

# SWIMMING POOL SAFETY

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# **SCHOOL SWIMMING POLICY DOCUMENT**

To: All Primary and Special School Head Teachers

Dear Head Teacher

Schools' Swimming Programme

Every year the number of real and potential tragedies in the district involving children and water serves to remind us of the importance of the Council's Schools Swimming Programme.

**This Policy Document, containing the Borough's swimming teaching programme and certification scheme, has been revised in line with the National Curriculum. It provides for a continuous and progressive programme of work to develop in children water confidence, ability in survival swimming, rescue and life saving skills and the opportunity to enjoy the leisure and health aspects of swimming.**

The Educational and Culture Department are to provide this programme for the Borough's school children. This document brings together all the information necessary for schools to implement successful swimming programmes throughout the Academic year and I commend it to you.

Yours sincerely

Margaret Blenkinsop  
Director of Education and Culture

July 2002

## **THE SCHOOLS' SWIMMING PROGRAMME**

The management of the Schools' Swimming Programme is currently run by Serco Leisure operating on behalf of Bolton Community Trust. The curriculum is controlled by the National Curriculum and the Department of Education, and the planning of the programme reflects both the requirements of the D.f.E.E and Serco Leisure policy.

The teaching of the programme is undertaken by fully qualified Swimming Instructors, whose qualifications are regularly updated and who take part in INSET activities specifically designed to meet the needs of and enhance the Schools' Swimming Programme.

### Primary School Swimming

The resources for primary school swimming are delegated to schools, and provide one term of swimming in the primary phase. Traditionally, the allocation of time for primary school swimming has been on the assumption that it would be years 5 and 6 that would swim, but it is open to the Head Teacher to manage the allocation of sessions as she/he finds more beneficial to her/his pupils. Children from year 3 may attend school swimming. The number of sessions allocated to a primary school is based on a combination of factors. Including the Council Policy of one swimming budget allocation per year unless there is more than 50 pupils in year 6 then two budget allocations are given. The staffing ratio of one member of staff (including accompanying teacher) to 25 pupils. All schools are given a minimum of one session.

It is highly recommended that once a particular year group have been selected to attend swimming, these children are not changed ad lib throughout the term as this heeds any form of continuity that the Swimming Instructors are aiming to achieve.

The maximum number of pupils that can attend any one session is 50. (With the exception of Jubilee pool were the maximum number of pupils is 25 and Sharples Pool were the maximum number of pupils is 40.

Allocations are revised annually as part of the Service Level Agreement. Where possible, the programme is planned for the whole school year, with the planning process beginning in the early Spring Term. Programme planning is the responsibility of the Swim Life Manager to whom all requests for alteration to the programme should be addressed.

### Special School Swimming

The resources for special school swimming are delegated to schools. The times allocated to special schools reflect the Borough Policy on swimming for special schools included as Appendix 2.

## Secondary School Swimming

Secondary schools making their own arrangements for school swimming are reminded of Council Policy of employing Swimming Instructors whose qualifications are current.

## Water Safety Talks

**Visits are pre-arranged to suit both school and Swimming Instructor. Each primary school will be visited at least once a year, to deliver a water safety programme.**

## Certificates

**Swimming Certificates (National Curriculum Key Stage 2) and Learner Certificates can be obtained from the Swimming Instructor at the pool, in the first instance, or (if difficulties arise) from the Swim Life Manager. Any other awards may be purchased from any Swimming Pool.**

## Transport

**Transport for the swimming programme is organised by the Educational Transport Department. Any problems or concerns should be notified to the Transport Team. Tel. No. 01204 332048**

## THE TEACHING OF SWIMMING IN SCHOOLS

### General Aim

**The Local Authority's scheme of swimming reflects the requirements of the National Curriculum.**

**The Scheme should ensure that all children are given the opportunity of learning to swim and, subsequently, by providing a continuous progressive programme of work, initially developing their water confidence and ability of survival swimming, rescue, water-safety and life-saving skills, recreational and competitive swimming.**

