St. John's Primary School



Swimming Policy and Risk Assessment

"You should be protected from things that could harm you."

Article 36 United Nations Rights of the Child

Thinking Learning Caring

"Swimming is moving meditation"

AIMS OF TEACHING SWIMMING

- ✓ To teach the children an important life-long skill
- ✓ To provide a meaningful and safe swimming experience for children.
- ✓ To reinforce the stated aims of the school in relation to physical education, the personal and social development of children and their health and wellbeing.
- ✓ To meet the requirements of the National Curriculum.

Pupils should be taught to:

- ✓ Swim competently, confidently and proficiently over a distance of at least 25 metres
- ✓ Use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]
- ✓ Perform basic survival and rescue skills in pool based situations
- ✓ Keep themselves safe and understand the potential dangers of Jersey's beaches

Pupils should be able to swim:

- ✓ A minimum of 25m head up front paddle/breaststroke strongly
- ✓ A minimum of 25m Front Crawl breathing to the side – no lifting of the head to the front – with good technique
- ✓ A minimum of 25m Backstroke with technically correct arm and leg action and body position.
- ✓ A minimum of 15m (desired 25m) of a recognizable breaststroke or butterfly, correct timing is not essential, no front crawl kick or front paddle allowed

In addition, pupils should be able to perform:

- ✓ A straddle entry keeping face dry
- ✓ Treading water for a minimum of 30 seconds, keeping head above the water without travelling
- ✓ A surface dive at full reach depth and touch the bottom with hand/s

ORGANISATION

The swimming programme is available to all States schools with pupils in Key Stage 2. The programme combines a qualified swimming teacher(s) with access to a States run pool for a fixed period at the end of which pupils are assessed against the criteria above. The swimming programme is supported by the Jersey Sport department.

The programme is primarily targeted at year 4 and early year 5 pupils with the latter half of year 5 used to focus on any student who has yet to achieve the core standard.

ROLES AND RESPONSIBILITIES

The ***2016 Safe Practice in Physical Education and School Sport*** (all schools are required to have a copy of this) states:

'Aquatics teachers and school staff who have the responsibility for the water safety of the class in programmed activities should hold, as a minimum, either of the following awards: -

- ✓ The National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- ✓ The STA Level 1 Award in Pool Emergency Procedures'

LIFEGUARD / POOL SAFETY PROVISION

Someone must always have the responsibility for life guarding / rescue and resuscitation and must be suitably trained and qualified. In teaching sessions, the degree of control inherently in place is likely to reduce the risks.

DUTY OF CARE

An understanding of the term duty of care is needed and good practice in swimming as in all other areas of physical education and school sport should reflect safe practice. This involves risk management. The law imposes on those involved in physical education a duty of care to:

- ✓ Identify foreseeable risks that may result in injury

- ✓ Take reasonably practicable steps to reduce the risk to an acceptable level

There is some risk transfer with the schools using professionally managed Sports Centres i.e., the centres have very robust H&S management system in place and have a duty of care and responsibility to their customers.

Specialist swimming Teachers/Coaches from the Sports Centre may aid with the swimming lessons. Where their role is to lead the lesson, it is essential the qualified school staff, (see quote above from the Safe Practice in Physical Education and School Sport publication), remain on poolside to provide an assisting role. It is not a requirement for the school staff to hold a professional swimming teaching qualification, but they must hold an up to date NRASTC or equivalent rescue award (see 4 above).

TEACHERS' RESPONSIBILITIES

Knowledge of the up to date Normal Operational Procedures (NOP) and the Emergency Action Plan (EAP) for the pool(s) used. These will be provided by the Swimming Development Officer when a placement is confirmed.

The duty of care for pupil's travel, arrival and departure, behaviour in the changing rooms and at the poolside always remains with the teacher.

The duty of care for pupils in the swimming lessons always remains with teachers and cannot be delegated to any specialist instructor, coach or assistant, whether paid or voluntary.

It is the responsibility of the teacher to ensure that the duty of care system works properly when pupils / students are being taught by an instructor.

