

SCHOOL SWIMMING POLICY

September 2017

CA 1

Issue: 5

Review Date: September 2017

Owner: Kirklees Active Leisure

THIS AGREEMENT is made the 27th day of June 2017

BETWEEN

**(1) KIRKLEES COUNCIL
Kirklees Council Children's & Young People**

AUTHORISED SIGNATURE.....Jo-Anne Sanders

AND

**(2) KIRKLEES ACTIVE LEISURE,
STADIUM BUSINESS AND LEISURE COMPLEX,
STADIUM WAY,
HUDDERSFIELD.
HD1 6PG**

AUTHORISED SIGNATURE Alasdair Brown

REVIEW DATE 12 months from date of agreement.

1. BASIC ARRANGEMENTS

1.1 GENERAL

- 1.1.1 Kirklees School swimming programme is organised by Kirklees Council School Swimming Co-ordinator, based within the education department. Kirklees Active Leisure (KAL) facilities are hired by the KC for the delivery of the programme.
- 1.1.2 This School Swimming Policy applies to all Kirklees schools taking pupils swimming to a Kirklees Active Leisure Facility as part of their curriculum and extended curriculum and should not be considered in isolation from pool safety operating documents.
- 1.1.3 The Kirklees Council School Swimming Service is responsible for the delivery of Schools and Special School swimming teaching within Kirklees. The framework for this delivery is through a Service Level Agreement with schools.
- 1.1.4 Safety cover ratios of instructors/lifeguards to pupils are outlined in Section 2/3. **These are guidelines and the actual numbers must be determined by risk assessment.**
- 1.1.5 This document is about programmed activities, i.e. those with a formal structure, are disciplined, supervised or controlled and continuously monitored from the poolside by KC employees. Un-programmed activities are non-structured. These are normally controlled and supervised by qualified lifeguards for the health and safety of the participant, as in public sessions.
- 1.1.6 A two tier system operates in Kirklees Council with regards to school swimming – the following provides a summary:-

1.2 SCHOOLS AND SPECIAL SCHOOL SWIMMING

- 1.2.1 In schools and special schools most swimming teaching is delivered by Kirklees Council School Swimming Service.

1.2.2 Classes attending

Classes attending Kirklees Active Leisure Pools will not exceed MAXIMUM 40 pupils with the exception of the following:-

- | | |
|----------------------------------|--------------------------------|
| i) Dewsbury Sports Centre | MAXIMUM 60 children may attend |
| ii) Spenborough Pool | MAXIMUM 60 children may attend |
| iii) Huddersfield leisure Centre | MAXIMUM 40 children may attend |

1.2.3 Shared Use

Some schools have shared use of the swimming pools at Huddersfield Leisure Centre, Spenborough Pool and Dewsbury Sports Centre for their lessons. Lifeguard supervision of the pupils in this case falls to the School Swimming Teachers and KAL Lifeguards with numbers being determined by the Operations Manager as part of the risk assessment process.

1.2.4 Exclusive Use

Where programmed school swimming lessons are the only activity in the pool the School Swimming Teachers provide the lifeguard cover (they must hold the specified teaching/coaching qualification and a current RLSS Pool Lifeguard Qualification as outlined in 1.4.1.) from 1st September 2017.

1.3 PUPILS / STUDENTS WITH:

SEND AND MEDICAL CONDITIONS

This section of guidance and principles therein applies to any pupils or students with a Disability or Special Educational Needs or Medical Conditions whether they attend special or mainstream school.

1.3.1. Definitions

- **Children with a disability**
- includes pupils who have an impairment or condition which has a substantial long - term adverse effect on their ability to undertake normal day to day activities (DDA 1995).
- **Children with Special Educational Needs**
- includes those pupils with a learning difficulty that calls for special educational provision to be made for them, even if a statement is not mentioned (see Sec 312 of Education Act 1996) -- (including behavioural)
- **Note:**
In the wider context the term Special Needs can also apply to those with exceptional talents who may have aspirations to perform at the highest level, whether they be able bodied or disabled.
- **Children with Medical Conditions**
- includes pupils who suffer from chronic / long term medical conditions e.g. Asthma, Diabetes, and Epilepsy. They may or may not be physically disabled or have SEN.
- **Inclusion:**
The vast majority of pupils meeting any of the above definitions can and should participate in the PE Curriculum and extra curricular sport including swimming, unless there are valid and substantiated reasons why they cannot. E.g. the health and safety risks are too great and cannot be controlled to an acceptable / manageable level (all avenues should be explored).