### Distribution of Code of Practice

**Head Teachers are asked to bring the following Code of Practice to the attention of all teaching staff involved in teaching or supervising pupils' swimming.**

**It is important that newly appointed teachers and professional Swimming Instructors should receive a copy of this Code of Practice.**

### Awards

**The first awards taken should be the Local Authority's Swimming Certificates, which reflect National Curriculum requirements.**

## CODE OF PRACTICE

### Basic Arrangements

- 1. In primary schools, sufficient time should be made available to ensure that each child is able to fulfil the requirements of the programmes of study in swimming. Some schools may wish to go beyond this minimum requirement. In secondary schools, swimming is an optional part of the PE curriculum, with programmes of study for both key stages. Where time and facilities allow, children should be given the opportunity to build upon the foundations established in the primary school. Secondary schools are strongly encouraged to make provision for those designated as non-or weak swimmers.**
- 2. Only children medically excluded will not follow the scheme of instruction, and any doubtful cases should be referred to the**

**School Medical Officer. These children should not attend the pool. All other children for whom swimming is timetabled should attend at the pool at the discretion of the Head Teacher.**

- 3. A record of attendance should be kept by the Swimming Instructor. Progress in swimming should be assessed and recorded by the Swimming Instructor. These recommendations also apply to children attending their own school pool.**
- 4. In all pools, the time allocated to schools must be strictly adhered to. Under no circumstances should transport be kept waiting for school parties.**

Teaching Staff

- 5. For reasons of safety, to maintain teacher/pupil ratio and the quality of teaching, there must be present at the pool at all times a Swimming Instructor qualified according to the standards laid down by Serco Leisure.**

Teaching Qualifications to be in charge of swimming

- 6. All swimming teachers will be qualified to A.S.A teaching certificate and N.P.L.Q (National Pool and Lifeguard Qualification)**

Teacher/Partnership

- 7. All members of staff attending the pool in charge of classes of children, must be prepared to give complete attention to observing the swimmers during the whole swimming lesson.**
- 8. The appropriate qualified Instructor has the responsibility for the water safety of the pupils, i.e. to ensure a safe teaching environment.**
- 9. The accompanying schoolteacher is responsible for the discipline of the class and is in 'loco Parentis' and this duty cannot be handed over.**
- 10. Normally, the Swimming Instructor will take responsibility for the swimming syllabus, but within the High Schools the specialist teacher of P.E and also those teachers with considerable experience in the teaching of swimming may wish to control the arrangements of their class. In the latter case, priorities and programmes of teaching will be agreed with the Swimming Instructor.**

Teacher/Pupil ratio – Supervising and Teaching from the Pool Side

- 11. The maximum teacher/pupil ratio in any pool is generally, ONE teacher to a maximum THIRTY pupils. However in a Learner Pool the maximum number of swimmers is ONE to TWENTY pupils. Two Swimming Instructors will be provided at each lesson. Larger numbers than this can be included in one session, as long as the teacher/pupil ratio is maintained.**
- 12. It is recognised that it is sometimes necessary for members of staff to enter the water with the children. It is essential that the teacher/pupil ratio is maintained on the pool side.**

#### Health

- 13. Any pupils with a foot infection, including veruccae, should follow the local practice, i.e. either be excluded or be allowed to cover the infected area and swim.**

#### Children with Physical Disabilities

- 14. When children with physical disabilities are time-tabled to attend the pool with classes other than those from Special Schools, then reference should be made to the "CODE OF PRACTICE FOR SWIMMING IN SPECIAL SCHOOLS" (See Appendix 2).**
- 15. A note of any disability MUST be recorded against the child's name in the swimming register.**
- 16. Provision may have to be made for additional help, depending on the degree or severity of the disability.**
- 17. The Swimming Instructor must be informed of any medical condition that may affect the pupils performance in the lessons. In the case of children with serious medical conditions such as epilepsy and heart conditions, medical clearance is essential before they are allowed to take part in any swimming programme. It is important that asthma sufferers bring their prescribed inhaler onto poolside.**