The teacher is responsible for:

- ✓ communicating to the Swimming Development Officer or team any special educational or medical needs of pupils prior to arrival at the session
- ✓ monitoring the progress of pupils/students during the lesson in conjunction with the instructor
- ✓ taking immediate action if emergencies or unacceptable situations arise in line with the pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)
- ✓ Familiarisation with the risk assessment, personalising to match cohort requirements and informing the Head Teacher of any shortcoming in the plans

RESPONSIBILITIES OF HEADS OF SCHOOLS AND SERVICES

Head Teachers are responsible for ensuring that

- ✓ local arrangements based on this policy are in place and reviewed when necessary
- ✓ the effectiveness of this policy is regularly monitored
- ✓ risk assessments are carried out prior to the activity taking place and the appropriate safety measures are in place, including the appropriate supervision ratios
- ✓ staff with responsibilities under this policy are competent to carry them out, with particular attention paid to newly qualified teachers, temporary staff and non-swimming teachers
- ✓ the training needs of school staff are assessed, and an appropriate level of training (including refresher training) is provided to ensure competence; qualifications need to be maintained and kept up to date
- ✓ an appropriate series of lesson plans is agreed between the class teacher and swimming instructor
- ✓ the quality of teaching is monitored
- ✓ parents are informed in writing before swimming lessons begin
- ✓ arrangements are made in relation to the special educational or medical needs of pupils or students with the advice of the school nurse if appropriate
- ✓ adequate child protection procedures are in place relating to the use of volunteers
- ✓ staff are aware of their responsibility to follow NOP and EAP as outlined in pool policies
- ✓ contingency plans are in place to deal with the absence of key staff

SUPERVISION

The following factors need to be considered when determining teacher/instructor pupil ratios:

- ✓ The age of pupils
- ✓ The range of their swimming ability

This should be known by the teacher and instructor and each new pupil should be checked at the first lesson in shallow water.

Supervision ratios in the pool should follow the following guidance:

Activity	Baseline learner/teacher ratio
Adult and child class (where adults are in the water with a child on a 1-to-1 basis)	12 babies and adults to 1 teacher
Younger children between 3½ and five years old	6 to 1
Teaching in the water	6 to 1
Beginners (including adult learners)	12 to1
Improving swimmers (children and adults)	20 to1
Mixed ability groups (children and adults)	20 to1
Competitive club swimmers	30 to 1
Diving tuition from poolside (children and adults)	20 to1
Diving training (children and adults)	10 to1

SWIMMING SESSION SCHOOL EXPECTATIONS

ARRIVAL AND DEPARTURE

- ✓ Children should always enter and leave the swimming pool area under supervision and be counted into and out of the swimming pool area.

IN THE CHANGING ROOM

- ✓ The teacher will encourage good behaviour in the changing rooms. This will not only ensure the safety and wellbeing of pupils but will also help to set the tone of the lesson.
- ✓ For the safety of the individual and the group, no jewellery of any kind is to be worn in the water.
- ✓ Wherever possible, supervision and changing of pupils should be undertaken by school staff and/or accompanying helper of the same gender.
- ✓ Wherever this is not possible, there must be clearly understood and agreed procedures in place to enable staff access.

TEACHER RESPONSIBILITIES AND DUTIES

- ✓ The school is responsible for undertaking a periodic risk assessment of the school's swimming provision.
- ✓ Suitable clothing and appropriate footwear should be worn.
- ✓ Ensure all children are suitably attired. Girls must wear a one-piece swimsuit and boy's wear swimming trunks or appropriate swimming shorts.
- ✓ Know the location and function of safety equipment – the telephone, and first-aid kits. Know the Normal Operating Procedures of the pool and Emergency Action Plan arrangements.
- ✓ Be able to contact pool staff immediately in the event of any emergency.

LESSON ORGANISATION

- ✓ Children should be familiar with routine procedure when entering the pool area – for example, they should know exactly where to stand, sit or line up. No child will be allowed to enter the pool area or water until told to do so.
- ✓ Staff are expected to promote positive behaviour management at all times.
- ✓ The instructor and teacher will adopt a position on the poolside such that all pupils in their care are constantly visible.

