet, showers and foot baths before entering the swimming pool to reduce the amount of dirt and bacteria that would otherwise end up in the pool.

In order to reduce the danger of infection teachers must make the Swimming Manager/Coordinator or Pool Plant Operator aware of any faeces, vomit or blood contamination in or around the pool area.

### **Supervision of Changing Rooms:**

Pupils should be supervised whilst changing:

Aylestone LC has part cubicles and part communal with single sex changing areas and only staff of the appropriate gender should enter unless it's an emergency.

Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can happen where the pupils are responsible enough and nature 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. **All staff to supervise changing rooms should have a current DBS check in place.**

### **In Leisure Centre:**

Ideally pupils will change in separate 'school changing areas' as it is not desirable for members of the public to share changing provision with school pupils.

Pool operators should be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen.

### **Duty of Care**

The delivery of a school swimming programme may involve a number of partners including school teachers, swimming teachers provided by the Local Authority (LA) and private swimming teachers specifically bought in by the school. Whilst issues related to delivery are transferable, duty of care must remain the responsibility of the designated school representative.

The Head Teacher has to ensure that any teacher responsible for the delivery of swimming and/or its associated disciplines is appropriately qualified to carry out the role effectively and safely. Where the school swimming programme is delivered by an external partner, the school Swimming Manager/Coordinator has a responsibility to ensure that the swimming teacher is appropriately qualified in the aspects being taught. The Swimming Manager/Coordinator must ensure that the programme is appropriate to the needs of the pupils and the school. An ongoing dialogue between both parties will help to ensure that this requirement is appropriately met.

### **Child Protection:**

The Local Authority and the school will have their own child protection procedures and so too should the pool. It is important that the pool procedures relate to those of the Local Authority. Each school and pool used by the school should establish a protocol identifying the relationship between their respective procedures. Ideally this should be within the conditions of hire.

Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them.

All persons working with pupils should have a current **DBS**.

Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise pupils and that pupils are safeguarded from members of the public.

When supervising pupils changing or assisting them with their swimming, pool and school staff and AOTT should avoid physical contact with pupils unless it is:  
Essential to develop a swimming skill or technique.

- To treat an injury.
- To prevent an injury.
- To meet the requirement of the activity (e.g. Lifesaving).
- To lift or manually support a child with disabilities.

In these circumstances the adult should explain the reason for the physical contact to a child. Unless the situation is an emergency the adult should ask the child for permission. If pupils have disabilities, they and their carers need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

Where pupils sustain an injury and any first aid is administered, the parents/carers should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents which occur at a public pool should also be recorded by pool staff on their forms for their records.

In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the child should be informed as soon as possible.

Staff and AOTT may place themselves at risk by being alone with a child and should ensure that wherever possible there are other persons around and that they are in public view.

### **Conditions of Hire:**

Operators cannot delegate responsibility for what happens in their pools, therefore if a school pool is hired to an outside organisation the school will need to ensure that the outside organisation will use the pool in a safe manner.

Equally if a school hires a pool from someone else, that organisation will need to make sure that the school is supported in the safe use of the pool.

The mechanism for this is initially the agreement to hire and any conditions of hire imposed by the organisation. The conditions will be re-enforced in the NOP and EAP.

The agreement to hire should be reviewed at regular intervals – whenever dates and times are confirmed these should be recorded in a signed agreement between the two parties – a simple form, but the hirers should also be given an up to date copy of the relevant NOP and EAP for the facility and any special conditions of hire which might apply to their session.

Conditions of hire should include:

- The name and address of the organisation hiring the pool.

- The name and address of the pool being hired.
- The name of the hirer's representative (the responsible person – first point of contact) and contact details.
- The activity for which the pool is to be hired (to assess the level of risk and safety rules required session by session).
- The numbers participating and their age and swimming ability (where a school 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).
- Specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of lifeguarding 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 and EAP and agree to undertake and abide by the content of the documents.

The conditions of hire information can be found in the swimming booking confirmation and service level agreement in the swimming folder located in the office.

### **Risk Assessment:**

There must be a written risk assessment for each pool (this is the responsibility of the pool operator / Facility Manager) and **each** swim session (i.e. class group/year group - this is the responsibility of the school), as the pupils and the staff participating will all have unique features that make particular demands upon safety e.g. challenging behaviour, medical needs, SEN, nervous swimmer etc.. Each pool and each session must therefore be dealt with individually and individuals requiring specific support may require their own swim risk assessment rather than a generic one for their whole swimming group.

There must be a suitable and sufficient written risk assessment for the swim session (each group) clearly indicating significant hazards, risks and control measures in place. This document should consider and include (this list is not exhaustive):

- The journey arrangements
- The changing facilities and arrangements
- The pool, the lesson activities, pool toys / float aids used
- Staffing roles and responsibilities, qualifications, Swim Test
- First Aid provision
- Swimming ratios



- Clothing
- For each swim session identify pupils and staff participating with specific needs or support requirements
- Outline of facility and the dual arrangements the school has with the facility / pool operator, the provision of safety equipment.

**Appendix A Session Register:**

**DATE:**

**Lead coordinator Name:**

Number of Students	Boys -	Girls -	TOTAL-
Head Counts:			
Starting Journey: -		Departure of LC: -	
Entry to LC :-		Return to SCH: -	
Poolside: -			
STAFF ROLES	MEMBER OF STAFF (LCC or SCH)	QUALIFICATION	
CHANGING RM DUTY BOYS			
CHANGING RM DUTY BOYS			
CHANGING RM DUTY GIRLS			
CHANGING RM DUTY GIRLS			
SWIM TEACHER			
SWIM TEACHER			
SWIM TEACHER			
SPOTTER			
SPOTTER (1:1)			
SPOTTER			
IN POOL SUPPORT			
IN POOL SUPPORT			
FIRST AIDER			
LIFEGUARD LCC (NPLQ Level 2)			

**SEND/MEDICAL/1:1 SUPPORT CHECKS**

NAME	CONDITION & TREATMENT REQ/MEDICINE
CHECK	SIGNED
Visual Pool structure satisfaction (water clean)	

Safety Equipment is on the Pool Side	
Lifeguard is informed of SEND/Medical Conditions of Students and Staff as above	

**NOTES FROM THE LESSON:**