#### Safety and Emergency Precautions

- 18. On their first visit, all children must be made familiar with the geography of the building, including emergency exits. It is essential that deep and shallow water areas are carefully pointed out to the children.**
- 19. No child should be allowed in the pool area unless under the direct supervision of a teacher, and no child should enter the water unless a qualified Swimming Instructor is present.**



**20. The accompanying teacher should count the numbers of children prior to entry into the water, on leaving the water and on leaving the building.**

**21. At all times, a teacher or responsible adult must be in a position to see the whole pool. Staff should not enter the water unless the ratio of ONE teacher to TWENTY FIVE pupils is maintained on the pool side.**

**22. The following are forbidden at all times:-**

- **Running on the pool side**
- **Pushing into the water**
- **Rough play**
- **Shouting**

**23. It is the responsibility of the teacher in charge to ensure that no child is allowed free access to the deep end of the pool before he or she is an adequately strong swimmer.**

**24. Teachers must be aware of the location of the nearest life saving equipment, first aid equipment and telephone, in case of emergency.**

**25. The teacher must be aware of the emergency drill.**

Pool Markings and Equipment

**26. The depth of water should be clearly marked on the pool wall. This should indicate, where appropriate, the varying depths.**

**27. The area of safe shallow water must be clearly defined.**

**28. "Ware" type safety poles must be provided and these should be fixed midway down both lengths of the pool.**

**29. In case of emergency, there must be free access to a telephone. Particular attention should be paid to this regulation when a pool is being used OUTSIDE normal school hours.**

**30. A first aid kit, with the contents regularly checked and two space blankets should be freely available.**

**31. Swimming aids should be checked regularly by the Swimming Instructor or teacher-in-charge of the pool to ensure maximum efficiency.**

Personal Effects

**32. All children with hair longer than chin length, MUST wear swimming hats.**

**33. Jewellery (Including watches) should not be worn in the pool. Earrings – sleepers and studs are classed as jewellery.**

**34. Dress – Boys should wear swimming trunks or suitable swimming shorts, girls should wear a one-piece bathing costume.**

#### Goggles

If a pupil is a non swimmer goggles will not be allowed to be worn, unless there is an underlying medical condition, upon which a medical note from a Doctor will be required.

Competant swimmers (50metre or above) will be allowed to wear suitable goggles. However goggles will not be allowed during the teaching of any lifesaving skills.

#### Diving

**35. The A.S.A. recommendations for the teaching of diving must be strictly complied with.**

#### Long Distance Swimming

**36. This is not a suitable activity for normal curriculum work, but some "stamina building" lessons can be included during the term of lessons for the more competent swimmer.**

**37. No child should be expected to swim excessive distances in competitions, survival work or sponsored events without adequate training.**

**38. In sponsored swims organised by schools, the maximum distance to be attempted must be specified and these should be in accordance with the known abilities of the children participating.**

#### Swimming Pools

**39. Sole use – The normal Serco Leisure regulations must apply.**

**40. Shared use – Where life saving cover is supplied by the pool, the teachers must remembers their duty of “Loco Parentis” and stay in close attendance with the children at all times.**

Posting of Regulations

**41. A copy of the Code of Practice must be posted and clearly displayed at the entrances and at the side of all swimming pools maintained by the Local Authority.**

## GOOD PRACTICE IN THE ORGANISATION AND TEACHING OF SWIMMING

**All teachers concerned with taking children swimming should familiarise themselves with "Safe Practices in Physical Education" –, and the "Code of Practice for Swimming".**

**Where children are taught swimming as part of the P.E. curriculum or where extra curricular clubs or competitions take place, the following procedures should be followed:-**

