



'Broadening Horizons'

Rushey Mead Primary School Swimming Policy

**Reference: Safe Swimming Practice in Schools
and School Swimming Guidance.**

2nd December, 2022

Signed :

Chair of Governors _____ Date _____

Headteacher _____ Date _____

Review date December 2022

Hiring the pool

The leisure centre will provide the following:

- Welcome letter containing prices
- Arrangements for Hire form
- School Swimming Guidance document
(Copies of the Normal Operating Procedures (NOP) & Emergency Action Plans (EAP))
- A generic schools swimming risk assessment which will assist all schools in formulating their own specific risk assessments for school swimming
- Reassurance that all lifeguards in the centres are fully qualified to NPLQ Level 2 standard and maintain regular CPD. The leisure centre will hold all copies of certificates and training records for lifeguards and will produce them if ever the need should arise

The school's swimming coordinator will need to complete and return the following:

- Arrangements for Hire form
- Swimming Induction and Swim Booking Sheet.

Only on satisfactory receipt of the above will the School Swimming Co-ordinator from the leisure centre be able to email confirmation of the booking.

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.

Letters should be sent home to parents and giving them 6 weeks' notice to pay any fees. Consent forms must be received before the children can go swimming.

Inductions and Swim Test

All members of staff involved with swimming must have had a pool induction and a swim test, preferably a wet and dry test. 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. 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.

The Swim Test must be refreshed annually at Cossington Sports Centre and should be in two parts:
a) refresher on the schools NOP and EAP which must be tested;
b) the recognised 'wet' test undertaken in the pool and poolside. A current record of training issued by the pool must be maintained by the school's Swimming Coordinator.

All candidates will be given a tour of the facility to include:

- Reception areas and where to sign in and out of the building.
- Changing rooms and arrangements for their pupils including advice on the storage of pupil belongings once changed for swimming.
- Fire exits and assembly points outdoors.
- Location of first aid room and informed who the Centre's designated first aiders are.

Once changed and on poolside, candidates will be shown:

- The location of the poolside alarms and rescue equipment.
- Where the swimming aids are kept and the type of swimming equipment that is available.
- How the pool will be set out when they bring their pupils swimming.

- Where pupils who are not swimming are required to wait for their turn. (School Teachers need to supervise these pupils.)

Candidates must show competency in:

Carrying out a non- contact rescue and a contact rescue.

Normal operating procedure (NOP) and Emergency action plan (EAP):

The staff will be trained on the EOP and NOP when they have their induction every academic year. The school's Swimming Coordinator should also have copies of this and the pool's risk assessment.

Risk Assessments

There must be written risk assessments for each class, 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.

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:

- 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

Class Packs

Once this has been approved on Evolve, the EVC will give a member of staff a class pack containing the risk assessments, itinerary, medical and contact lists and sessional register.

School roles & responsibilities for swimming pool and activities

School Name & Address	Rushey Mead Primary School Gipsy Lane, Leicester, LE4 6RB
School Swimming Manager	Louise Flint
Lifeguard	Provided by LCC
First Aiders	Ashie Karia – TA Kim Chauhan- TA
Swimming Instructors	John Southall and Hayley Walden
Pool and Activities Monitoring	Nitash Odedra – Deputy Head Louise Flint – Swimming Co-ordinator

Overall City Council Responsibility

Leicester City Council has responsibility for ensuring safety in swimming in schools and other facilities where it is the employer. As part of this responsibility, the City Council provides the safety policy, guidance and procedures for swimming and ensures that its employees receive any necessary training to carry out their dedicated tasks.

School Responsibilities and Roles

The governing body must ensure that this LCC 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.