- 1.3.2 The principles for shared and exclusive use in respect of pupils with SEND are as stated in point 1.2.
- 1.3.3 Where there are pupils (individuals or groups) with **SEND**, the adult to pupil ratios will need to be assessed separately prior to the commencement of the swimming programme. Some guidance about ratios for distinct groups of swimmers with disabilities is provided in section 3. **However** the actual ratios must be determined by the individual pupil / student risk assessments according to their **individual needs taking into account** issues such as their dignity and needs, swimming ability, pool location, moving and handling considerations, emergency arrangements and the health and safety of all parties.
- 1.3.4 It is the responsibility of the school Head teacher to ensure **individual pupil risk assessments** are completed **before the pupils' first swimming lesson**. Risk assessments should be carried out in consultation with all relevant parties these may include KC School Swimming Teachers, SENCO, SSCO, Physio / Moving and Handling Advisor (dependant on the individual circumstances). The assessments must be reviewed on a regular basis (termly or as and when changes occur / notified) and in any case at the beginning of each school year. It may also be necessary to share the contents of individual pupils' risk assessments with the KAL Operations Manager - with confidentiality maintained at all times.
- 1.3.5 The Adult in Charge accompanying the group must be familiar with details of the discussions and agreement.
- 1.3.6 Many pupils / students with a **Medical condition** will already have in place an Individual Health Care Plan or similar document (drawn up by the school / medical / parents etc) this can be used to inform any individual pupil assessments necessary for swimming activities.

The principles for these pupils are similar to those outlined for Disabled or SEN with particular emphasis on the medical condition and arrangements it could be as straight forward as ensuring the pupil has access to their inhaler.

- 1.3.7 Where individual pupils require "moving and handling" this should be documented in their individual risk assessment / handling plan. Any moving and handling of pupils / students must only be undertaken by people who have received appropriate training and instruction i.e. safe techniques and use of equipment. They should have sufficient knowledge of the individual child to be moved and be fully aware of the contents of the risk assessments / handling plan. Generally this duty will fall to the **Adult in charge**, however KAL staff will be responsible for the handling of the pool equipment.

1.4 GENERAL SAFETY

When writing this policy guidance was taken from;
“Safe supervision for Teaching and Coaching Swimming” published by ISRM (second edition October 2001 ISBN 1 900738 16 3).
“Managing Health & Safety in Swimming Pools – HSG179” published by HSE (third edition 2003 ISBN 978 0 7176 2686 1).

- 1.4.1 The Kirklees Council Schools Swimming Service will ensure that fully qualified Swimming Teachers will be available to deliver swimming lessons to all Primary and Special Schools. The minimum qualifications are ASA Swimming Teacher’s Certificate Level 2, or are a holder of the ASA Teachers Certificate (Swimming) (pre 01.09.94), or a holder of the ASA Advanced Teacher Certificate (Swimming).
- 1.4.2 School Swimming Teachers must hold RLSS full Pool lifeguard qualification. School Swimming Teachers must attend monthly IQL RLSS UK Ongoing Training and Competency Assessment.
- 1.4.3 *Managing Health and Safety in Swimming Pools* recommends that everybody providing lifeguard functions – whether lifeguards or teachers and coaches – should hold an appropriate lifesaving award or qualification.
- 1.4.4 Where the pool is in *shared use* and clearly divided between *programmed* and *unprogrammed* swimming activities, suitably qualified teachers and coaches may take responsibility both for lifeguard cover and teaching and coaching – but only for the programmed area of the pool and within the agreed ratios of pupil to teacher and coach as outlined in 3.1.7 and 3.2.2. Each session must be staffed by a qualified swimming instructor who holds a current Pool Lifeguard qualification. School swimming Instructors have full lifeguard responsibility for the pupils during the sessions.
- 1.4.5 It is the responsibility of the Kirklees Council School Swimming co-ordinator to ensure that swimming teachers are suitably qualified and Kirklees Active Leisure Operations Managers are obliged to carry out reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely. In order to meet these responsibilities the KC Lead School Swimming Teachers will ensure that risk assessments have been completed regarding the use of swimming pools, changing rooms (including public use) and the safety and supervisory requirements of all activities in the pool. They will also be responsible for ensuring staff are trained on the content.
- 1.4.6 All School Swimming Teachers must have an enhanced level DBS check. This is the responsibility of KC.

- 1.4.7 It is the responsibility of Head Teachers to ensure an appropriate number of school staff accompanies each class of pupils to the pool or an adult who is deemed to be competent by the Head Teacher to lead this activity. This person will be designated as the Adult in Charge and not the swimming teacher. **The Adult in charge may also be required to work in partnership with the School Swimming Teacher on matters of swimming class organisation and observer positioning duties (see 3.1.7). It is the responsibility of the Head Teacher to ensure the Adult in charge is familiar with the Adult in charge/Observer checklist. (Appendix 2)**
- 1.4.8 Once the children are counted on the poolside the organisation and delivery of the swimming lesson transfers to the School Swimming Teacher. However, duty of care remains with the Adult in Charge and they may stop the swimming lesson at any time if they are concerned as to the safety and effective management of the lesson. To carry out this function the Adult in Charge must remain on the poolside during the lesson unless circumstances require the Adult in Charge to leave the poolside.
- 1.4.9 All accompanying school staff who have pupils in their care have a **Duty of Care** during and after the swimming lesson, and are responsible for the welfare and discipline of pupils at all times. School staff accompanying children cannot delegate their responsibility to the School Swimming Teacher. The Adult in Charge is responsible for ensuring that all School Swimming Teachers and lifeguards are aware of any medical conditions of pupils. Whilst at the pool the Adult in Charge may take on the role of swimming teacher providing they meet the requirements outlined in 1.4.1, 1.4.2.
- 1.4.10 Maximum **safe** bather loads for the pool must be adhered to at all times. Where shared use is in operation pupils and general public numbers must both be counted in the maximum bather load.
- 1.4.11 The Adult in Charge must at no time be left solely in charge of a lesson but may support the Swimming Teacher with delivery to pupils within the group, This is recognised as good practice.
- 1.4.12 Everyone has a duty of care to take reasonable care in any situation to try to foresee that others are not harmed by their actions or omissions.
- 1.4.13 Kirklees Council adopts the Safe practice in PE, School Sport & Physical Activity 2016.