### 1. Arrival and Departure

**Children should enter and leave the building under supervision.**

**Children should be counted into the building.**

**Children should be collected and counted before leaving the building.**

### 2. Changing Room Areas

**The accompanying class teacher should encourage good behaviour in the changing rooms and, as far as possible supervise the changing situations.**

**An appropriate procedure for changing should be established.**

**Jewellery should be removed and provision should be made for the safe keeping of valuables.**

**Children should be reminded to attend to their personal toilet requirements and to be clean before entering the pool area.**

### 3. Teacher Responsibilities

**Accompanying teachers should:-**

**- will remain on poolside at all times and in a position that enables them to have a good overall view of the pupils.**

**- where there is a Learner pool and a main pool one teacher must be positioned on each pool.**

- **Wear suitable clothing and appropriate footwear.**
- **Make sure that the children are aware of the deep and shallow ends of the pools.**
- **Ensure that the "Ware" type Safety Pole is readily accessible; know the location of the telephone and first aid box.**

**In addition, Swimming Instructors should:-**

- **Familiarise themselves with the use of the Safety Pole and the throw bags.**
- **Check the condition of the buoyancy aids for safety.**

#### **4. Emergency Drill**

**Teachers must:-**

- **Carry a whistle at all times to be used as a safety aid NOT as a teaching aid.**
- **In a team teaching situation be aware that the first blast on a whistle intimates a potential risk situation.**
- **Be aware of the emergency drill and ensure that the procedure is known and practised by the children.**

**Special arrangements should be made for hearing impaired children.**

**In the case of an emergency, the children should be taught how to attract the attention of the teacher by shouting or waving.**

**The following is the recommended procedure for the EMERGENCY DRILL.**

- 1. ONE long blast on the whistle means STOP, the children stand or tread water and face the teacher.**
- 2. TWO long blasts on the whistle means the children LEAVE THE WATER by the shortest route and stand well away from the edge of the water.**

#### **5. Pool Organisation**

**The accompanying teacher should count the number of children prior to entry into the water, and on leaving the water.**

**The class register should be available on the poolside.**

**Notes concerning the children in the class should be at hand.**

**The pool should be appropriately divided to accommodate for pool users. School children should be separated from the general public in pools where they both swim.**

6. Lesson Organisation

**Children should know the routine procedure when entering the pool area.**

**No child should be allowed to enter the water until told.**

**Children's swimming ability should be assessed at the commencement of a term.**

**Records of the children's ability groupings should be kept and be available.**

**Records of the children's progress and Swimming Certificate achievements should be kept.**

**The appropriate Swimming Instructor will assume overall responsibility for the organisation and water safety of the children.**

**Positioning of the teachers on the pool side should be such that all pupils in their care are constantly visible.**

**Lesson plans and notes should be available for all teaching staff and, where appropriate these displayed for children to follow.**

## THE SWIMMING PROGRAMME

**Traditionally, the Authority has recommended a two term programme of swimming in the primary schools.**

**The scheme of work represents a worthwhile and meaningful swimming curriculum for pupils across the full range of ability and could, if necessary, span all key stages.**

**The scheme reflects the requirements of the National Curriculum in terms of statutory and non-statutory recommendations. It allows for progression and continuity, which is reinforced through the L.A's Certification Scheme.**

**It is essential that all pupils are set appropriate yet attainable challenges. Consequently, the work should always be matched to the ability level of the pupils.**

**It is anticipated that the majority of the pupils will progress to at least the next level, e.g. Beginners to Improvers and Improvers to Advanced Swimmers.**