ASSESSMENT AND RECORDING

The swimming ability of the children will be assessed at the beginning of a unit of work by the swimming instructor and recorded. Records will be kept of the progress of individual pupils throughout the unit of work.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.1	January 2023	Jamie Hazley	New Policy	SLT	ALL	January 2023

Appendix 1- Swimming Risk Assessment for Haute Vallee Pool- Sections to be adapted by Class Teacher to reflect cohort "requirements"

Location	Haute Vallee Swimming Pool	HAZARD CONTROL MEASURES				
HAZARD (A hazard is a substance, activity or process that is likely to cause harm)	**THOSE AT RISK** (Consider – Staff, Contractors, public, young persons)	What control measures are in place to reduce the hazard?	Who is responsible for ensuring the control measures are in place?	When is the control measure delivered?	Where is a record kept?	Further Information available from?
Transport Injuries due to road traffic accident	Pupils Teachers	• Seatbelts are always used before the bus departs • Children remain seated throughout • Appropriate care taken when driving- appropriate insurance. • Children to be reminded of the expectations before and on the minibus.	• Teachers • Pupils	• Every time they travel		
Diving / Jumping Spinal injuries due to bumping head on the floor	Pupils Swimming teachers demonstrating	• Diving only to take place during supervised coached sessions by fully qualified swimming teachers. • The activity of diving only occurs down the deep end in 1.5m+ of water as per the recommended guidelines from the ASA. • One pupil diving at a time. • All pupils told to keep hand above their head when they dive in so if a deep dive is performed their fingers touch the bottom first rather than their head.	• Swimming teachers • Lifeguards • Pupils themselves ensuring hands are above head.	• Every time diving occurs all the points are followed and all instructions are repeated every time.		http://www.swimming.org/library/documents/8966/download
Underwater swimming / games Hyperventilation/ breath holding Bumping head/collisions with other pupils	Pupils	• Pupils taught to blow bubbles prior to going under water. • Pupils reminded to blow bubbles whilst under the water not hold their breath. • Pupils informed to not take short sharp breaths prior to going underwater. • Pupils sent in groups to prevent overcrowding and collisions	• Swimming teachers • Pupils • Lifeguards	• Taught to blow bubbles during first session • Instructions and reminders given even time underwater activities occur.		
	Pupils	• Handstand and forward rolls performed in chest depth water.	• Swimming teacher	• Every time activity takes place		

Forward rolls/handstands Collisions with the wall/floor and other pupils/ swimmers	Swimming Teachers demonstrating	• Performed in waves so pupils are in a generous sized space and unlikely to bump into each other. • Performed away from walls to avoid banging against wall.				
Tumble Turns Collisions with the wall/floor and other swimmers	Pupils Swimming Teachers demonstrating	• Forward rolls are taught prior to attempting tumble turns. • Once able to forward roll tumble turns attempted. • Pupils are reminded to tuck their heads in when rolling this stops them from banging their head on the wall. • Performed under close supervision while learning. • One person tumble turning per lane at any time.	• Swimming teacher	• Every time activity takes place • Reminded when doing tumble turns during warm up for advanced swimmers.		
Backstroke / Sculling - Bumping head on wall/other pupils	Pupils swimming	• Pupils sent at staggered intervals to minimise risk of banging heads. • Pupils informed to look behind them before pushing off. • Flags located at both ends of the pool 5m before the end as indicator. • Swim teachers and students stop pupils swimming widths just before they get to the wall.	• Swimming Teachers • Lifeguard • Pupils	• Instruction given before any pupils swim on back • Flags in place at all times • Any time when pupils partake in backstroke or sculling		
Frontcrawl / butterfly / backstroke – Clashing / interlocking of arms	Pupils swimming	• If swimming widths or individual lengths, pupils sent in the same direction at the same time. • If swimming lengths in a chain formation in lanes – each lane swims the alternate way round to the adjacent lane and swimmers asked to keep to the correct side.	• Swimming Teachers • Lifeguard • Pupils	• Instructions given to pupils prior to starting stroke • Lane etiquette taught to relevant levels prior to starting lane swimming		