1.5 ARRIVAL AND DEPARTURE

- 1.5.1 The Adult in Charge is responsible for the safety and discipline of all pupils on the journey to the pool, entering and leaving the pool hall and the return journey to school. A register of pupils attending the pool must be taken highlighting pupils that took part in swimming lessons.

1.6 CHANGING ROOMS

- 1.6.1 School staff must give careful consideration to the supervision of pupils in the changing rooms. Wherever single gender changing facilities are provided, a

responsible adult of the same gender accompanying the children should undertake the supervision of the changing area. Where venues have shared facilities then the Adult in Charge may choose to remain by the changing area whilst the children change to ensure their well-being. Kirklees Active Leisure will, where possible, make arrangements for separate school changing areas to be available; these will be both secure and readily supervised by the Adult in Charge. Where this is not possible, this will be incorporated in the appropriate risk assessments already carried out by the school.

1.7 POOLSIDE

- 1.7.1 Pupil's ability must be assessed by a School Swimming Teacher on their first visit to the pool. Once the School Swimming Teacher is confident in the ability or the safety of a pupil he or she may allow that pupil into deep water in a safe manner.
- 1.7.2 Pupils will be taught safe methods of entry and exit from the swimming pool and all staff must ensure they adhere to them at all times.
- 1.7.3 Pupils will be taught safe practice whilst on poolside and in the water.
- 1.7.4 Pupils must not enter the water until told to do so by a School Swimming Teacher.
- 1.7.5 Pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge - running on poolside is strictly forbidden.
- 1.7.6 Lifesaving poles and rescue throw bags are placed around the pool at appropriate safety points. Staff who are not competent to use rescue aids, should not do so.
- 1.7.7 Current Health and Safety Regulations on diving and water depth must be observed for each pool. Schools Swimming Teachers must ensure that pupils and accompanying staff fully understand these regulations.
- 1.7.8 Special arrangements as described in the relevant NOP/EAP may need to be made for pupils with communication and/or sensory impairments with regard to Fire and Emergency Procedures.

1.8 DISTRIBUTION OF THIS POLICY DOCUMENT

- 1.8.1 This policy document must be distributed to the following services and people:

Kirklees Council School Swimming Service;
Kirklees Active Leisure;
Kirklees Council Group Safety Advisors;
Outdoor Educational Visits Advisor;
Head Teachers of all Schools

2. RISK ASSESSMENTS

- 2.1 The circumstances of swimming lessons and the design of swimming pools vary greatly: A standard solution to cover every pool is not practicable, so Risk Assessment is the essential first step – for any pool, and certainly when setting up teaching or coaching. For situations falling out of the school swimming policy (i.e. ratios) it is common practice to complete an additional risk assessments form (see attachment)
- 2.2 Each KAL pool will have in place Generic Risk Assessments which address the specific hazards/risks of that pool. Often there will need to be more than one Risk Assessment to take account of exclusive use and shared use and special needs cases to take into account individual pupil needs. These assessments should be completed by the School Improvement Officer (PE), Kirklees Council Swimming Co-ordinator, Swimming Teachers, Coaches, School Teachers/Adults in Charge and others who bring groups to the pool. Each Risk Assessment will follow the operational and safety guidelines contained in this document.
- 2.3 The Head Teacher is responsible for ensuring that:
- The “non swimming” aspects of the sessions have been suitably risk assessed including transport arrangements and supervision, changing room supervision and general behaviour etc.
 - **Individual Risk Assessments for any pupils with disabilities / special needs / medical needs are completed prior to the pupil attending their first lesson and: Individual pupil risk assessments are carried out and shared in consultation with all relevant parties**
 - Adult in charge are aware of Risk Assessments.