## SCHEMES OF WORK BEGINNERS

### 1 Assessment and Safety Procedures

Entries – Exits – Explore elements of water

Provide for prone flotation

Provide for prone movement

Provide for supine flotation

Provide for supine movement

Introduction to multi-stroke – legs

Introduction to multi-stroke – arms

Introduction to multi-stroke – full stroke

Games

### 2 Stroke technique (chosen stroke) legs

Stroke technique (chosen stroke) arms

Stroke technique (chosen stroke) breathing

Stroke technique (chosen stroke) co-ordination

Stroke technique (chosen stroke) full stroke

Progressive

(Distance/TimeIncreasing

Targets/Goals)

Games

### 3 Survival – entries – swim in clothes (1 article)

Survival – swim in clothes and flotation

Survival – H.E.L.P. and exits

Stroke technique – chosen strokes – legs

Stroke technique – chosen strokes –

### 4 Assessment and water Confidence

Understanding principles of front crawl

Understanding principles of back crawl

Understanding principles of breast stroke

Self Assessment of above strokes

Games

### 5 Water safety – reaching rescues - casualty

recognition

Water safety – reaching and throwing

Water safety – throwing buoyant aids; ropes

Water safety - initiatives based on above

Water safety assessment

Progressive – distance

Progressive – increase targets

Games

### 6 Consolidation of stroke work – all strokes

Assessment of stroke work – using a variety of combinations

Games



arms

Stroke technique – chosen strokes – breathing

Stroke technique – chosen strokes – co-ordination

Stroke technique – chosen strokes – full stroke

Games

Basic insight to all three strokes should have been carried out by the end of the first year.

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## SCHEMES OF WORK

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IMPROVERS

ADVANCED

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### 1 Assessment - Safety Procedures

F/C – body position

F/C – legs

F/C – arms

F/C – full stroke

Back – body position

Back – legs

Back – arms

Back – full stroke

Games

### Assessment – Safety procedures

F/C – body position

F/C – legs

F/C – arms

F/C – full stroke

Back – body position

Back – legs

Back – arms

Back – full stroke

Games

Breast – body position

### 2 Breast – legs

Breast – arms

Breast – full stroke

Timed swims trying to improve performance weekly

Reasons for changes in pulse rate

Games

Breast – body position

Breast – legs

Breast – arms

Breast – full stroke

Timed swims trying to improve performance weekly

Reasons for changes in pulse rate

Games

**3 Entries/Swimming in clothes/treading water**  
**Swimming in clothes with floating objects**  
**H.E.L.P./exits- huddle**  
**Combination of skills**  
**Evaluation of survival skills**  
**Evaluation of the technique of strokes (previously learnt) with a partner**  
**Games**

**Entries/Swimming in clothes/treading water**  
**Swimming in clothes with floating objects**  
**H.E.L.P./exits- huddle**  
**Combination of skills**  
**Evaluation of survival skills**  
**Evaluation of the technique of strokes (previously learnt) with a partner**  
**Games**

## SCHEMES OF WORK

**4 Assessment and Emergency procedures****Asymmetric legs****Symmetric legs****Asymmetric arms****Symmetric arms****Breathing for asymmetric stroke****Breathing for symmetric stroke****Full asymmetric stroke****Full symmetric stroke****Games****Assessment and Emergency procedures****Butterfly legs****Butterfly arms****Butterfly body position/breathing****Butterfly full stroke****Set distance swim increasing each week****Games****5 Reaching rescue/casualty recognition****Reaching rescue/throwing rescue****Throwing rescue****Initiative****Assessment****Set distance swim increasing each week****Games****Reaching rescue/casualty recognition****Reaching rescue/throwing rescue****Throwing rescue****Initiative****Assessment****Games****6 Breathing – front crawl****Full stroke – front crawl****Body position – back stroke****Full stroke – back stroke****Breathing – breast stroke****Full stroke – breast stroke****Other forms of propulsion****Assessment****Games****Breathing – front crawl****Full stroke – front crawl****Body position – back stroke****Full stroke – back stroke****Breathing – breast stroke****Full stroke – breast stroke****\* Starts and turns****Assessment****Games****\* Adhere to latest diving regulations.**