Personal Survival Risk of drowning	Pupils	• All pupils briefed prior to the session to let them know what to do if they get tired or panicky. • Pupils placed in areas respective to their levels e.g. beginners in the shallow end, strongest swimmers down the deepest end. • All sessions start with the children getting in the water next to the wall in order to get used to going in in their clothes. • Groups are small and supervised by qualified swimming teachers with NRASTC qualifications of equivalent. • Qualified lifeguards are on poolside at all times supervising the children.	• Swimming teachers • Lifeguards	• Every session where personal survival is performed		
Playtime/Free time Risk of injury / drowning	Pupils	• All pupils are kept between the 5m flags and the wall at the shallow end, where they can stand in no more than 1m of water. • Qualified swimming teachers with NRASTC qualification or the equivalent are positioned around the area at different points in order to have a full view of the area and all pupils in it. • Qualified lifeguards watching the area at all times. • Regular head counts performed by each teacher to ensure all children are accounted for. • No jumping in or diving in allowed in the play area. • If pupils wish to jump, one qualified teacher will take a group down to the deep end and supervise the jumping session. • If large floats are in the pool for playtime, no pupil is permitted to stand on the floats or climb on the floats from the poolside due to risk of falling backwards.	• Swimming teachers • Lifeguards	• During any free play session.		

New swimmers unknown ability Risk of drowning	Pupils	• Safety briefing given to all new groups about pool rules, safety procedures for fire etc. and where the deep end and shallow end are • All new pupils assessed in the shallow end where they are able to stand up. • Pupils sent across one at a time next to the wall • Staff spread out along the shallow end wall.	• Swimming teachers • Lifeguards	• At the start of all new sessions with new groups. • If a new child joins a school / group after the initial assessment.		
Non Swimmers and Beginners Risk of drowning	Pupils	• Non swimmers and beginners spend the majority of their time in the shallow end next to the wall, where they can stand until they are more confident (no further than the 5m flags at the shallow end). • If taken out of their depth they are next to the wall where they can hold on. • A qualified swimming instructor with NRASTC qualification or equivalent is either in the water or standing on the side next to them at all times. • Working at a ratio of no more than 12:1 or 6:1 if teacher in the water.	• Swimming teachers • Lifeguards	• During all lessons with non-swimmers participating		
Intermediate Swimmers Risk of drowning	Pupils	• Intermediate swimmers swim either swim next to the 5m flag line where they are still able to stand or if swimming lengths; swim in single file next to the wall for the weaker swimmers in the group or in pairs up the pool (one next to lane rope, one next to wall) if more confident. • If out of their depth a qualified swimming teacher with NRASTC qualification or equivalent is watching them at all times. • Working at a ratio of no more than 20:1	• Swimming teachers • Lifeguards	• During all lessons with intermediate swimmers participating		
Advanced Swimmers Risk of collisions / drowning	Pupils	• Advanced swimmers swim in lanes in a chain with no more than 12 swimmers to one lane. • Each lane goes the opposite way round to the one next to it in order to stop the interlocking on arms on strokes such as front crawl.	• Swimming teachers • Lifeguards	• During all lessons with advanced swimmers participating		