3. TEACHER/PUPIL RATIOS

3.1 GENERAL

- 3.1.1 Teachers involved in the teacher to pupil ratios are School Swimming Teachers. In the event of any swimming teacher absenteeism pupil to teacher ratios must be re-assessed.
- 3.1.2 Head Teachers have responsibility for ensuring that the Adult in Charge is fully aware of the ratios set out in this policy document.
- 3.1.3 It is the primary duty of School Swimming Teachers to ensure that the identified ratios are complied with during school swimming lessons. However, KAL have a residual responsibility to monitor that this is the case.
- 3.1.4 Organisational demands may sometimes make the instructor; pupil ratios difficult to achieve. In these circumstances there are a number of strategies that can help with the management of the group. For example, have another responsible person on the poolside who is a competent, or a member of the school staff who is competent to recognise and respond to a pupil in difficulty, may provide necessary supervision. They must always work under the supervision of the swimming teacher and be absolutely clear on the nature and extent of their role. (see 1.4.8)
- 3.1.5 There are other strategies that may be considered where instructor to pupil ratios are difficult to achieve and details of some of these can be found in the “Safe Supervision” document published jointly by ASA, ISTC, IMPSA, RLSS and Scottish Swimming.
- 3.1.6 These ratios are for safety requirements and not the criteria for teaching. The following should be taken into account by the Kirklees MC Swimming Co-ordinator and Operations Manager when determining ratios:
- Age of pupils;
 - Range of swimming ability;
 - Ability of pupils to comprehend instructions;
 - Any physical, behavioural or learning disabilities;
 - KAL pool risk assessment, which will be a generic facility risk assessment for Primary School Swimming;
 - Individual Risk Assessments for swimmers with disabilities, special needs or behavioural problems.
- 3.1.7 The following gives guidance to the Risk Assessor when determining ratios of **pupils in the water**. These ratios take into account recommendations from the “Safe

School Swimming Policy 2016

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supervision for Teaching and Coaching Swimming” published by ISRM (second edition October 2001 ISBN 1 900738 16 3). These ratios may be exceeded and may be reduced subject to the findings of risk assessments:

Non-swimmers and beginners 1:20

These are young children, normally of primary school age, or adults being introduced to swimming. 1:20 ratios are for teaching pools or shallow end of pools, In addition, a competent person/observer must work alongside the swimming teacher exclusively overlooking this group.

Or

1:12 if the competent person/observer is not exclusively overlooking this group. Swimming teachers must work exclusively with this group

Improving swimmers 1:20

These are swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their front and back. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth. If more than this number is exceeded, then the swimming teacher must adopt strategies to help with the management of this group to ensure the session can be safely conducted. (see 3.1.5.)

Mixed ability groups 1:20

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. If more than this number is exceeded, then the swimming teacher must adopt strategies to help with the management of this group to ensure the session can be safely conducted. (see 3.1.5.)

Competent swimmers 1:20

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes. If more than this number is exceeded, then the swimming teacher must adopt strategies to help with the management of this group to ensure the session can be safely conducted. (see 3.1.5.)

Swimmers with disabilities 1:8

(With an appropriate number of helpers). Each situation must be considered independently as people with disabilities do not form a homogenous 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. There are national organisations for specific disabilities from which further guidance may be obtained.

The **above** gives guidance to the Risk Assessor when determining ratios of **pupils in the water** for swimmers with disabilities.

For some lessons the Kirklees Council School Swimming Teacher may be required to work in the water. For these lessons it is essential that pupil to adult ratios are maintained.

Please refer to section 1.3 for further guidance

3.2 SEND PUPILS

- 3.2.1 Further guidance regarding swimming with special needs can be found from 'Safe Practice in Physical Education' (afpe 2016) or national organisations for specific disabilities. In terms of the latter, the School Swimming Co-ordinator can provide further details.

4. ROLES AND RESPONSIBILITIES

4.1 Kirklees Learning Partner responsible for:

- Ensuring that generic and specific risk assessments are completed and provided to relevant persons e.g. pregnant employees
- Strategic management of the swimming pools service and the school swimming service;
- Monitoring and Review of policy and practices;
- Reporting of appropriate issues or events to the Council's corporate management team.
- The effective and efficient operation of the swimming pools service in accordance with the relevant NOP/EAP;
- The consideration of the relevant NOP/EAP to ensure compliance with the school swimming agreement;
- The management of the budget for the swimming pools services; operate the facility in accordance with the Management of Health & Safety in Swimming Pools;
- Ensuring all relevant staff are aware of this policy and their roles and responsibilities.

4.2 Kirklees Active Leisure Operations Manager is responsible for:

- Undertaking generic facility risk assessments in conjunction with the Kirklees Learning Partner excluding individual special needs risk assessment.
- The day to day management of the pool in accordance with the NOP/EAP;
- The regular monitoring of operating procedures to ensure they meet the requirements of the NOP/EAP;
- The maintenance of plant and associated equipment and building infrastructure;
- The quality of the pool water and associated dosing systems;
- To check and verify all school bookings as part of the quality system;
- Ensure that the life saving equipment is checked daily;
- Ensure that swimming aids are checked regularly;
- Highlighting and stopping any unsafe practices;
- Monitoring of training records and qualifications in conjunction with the Kirklees Learning Partner.