Schools Swimming Manager/Coordinator

The school undertakes swimming as an activity and therefore needs to be a designated member of staff to oversee the activity. This role must have an understanding of the following:

- The legal responsibility, development, implementation and review of the risk assessment.
- The legal responsibility, development, implementation and review of staff induction and initial and ongoing training.
- The legal responsibility, development, implementation and review of Serious Incident Management systems.
- An understanding of and the implementation of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision of Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002 (schools with their own pools), the Manual Handling Operation Regulations 1992.
- Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool and should be authorised to control the use of the pool.
- This role also covers the allocation of key roles for each swim session

Lifeguard

We hire a Lifeguard from Leicester City Council, who is qualified with the National Pool Lifeguard Qualification (NPLQ) Level 2. Standards are set by the by the Institute of Qualified Lifeguards (IQL) which requires on-going training and a renewal exam to prove competency every two years. We do not need a copy of this, it is sufficient to have in the written Hire Agreement that all lifeguards provided are qualified to NPLQ Level 2 and maintain their CPD in line with the qualification requirement.

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 schools 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.

Swimming Instructors

Two staff members have undergone their ASA level 2 swimming teacher qualification and will be responsible for teaching school swimming. They have been allocated PPA time to ensure lessons can be fully planned and resourced. The class will be split into two groups based on their swimming ability. The group not swimming will be sat with the class teacher watching the lesson and completing worksheets. The instructors will be qualified to the standards set by the ASA, governing body for swimming. 1 swim teacher may teach from in the pool whilst the other one is poolside. If the member of staff is absent a replacement will be arranged with the pool.

First Aider

A first aider must be present on pool side. A first aid kit, blankets/space/thermo blankets and a defibrillator must be available. These arrangements must be regularly checked, monitored and recorded.

Schools are responsible for ensuring that the school staff accompanying the swimming session are aware of any specific medical needs for those pupils attending and any medication on pool side.

In the event of an accident occurring which requires first aid, this must be recorded on the accident form of the pool being used and reported using Leicester City Council's online incident reporting system, the school should request a copy for their own records.

Accidents and dangerous occurrences must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Local Authority in the first instance using Leicester City Council's online incident reporting system.

Schools should report all accidents, incidents or near misses to their Governing body.

Supervision of changing rooms

There will be a designated changing room supervisor making sure children are getting changed quickly, quietly and sensibly. These will be recorded on the sessional register.

Pool Plant, Pool water & pool facility operation and management.

Schools are not required to satisfy themselves as to the qualifications of those managing public swimming pools in the United Kingdom where they swim but if there is any concern with regard to safety (including the clarity and quality of the pool water) this should be reported to the Duty Manager at the pool immediately.

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.

Lighting failure

- The action taken will depend largely on the extent of natural light levels at the time.
- If the lighting level is deemed to be inadequate arrangements will be made to evacuate the pool. Whether this is permanent or not depends on the nature of the lighting failure and whether it is a short or long term problem.
- Should evacuation of the pool be required, pupils should be asked to wait on the poolside away from the pool edges until centre staff can give further information concerning the situation.
- Hand torches will be made available and a controlled method of changing established where lighting levels in the changing area could be particularly low.

Drills

An emergency scenario/pool evacuation drill must be carried out every year with the outcomes recorded and any further action such as staff training undertaken and recorded.

Fire evacuation

- When the fire alarm sounds, school staff should assist the centre staff to line pupils up in a calm and reassuring manner at the nearest fire exit and take any registers with them.
- They should follow any instructions to evacuate from centre staff.
- Emergency foil blankets will be made available.
- All staff and pupils should assemble at the Fire Assembly Point where a role call will be made.
- No attempt should be made to re-enter the building.
- On advice of the emergency services centre staff will firstly enter the building followed by members of the public.

Emission of toxic gases

- Lifeguards should be made immediately aware of any unusual sign or symptoms made by pupils who give cause for concern i.e. coughing, stinging eyes etc.
- If a gas leak or chlorine gas is suspected direction must be taken from a senior officer and pupils directed to the fire exit door by which the evacuation should take place.

RECORDS

Records of incidents and accidents that occur in the swimming pool or pool area should also be maintained and should be available for inspection. An annual review of these will assist with the review of the hazards / risks associated with the school swimming activity.