		• Each pupil is reminded at the start of each session which way round to swim and to stick to the correct side to avoid collisions. • A fully qualified swimming instructor with NRASTC qualification or equivalent is supervising the group at all times. • Working at a ratio of no more than 20:1				
Swimmers with known medical conditions Risk of drowning Risk of medical emergency	Pupils	• Swimming staff are made aware by school teachers at the start of the session if any pupils have known medical conditions. • Medication is brought with the group for those pupils with conditions that may require it, e.g. insulin, inhaler etc. • Pupils are not asked it perform any activities that may aggravate the medical condition e.g. going to the bottom with ear problems. • Working on a ratio dependant on the severity of the pupil's condition.	• Swimming teachers • Lifeguards • School Teachers	• All lessons with pupils with known medical conditions participating in / on the side.		
Missing Children	Pupils	• Continual head counts performed during sessions by swimming teachers/lifeguards. • Swimming teachers constantly aware of the number of pupils in their group • School teacher ensuring pupils who go to the toilet return to the lesson. • If child reported missing, pool is cleared immediately to ensure they are not in the water and site EAP procedure is followed.	• Lifeguards • Swimming teachers • School teachers	• Continual head counts during every session • Pool cleared immediately if a child is reported missing.		
Supervision Person getting into difficulty and not being noticed	Pupils Swimming teachers Lifeguards	• Must be a qualified lifeguard present on poolside at all times when any person, pupil or member of staff is in the pool. • All lifeguards hold an NPLQ lifeguard qualification which is current and train once a month in order to remain competent. • All swimming teachers teaching a group alone hold a recognised swimming teaching qualification – preferably ASA or STA qualified.	• Swimming Teachers • Lifeguards	• All times	• A record of qualifications held my line manager of staff	

		• There is always at least one Level 2 qualified teacher on poolside during every lesson. • Swimming teachers/lifeguards position themselves at different points around the pool to ensure all water is being covered. • Each swimming teacher will ensure that they can see the entire group at all times when in the water.				
Wet floors – Slipping over and banging head/any part of body	Everyone on poolside	• Running restrictions in place • Health and safety talk about poolside rules before first lesson • Wet floor signs where applicable	• Swimming teachers • School teachers • Lifeguards	• At the start of the first lesson • Constant reminder about walking during lessons / as soon as some attempts to break the rules		
Steps into pool Injuries caused by damaged steps	Swimming teachers Pupils	• Any defects are reported to the site lifeguard immediately, these are them recorded on WHAM for maintenance to repair. • If any damages are identified steps are taken out of use until problem is rectified.	• Swimming teachers • Lifeguards	• When defect identified	WHAM	
Fire	Swimming teachers Pupils Lifeguards School teachers/ helpers	• Fire alarms installed • Pupils prepped for what to do if fire alarms sound during the safety talk on their first lesson. • Whole school fire drills undertaken twice per year to ensure all staff including swimming teaching staff know what to do in the event of a fire alarm. • Fire doors located at either end of poolside. • Procedures in place in the site EAP	• Lifeguards • Swimming teachers • Facilities managers	• At all times • Information delivered to pupils at start of block of lessons		EAP
Child Protection	Pupils	• All members of the lifeguard and swimming teaching team are DBS checked • All members of the lifeguard and swimming teaching team have an up to date child protection qualification.	• Lifeguards • Swimming teachers • Line Managers	• At all times	Copy of DBS and child protection qualification held by line manager	

Unruly behaviour Injury caused	Pupils	• Pupils are informed, in the safety briefing at the start of the lesson block, of what is appropriate behaviour when around the swimming pool and during the lessons. • If any misbehaving occurs warnings are given and if warnings are exceeded pupils are asked to leave the lesson and get changed. The school teacher is asked to step in, in order for the swimming teacher/lifeguard to continue focusing on the rest of the class. • If behaviour is severe and could cause serious harm warnings are not given and pupils are asked to leave the lesson immediately and get changed. This pupil is then the school teacher's responsibility. • If pupils continue to behave in an unsafe manner on numerous occasions they will be refused entry to the lessons and asked to stay at school. • If the lifeguards deem any pupil a significant safety risk, they will be immediately removed.	• Swimming teachers • Lifeguards • School Teachers	• At the start of every new swimming lesson block • When any unsafe behaviour occurs.		
Entrance into water Injury caused due to unsafe entry	Pupils Swimming teachers Lifeguards	• During first lesson pupils are shown how to enter the pool safely by sitting down and sliding in. • Swimmers teachers remind pupils to get in safely at the start of every lesson. • No jumping or diving allowed in the shallow end or anywhere other than the deep end of the pool for any pupils or staff.	• Lifeguards • Swimming Teachers • Pupils	• During every lesson		