- Make available to the teacher in charge a register to record the number of pupils attending the pool;
- Inform the Learning Service regarding the closure of the pool for repairs or failure of the plant
- Assisting with first aid cover and completing accident and incident forms
- Ensuring all relevant staff are aware of this policy and their roles and responsibilities.

4.3 Kirklees Council School Swimming co-ordinator is responsible for:

- Ensuring swimming lessons are delivered in accordance with the School Swimming Policy, the relevant NOP/EAP
- Ensuring Kirklees Council School Swimming Teachers are qualified to ASA Swimming Teacher's Certificate Level 2, or be a holder of the ASA Teachers Certificate (Swimming) (pre 01.09.94), or a holder of the ASA Advanced Teacher Certificate (Swimming).
- Ensuring that Kirklees Council School Swimming Teachers hold the RLSS Lifeguard qualification and complete the required training.
- Liaising with the Operations Manager with regards to changes in work practices, which may prompt a review of the school swimming agreement, relevant NOP/EAP or Risk Assessments;
- **Adult in charge** to complete facility induction and NOP/EAP training on an annual basis.

4.4 School Swimming Teachers are responsible for:

- The water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- Ensuring compliance with ratios and procedures before each lesson and in particular Risk Assessments;
- Ensuring that they are fully conversant with the relevant NOP/EAP and for each swimming pool they work at;
- The organising of the lesson, positioning of lane/width ropes and for checking the position of safety aids and lesson equipment; wearing appropriate clothing, footwear, and whistle.
- Making all pupils aware of safe practices whilst on poolside and in the water, the geography of the building, emergency whistle and fire procedures and deep and shallow areas of water;
- Maintaining a group register, monitoring and assessing pupils' progress, record achievements on completion of school swimming programme. Group registers must be available at the pool for inspection.

- Preparing schemes of work and delivering lesson plans appropriate to each swimming group;
- Confirming with the Lifeguard that the pool has been safely cleared at the end of each session, and that the gates to the changing rooms are locked if appropriate.
- Notifying School Swimming co-ordinator of any changes in work practices, which may prompt a review of the School Swimming Policy, relevant NOP/EAP or Risk Assessments;
- Liaising with the Adult in Charge regarding pupils' medical details and any other concerns;
- Regular inspection of all floatation aids and removal and replacement of suspect items;
- Must know their role in an emergency.
- Review individual risk assessments
- Informing the School Swimming Service of any accidents or incidents that have occurred at site on a daily basis.
- Assisting with completion of accident/incident form and logging in minor incident Log book

4.5 Lifeguard is responsible for : (where shared use)

- Maintaining full observation of the pool and pool users at all times and undertaking a headcount as determined by the NOP/EAP;
- Liaising closely with Swimming Teachers and accompanying Adults in Charge on the safety of pupils;
- Operational control of the pool equipment;
- Assisting with first aid cover and completing accident/ incident forms.

4.6 Head teacher is responsible for ensuring that:

- A qualified School Teacher or a suitably competent person designated the Adult in Charge accompanies each class of pupils;
- All staff other than Teachers have an 'enhanced' certificate of DBS.
- All accompanying staff are aware of the relevant Pool Safety Operating Procedures.;
- Appropriate monitoring and assessment of school staff in relation to the requirements of this policy document;
- Individual Risk Assessments for any pupils with disabilities / special needs / medical needs are completed prior to the pupil attending their first lesson and:
- Individual pupil risk assessments are carried out in consultation with all relevant parties
- Adult in charge are aware of Risk Assessments.
- Risk Assessments are in place for the non-swimming aspects of the lessons e.g. transport, supervision, behaviour, child protection etc.

- Ensuring all relevant staff are aware of this policy and their roles and responsibilities.
- They are aware of any accident/incident and forward any relevant information to group Safety

4.7 Adult in Charge is responsible for ensuring that they:

- Adhere to Safe Practice Education, School Sport and Physical Activity
- Have a copy of the swimming time-table, appropriate clothing and footwear, whistle, any medical resources (e.g. inhalers).
- Counts pupils in and out of the building on entering and leaving poolside plus records numbers of pupils present at reception and in the swimming register.
- Notifies swimming teacher of any pupils new to class and of any medical conditions.
- Makes sure pupils have removed all jewellery and have correct swim-wear (one piece swimming costume for girls plus swimming trunks or lycra shorts for boys)
- Does not allow pupils on to poolside unless swimming teachers are present.
- Is aware of safety regulations and emergency procedures at pool as outlined in the pools relevant Pool Safety Operating Procedure
- Assists/encourages with teaching and liaises with swimming teacher regarding pupils' needs.
- Ensures pupils are supervised in changing rooms and leave the pool on time.
- Notifies the swimming teacher of any transport problems and also of any cancellations in timetable.
- Liaises with swimming teacher before any alterations to the swimming programme are made.
- Have responsibility for the care and control of the pupils at all times
- Are aware of the Adult in charge/Observer checklist (Appendix 2) and are familiar with its contents whilst at the pool.