Records should be kept of all equipment checks by the pool, it is sufficient to have indicated in the Hire Agreement that these checks are undertaken and the leisure centre can provide evidence if required as part of an inspection.

Pool toys and float aids should be individually identifiable and regularly inspected, it is sufficient to have indicated in the Hire Agreement that these checks are undertaken and the leisure centre can provide evidence if required as part of an inspection. School staff however, has a duty of care to undertake visual checks at the beginning of each swim session and report any defective / damaged equipment immediately to the Duty Manager of the pool and request an alternative.

Pool activities, sessional registers and supervision should be regularly monitored and reviewed to monitor health and safety performance, to check that the pool and swimming activity risk assessment is suitable and sufficient and inspection / monitoring records kept.

A Swimming Sessional Register

This is a record to be kept by the school to support their portfolio of swimming evidence. We do not have to provide the leisure centre with a copy of this however the leisure centre can request to see this at any time. A swimming sessional register must be drawn up to establish roles and responsibilities including the swim session lead, lifeguards, first aiders, teachers, 1:1 supervisors if applicable and changing room supervision. Consideration should be given to ensure that there is appropriate and suitably trained, inducted etc. staffing provision for back up support.

SLT Monitoring

A member of the SLT or the schools swimming co-ordinator must oversee one lesson every half term and complete a pool monitoring checklist.

Swimming Ratios

12:1 Non swimmers/ Beginners - Young children, normally of primary school age who are either completely new to swimming or can only swim across the pool with the use of a floatation aid.

It would be advisory to have assistance in the water with the beginner groups and in some cases the leisure centre's co-ordinator may insist on this.

There should be a **maximum of 12 pupils** in one swimming group. Additional support in water does not permit ratios to be increased. Please be aware that a disregard of the set ratios is a breach in health & safety and should an incident ever arise all involved will be held accountable.

1:1 support with any SEN children, risk assessed and decided whether the staff member should be in the pool.

Clothing

Staff working in the pool area should change into suitable footwear to be able to move easily around the poolside. They should wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child.

All children must wear appropriate swimwear. For girls this would be a swimming costume, not a bikini, and boys either swimming trunks or fitted swimming shorts that are above the knee and do not inhibit movement. Jewellery should be removed unless consent has been provided concerning the wearing of jewellery for cultural and religious reasons. The school will then need to verbally notify the pool staff that this has been achieved.

When pupils need to cover their arms, torso and legs for cultural/religious reasons they should wear either a swimsuit that is especially made for such purposes or a swimming costume supplemented by tight fitting full body clothing such as lycra leggings and a long sleeved leotard or tight fitting long sleeved top. Lycra is advised as it does not absorb water the same as other materials which can then become heavy and difficult to swim in. It is also less likely to become transparent when wet.

Rushey mead primary school does not allow children to wear goggles.

Viruses, open wounds and infections

- Pupils who have suffered from diarrhoea within the 48 hours are advised not to swim for a period of two weeks after the last loose bowel movement.
- Pupils with chicken pox should avoid swimming for 7 days after the rash has appeared.
- Pupils with open wounds are not permitted to swim.
- Pupils with eye or ear infections should seek advice from their doctor with regards to swimming.
- Pupils with grommets fitted in their ears may swim with fitted ear bands or ear plugs and must avoid jumping in and swimming underwater.

Warts and Verrucae

- Verruca socks **must** be worn. Normal cotton socks are not permitted as they are porous. The foot must be covered with a waterproof sock, (a verruca sock,) to avoid the spreading of infection.

POOL RULES

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

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.

Safety Equipment

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. All signs should be compliant with the Safety Signs and Signals Regulations. A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.

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.

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

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.

Discovery of a casualty in water

- The drowning alarm must be activated immediately.
- Entry to the water must be made in a safe manner with appropriate rescue put into action.
- Qualified (NPLQ) people will administer appropriate treatment under the direction of the most senior person present.