



KAL SCHOOL SWIMMING PROCEDURES

September 2023/24

Issue: 12

Review Date: August 2023

KAL School Swim Policy

The following policy covers the agreed policies and procedures for the delivery and attendance for Schools in Kirklees and KAL as the delivery provider.

1. Summary

- 1.1 KAL School Swimming Service is managed by Kirklees Active Leisure.
- 1.2 This policy applies to all schools attending KAL School Swimming Service.
- 1.3 KAL is responsible for the delivery of School Swimming through the Swim England School Swim Charter.
- 1.3 KAL will provide qualified swimming instructors to ensure the quality delivery of the service.
- 1.4 KAL facilitates transport when required with West Yorkshire Combined authority.
- 1.5 KAL School Swimming consists of a 19 continual week swimming lessons programme for one target year group in key stage 2.

KAL School Swimming is registered as part of the Swim England school swim charter. It is a national scheme developed specifically to meet the required outcomes of the national curriculum programme of study for physical education, covering both water safety and learning to swim.

Annual delivery (definition of one academic year)

- Weekly delivery: 25 / 30 minutes delivery per week 39 weeks
- Intensive delivery: minimum 45 min delivery time 19 weeks

2. KAL Roles & Responsibility

- Management of the overall service and all partners.
- Operate the KAL facility in accordance with the Management of Health & Safety in Swimming Pools.
- Liaise with SPIE (School site facility operators) to ensure the operation of the school site facilities in accordance with the Management of Health & Safety in Swimming Pools.
- The effective and efficient operation of the swimming pools service in accordance with the relevant NOP/EAP.
- Monitoring and review of policy and practices and related guidance.
- Work within the perimeters of all KAL policies and procedures.
- Undertaking generic facility risk assessments in conjunction with the Kirklees Council excluding individual special needs risk assessment.
- Provide qualified swimming instructors for the delivery of the service. Deliver service specific staff training to all new and existing swimming teachers.
- Delivery of an annual training plan for all service delivery.
- Provide management to complete regular observations and support for the service delivery.
- Monitoring of training records and qualifications
- Planning and management of the School Swimming Service.
- Liaise with all relevant partners on any ad hoc changes, requests, or pool specific requirements.
- Ensuring all relevant staff are aware of this policy and their roles and responsibilities.
- Ensure all Adult in charge to receive an Adult in charge checklist & site-specific evacuation procedure on an annual basis. Ref: Appendix 1

2.1 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 Supervision for Teaching and Coaching Swimming”.

<https://www.somersetasa.org/sasa/media/archive1/general/SafeSupervisionofProgrammedSwimmingLessonsandTrainingSessions.pdf>

2.2 **Maximum School Swim Pool capacity:**

Pools	Capacity	Teachers
All Pools	40	2
Batley Sports & Tennis Centre Dewsbury Leisure Centre Spenn Valley Leisure Centre	60	3

***Pupil amounts MUST be confirmed for each academic year group prior to swimming term commence**
**** Risk Assessment may vary the ratios required.**

2.3 KAL managed facilities are utilised for School Swimming, with the addition of 2 school pools which are managed by SPIE. KAL do not provide exclusive use for all School Swimming activities – pools and other areas may be shared.

2.4 KAL 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).

School Swimming Teachers must hold RLSS full Pool lifeguard qualification. School Swimming Teachers must attend monthly IQL RLSS UK Ongoing Training and Competency Assessment. In a case of cover required a Swimming Teacher lifeguard qualified instructor may deliver with an accompanying lifeguard.

KAL School Swimming Teachers must have an enhanced level DBS check. This is the responsibility of the KAL.

2.6 KAL 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.

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 consider individual pupil needs. These assessments should be completed by the School Improvement Officer (PE), KAL, 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. Appendix 10

3. School / Hirer Roles & Responsibility

- **Pupils Numbers** - Schools are responsible for only sending the agreed number of pupils to the school swimming session per KAL term, this is determined by the census information and agreed with KAL at the start of each academic year and confirmed with the School Swimming allocation Summer Term prior.
- **Staffing Numbers** - Ensuring all relevant staff are aware of this policy and their roles and responsibilities. School staff have the responsibility of behaviour and conduct for all pupils throughout the activity.
- Provide sufficient staff to accommodate the pupils and any additional staff determine through care plans or risk assessments.
- Provide **‘Adult in Charge’** for each school swimming session and adhere to the specifics within the Adult in Charge Checklist.

- Schools will be responsible ensuring all pupils and attending school staff have viewed the pre-visit virtual tour.
- Complete and share Individual Risk Assessments for any pupils with disabilities / special needs / medical needs are completed prior to the pupil attending and shared with KAL before their first lesson.
- Pupils not taking part in the swimming lesson should remain at school.
- Communicate all incidents or report forms to KAL.
- Communicate all cancelled sessions to KAL within an acceptable time frame.
- Schools will be responsible for registering their school for the Swim England Charter, this will provide access to the resources required for school swimming and additional classroom activities.
- Schools will be responsible for printing of all certificates via the Swim England swim Charter website for pupil reward & recognition.
- Confirm School Swimming timetables within the agreed dates provided.
- Manage & respond to parent/guardian comments/complaints (KAL will assist schools with any relevant information required)

3.1 **Changing Rooms**

School staff must give careful consideration to the supervision of pupils in the changing rooms. Wherever single sex changing facilities are provided, a responsible adult of the same sex 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.