4.8 Special Support assistant is responsible for ensuring that they:

- Support their pupil(s) with changing and organisation.
- Stays near to the pupil(s) on poolside, to support their learning.
- Liaises with the swimming teacher regarding their pupils' needs.
- Are aware of individual Risk Assessments for special needs pupils.
- Wear appropriate clothing and footwear;
- Support a pupil on a one to one in the water, if required as outlined in 3.2.5.
- Are aware of the Adult in charge/Observer checklist (Appendix 2) and are familiar with its contents whilst at the pool

5.0 NON PARTICIPATING PUPILS

5.1 Pupils not taking part in the swimming lesson may accompany the remainder of the class or group to the swimming pool, providing there is a member of the schools' staff available to sit with them at all times. For safety reasons spectators should be closely supervised.

6.0 EMERGENCY PROCEDURES

6.1 Whistle drill, fire alarm, pool alarm and evacuation procedures must be explained to and rehearsed with all pupils and accompanying staff at the beginning of each term.

7.0 ACCIDENT AND INCIDENT REPORTING PROCEDURES

- 7.1 Only qualified First Aiders should administer first aid to either staff or pupils.
- 7.2 Any members of staff discovering an injured person contacts immediately the duty First Aider. The First Aider should assess the situation and should the situation arise where they are unable to deal with the situation, they must summons an ambulance.
- 7.3 All accidents, incidents and near misses are recorded on the accident/incident report form. The school swimming teacher, the teacher in charge and the member of KAL staff must have their name logged on the form in section 2. The school can request a copy from the Quality Manager. The School Swimming Teacher in Charge must then follow their own Health and Safety procedures in accordance with the LA
- 7.4 All completed accident report forms are passed to the Operations Manager, who checks and authorises the form, and forwards it to HQ.
- 7.5 If the accident is reportable under RIDDOR. The Quality Manager will notify the appropriate authorities.

8.0 SCHOOL SWIMMING GALAS

8.1 School swimming galas do not form part of this agreement. Galas are booked on an individual basis using the agreement for Conditions of Hire of Swimming Pool Facilities.

9.0 SCHOOL FUN SESSIONS

9.1 Only structured play/games sessions will be allowed. Prior arrangement for any change in activity must be communicated to the facility management team with a minimum of 1 weeks' notice.

10.0 TRAINING RECORDS

- 10.1 All training records, CPD's, Qualifications etc., will be held by the Kirklees Learning Partner. At the beginning of each school year, written information will be sent by the Kirklees Council Learning Service to Kirklees Active Leisure with credentials and qualification of staff. Any changes thereafter shall be notified on an ongoing basis. If personal move sites within the school year the directorate for children and young people should arrange with the new site for site staff training and the relevant worksheets should be completed before teachers are permitted to take control of a group in that pool.

KIRKLEES ACTIVE LEISURE
Schools Swimming Hire Schedule

SCHEDULE

PARTIES: KIRKLEES ACTIVE LEISURE (of

.....("the Hirer")

of

CONTRACT PERIOD:

CENTRE ADDRESS:

..... Tel No

HIRER'S NOMINATED REPRESENTATIVE(S):

HIRER'S ADDRESS:

..... Tel No

PURPOSE OF HIRE:

FACILITIES AVAILABLE TO HIRER (Note 1)

.....

.....

RESTRICTED ACCESS

No' Of Qualified Swimming
Teachers.....

MAXIMUM No. of BATHERS:

Small Pool

Large Pool

POOL HIRE CHARGE

(Note 4)

LIFEGUARD HIRE CHARGES

DAYS & TIMES FACILITIES AVAILABLE

DAY(s)

TIME FROM

TIME TO

(Please note that the time allocated includes
setting up and taking down of equipment)

.....

Signed by the Hirer:

(Signature)

(Print Name)

.....

(Where applicable)

(Designation)

.....

(Date)

DEFINITIONS

KAL- Kirklees Active Leisure

KC - Kirklees Council

School Swimming Co-ordinator

KC School Swimming Service – Kirklees Learning Partner

DDA 1995 – Disability Discrimination Act 1995

SEND - Special Education needs & disabled Pupils

P.E. - Physical Education

SENCO Special Education Needs Co-ordinator

SSCO - School Sports co-ordinator

Physio/Moving & Handling Advisor – see risk assessment and risk assessor

ASA – Amateur Swimming Association

CPR - Cardio-Pulmonary Resuscitation

Operation Manager – Kirklees Active Leisure facility manager

LA - Local Authority

Head Teacher - KC Primary School Head Teacher

Adult in Charge – KC Primary School Teacher designated by Head Teacher

School Swimming Teacher – KC School Swimming Teacher

H&S Regs - Health & Safety Regulations

Lifeguards – a person who is trained and has successfully completed a course of training in the techniques and practices of supervision, rescue and first aid in accordance with a syllabus approved by a recognised training organisation e.g. RLSS

CA 1

Issue 6

Pool Safety Operating Procedure - NOP and EAP (Normal Operating Procedures and Emergency Action Plan)

KC Group Safety Advisor

Outdoor Educational Visits Advisor

Risk Assessor - a person deemed competent to carry out risk assessments

Risk Assessments – an assessment or examination of what measures in the workplace have been taken to prevent harm to people

ISTC – Institute of Swimming Teachers Association now IOS

ISRM - Institute of Sport and Recreation Management

RLSS - Royal Life Saving Society

AFPE – Association for PE

APPENDIX 1

Initial Training

It is important that all teacher/coaches are qualified to a level appropriate to the role, which they are carrying out. The minimum recommended qualification for a teacher/coach to work unsupervised is a NVQ Level 2 in teaching, coaching and instructing. Teachers/coaches should be qualified in the activity being taught e.g. swimming, water Polo etc.

Continuous Professional Development (CPD)

CPD is a post qualification educational concept advocated by the Department of Employment. All the major awarding bodies for qualifications in swimming teaching/coaching require and encourage teachers/coaches to regularly up date by engaging in an ongoing programme of development in order to retain the currency of the initial qualification. It is recommended that all employers provide the opportunity for teachers/coaches to engage in CPD either internally or through external sources.

Topics that can contribute towards CPD

- Technical knowledge – all disciplines
- Teaching/coaching methods – all disciplines
- Sports Science, e.g. anatomy, physiology, psychology, testing procedures, biomechanics
- Health and Safety
- Management, e.g. club organisation, national teaching plans, case studies, local authority schemes
- Human growth and development
- Skill acquisition/development
- SEND
- Safeguarding
- Other relevant topics



APPENDIX 2
Adult in Charge Checklist

It is the responsibility of the Head teacher (or delegated school staff member in charge of school swimming) to ensure that all Adults in Charge are aware of their duties, and are confident in and around the swimming pool water.

<u>DUTY / RESPONSIBILITY</u>
Must understand their duties before going to the pool for the first time and must refresh their understanding at regular intervals
Must count pupils in and out of the building on entering and leaving plus records numbers of pupils present with the centre and in the teachers swimming register
Must notify the swimming teacher of any transport problems and also of any cancellations in timetable
Must notify the swimming teacher of any pupils new to class and of any medical conditions, special needs including medical resources i.e. inhalers
Must make sure pupils have removed all jewellery and have correct swimwear (one piece swimming costumes for girls plus swimming trunks or lycra shorts for boys)
Must not allow pupils on to poolside unless swimming teachers are present
Must take responsibility for the care and control of the pupils at all times (see 1.4.10)
Must be aware of the need to wear appropriate clean footwear at the pool (e.g. trainers)
Must assist the swimming teacher during the lesson through observation and by actively encouraging the pupils
Must be fully aware of exactly which pupils they are responsible for observing
Must ensure that at all times they have maximum vision of the surface of the water and the bottom of the pool.
Must be aware that the swimming teacher is responsible for the safety of pupils in the water and all instructions given by the swimming teacher must be followed.
Must be aware of the exact position of drowning alarms and how to operate them and understand three short whistle blasts signal emergency only in the event of the drowning alarm system failure. (procedure for drowning alarms will be identified during induction)
Must understand that they should sound the drowning alarm if there is any doubt as to whether or not a swimmer is in difficulty
Must assist in moving all pupils to the shallow end and/or remove pupils from the pool to a safe location in the event of an emergency i.e. drowning alarm,
Must be aware that they are only responsible for raising the alarm during an emergency – they are not expected to enter the water to effect or assist in a rescue

- Must seek clarification from the schools swimming teacher if at any time the Adult in Charge is in doubt as to their role
- Must ensure that pupils are supervised in changing rooms and leave the pool on time

APPENDIX 3

Swimming Teachers / Instructors Worksheet 1

Candidate Name,

Using the pool where you work complete the following worksheet; if you work at more than one pool then you will need to complete worksheets for each pool worked.

1. What is the size of the pool?

2. What are the minimum and maximum depths of the pool?

3. What are the areas of potential risk around the pool?

4. What are the areas of potential risk in the pool?

5. What type of alarm is in use?

6. What rescue equipment is provided around the pool and where is it located?

7. Who is responsible for maintaining the rescue equipment?

8. What first aid equipment is available and where is it located?

9. Who is responsible for maintaining first aid stocks?

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10. What teacher/instructor to bather ratios do you work to?

11. What are the maximum bather loads for each pool?

Confirmation of Completion of Worksheet			
I confirm that I have examined the Site Specific Worksheet and that is correct.			
Signature of Authorised Examiner		Date	
Signature of Candidate		Date	
Pool			

Swimming Teachers / Instructors Worksheet 2

Candidate Name,

12. Using the pool where you work complete the following worksheet; if you work at more than one pool then you will need to complete worksheets for each pool worked.

13. What is the emergency Telephone procedure

14. What is the address of the pool for advising the emergency services?

15. What is the address of the local Accident and Emergency Department?

16. Where is the entrance and exit for the emergency services?

17. What are the procedures for assisting the emergency services?

18. How would you initiate the procedures for rescuing a casualty in the water?

19. What is the procedure for reporting an incident or accident?

20. What are the procedures for clearing the pool?

21. When would you evacuate?

22. What are the procedures if there is serious injury to a bather?

23. What are the procedures if there is an emission of toxic gases?

Confirmation of Completion of Worksheet 2			
I confirm that I have examined the Site Specific Worksheet and that is correct.			
Signature of Authorised Examiner		Date	
Signature of Candidate		Date	
Pool			

Swimming Teachers / Instructors Worksheet 3

Candidate Name,

Using the pool where you work complete the following worksheet; if you work at more than one pool then you will need to complete worksheets for each pool worked.

24. What is the procedure for handling disorderly behaviour, including violence towards the staff?

25. What action is to be taken if there is a lack of water clarity?

26. What are the procedures if there is a lighting failure?

27. What are the procedures if there is a structural failure?

28. What are the procedures for an outbreak of fire, or the alarm sounds to evacuate the building?

29. What are the procedures on discovering a casualty in the water?

30. What are the pool rules for the bathers?

31. What specialist play equipment procedures are there?

32. What are the procedures for setting up and supervising galas?

33. What are the pool rules for diving?

34. What bather groups use your pool and what are the risks?

Confirmation of Completion of Worksheet 3			
I confirm that I have examined the Site Specific Worksheet and that is correct.			
Signature of Authorised Examiner		Date	
Signature of Candidate		Date	
Pool			

Pool water /competence test sheet

Sections must be completed by:	
Staff returning from sickness of over 1 month.	
Staff returning from leave of over 1 month	
New staff completing pool test.	

Names					
Section A					
Complete a 100m swim (2 front, 2 back)					
Retrieve a simulated casualty from the deepest part of the pool. (Depth must be recorded)					
Exchange for a casualty and tow for 10m.					
Demonstrate a 25m tow					
Demonstrate a 20 metre swim 20 metre tow Timed to the casualty in less than 20 seconds. Record the time. Please record the clothing worn to demonstrate the timed swim. Shorts or trousers if shorts are worn to demonstrate the timed swim shorts should be worn whilst teaching.					
Complete a 50m swim in less than 1 minute, time must be recorded.					
Section B					
Adult full CPR					
Junior full CPR					
Baby full CPR					
Comments					

The Facility awareness is to be used in exceptional circumstances when a relief teacher is sent at late notice for relief cover only this is not a substitute for the annual induction and pre requisite water tests. These can be conducted by KAL staff or a pre induction member of KMC staff. Both the Centre Manager and Education should hold copies of these document

FACILITY AWARENESS

NAME..... NORMAL SITE

EMPLOYED.....

DATE OF LAST STAFF TRAINING.....

THIS AUTHORISATION COVERS ONLY THE ABOVE MEMBER OF STAFF.

AUTHORISATION COMPLETED BY (Manager/Team Leader);

DATE.....

TIME.....

SIGNED.....

PRINT.....

Building Tour given of appropriate areas. i.e. Welfare facilities, fire exits. List;

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PERSONS SIGNING THIS AUTHORISATION MUST READ AND FULLY UNDERSTAND THE FIRE EVACUATION PROCEDURES AND SAFE WORKING PRACTICES. IF IN DOUBT DO NOT PROCEED AND REQUEST EXTRA GUIDANCE.

FIRE

If you discover a fire

- Raise the alarm by activating a red break glass point.
- Close the doors to the affected room.
- Evacuate the area immediately.
- **DO NOT USE THE LIFTS.**
- Leave the building by the nearest available exit.
- Report to the assembly point.
- Make yourself known to the fire marshal at the assembly point.
- **Do not re-enter the building until told to do so**

If you hear the alarm (what does it sound like?)

- Stop work.
- Encourage others to vacate the area quickly and safely
- Ensure your area is safe.
- Walk briskly to the nearest available exit. **DO NOT USE THE LIFTS.**
- Close all doors behind you.
- Leave the building to a place of fresh air.
- Report to the assembly point.
- Make yourself known to the fire

IF THERE IS ANYTHING YOUR ARE UNSURE OF OR NEED CLARIFICATION ON
PLEASE INFORM THE DUTY MANAGER **NOW**

FACILITY AWARENESS

- Procedure for specific sessions explained and understood
- Procedure for Accident / Incident reporting explained and understood
- Location of first aid provision
- Use of lighting controls (where applicable)
- Use of music system / head mic explained
- Use of relevant equipment explained and understood
- Location of store rooms / equipment
- Location of drown alarms
- Location of panic buttons
- Location of Fire Escapes and Assembly Points
- Location of Defib
- Location of Spine board
- Any changes to operation
- Fault Reporting
- Complaint Procedure
- Lost Property
- Signing in/out (timekeeping/lateness)

Any other points not listed above (please list)

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I have had all the above listed issues fully explained to me;

School Swimming Policy 2016

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DATE.....

TIME.....

SIGNED.....

PRINT.....