- 3.2 School staff must control and monitor the behaviour throughout the travel and the attendance at facilities. Pupils should enter facilities in a controlled manner and be respectful to other facility users and staff at all times.

3.3 **Pupils with care plans / medical conditions**

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

Pupils identified by the school as SEND or having Medical conditions 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).

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 provided by the school 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.

It is the responsibility of the school to ensure **individual pupil risk assessments** are completed **before the pupils' first swimming lesson to ensure KAL can share information with the KAL school swimming lead teachers**. Risk assessments should be carried out in consultation with all relevant parties these may include KAL, 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 always maintained.

The Adult in Charge accompanying the group must be familiar with details of the discussions and agreement.

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 medication.

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. This duty will fall to the **Adult in charge**; however, KAL staff will be responsible for the handling of the pool equipment.

Pupils who are identified through a case plan or risk assessed to require additional support to either travel or participant in school swimming must be arranged and provided by the school.

SEN pupil 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.
- Are aware of the Adult in charge/Observer checklist (Appendix 1) and are familiar with its contents whilst at the pool.

3.4 **Pool Rules**

- Rules will vary from pool to pool, so it is important that school staff read and understand the NOP for the site they are using before the first session.
- The pool rules should be displayed and explained to all pupils before their first School Swimming lesson. Pupils should be reminded at the start of each term and ideally coincide with the emergency procedures when being tested (i.e., alarms).

The following are examples of standard pool rules. It is by no means a comprehensive list.

- Pupils must not enter onto poolside unless a lifeguard/lifesaver is present,
- Pupils must not leave the pool without permission, nor return without reporting to the person in charge.
- Pupils must not approach or enter the water until instructed to do so,
- Pupils must walk, not run on poolside,
- Pupils must respond immediately to all instructions,
- All those on poolside must understand and respond appropriately to pool emergency procedures,
- Report any unacceptable, unsafe behaviour,
- No food to be consumed on poolside, including sweets and gum,
- No shouting,
- No jumping or diving unless instructed to do so.
- Physical Education Safe Practice states that all jewellery, including earrings and religious adornments must be removed. However, KAL appreciate that this is not always easy to ensure, therefore would request that parents/guardians please check that if their child's ears are pierced, they wear simple stud type earrings if due to attend school swimming lessons.
- No outdoor shoes on poolside
- Swim caps must be worn and other hygiene procedures for the pool followed,

4. **Transport**

- KAL and WYCA will programme and provide the transport when required for Kirklees Primary Schools.

- Each Transport provider to complete a risk assessment which KAL will make available for all schools via Kirklees Business Solutions.
- Provision for transport will be managed on pupil numbers identified in the census and confirmed at the start of each academic year.
- WYCA will confirm school and pool transport times per programme to KAL.
- KAL to manage all communications between Schools and Transport providers.
- Transport is In line with the Government Department of Transport Guidelines

5. Accident & Incident reporting

- Only qualified First Aiders should administer first aid to either staff or pupils.
- 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 summon an ambulance.
- All accidents, incidents and near misses are recorded on the accident/incident report form (Appendix 2). 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 site management team; however, all details of KAL staff members must be blanked out before copying. The Lead School Swimming Teacher in charge must follow KAL Health and Safety Procedures. KAL lead swimming instructors must make sure they inform KAL of any incidents/accidents.
- All completed accident report forms are passed to the Operations Manager, who checks and authorises the form, and forwards it to HQ.

If the accident is reportable under RIDDOR. KAL Operations Manager will notify the appropriate authorities.

6 End Term Programme

Only structured play/games sessions will be allowed. Prior arrangement for any request in change in activity must be communicated to the KAL Aquatic & Activity Management with a minimum of 4 weeks' notice.

7 School Swimming Finance

School swimming financial information is provided in the Council's trading services brochure as follows:

'We provide swimming lessons for pupils in Key Stage 2 to fulfil the statutory requirements of the Physical Education National Curriculum.

The swimming budget is a traded service which is charged to schools by formula which is the number of pupils in years 3 and 4 and for Special Schools the formula is allocated against all the planned places. The entitlement is the same for both, that is, a minimum of one year of swimming tuition at Key Stage 2.

Key Stage 2 the charge based on £113.35 x the number of pupil's age 7 & 8.

- 7.1 Any schools wishing to terminate their KAL school swimming service delivery must inform KAL in writing and give one academic year's notice.

8 Extra School Swimming Availability

8.1 Additional Schools

The definition of an additional school is a school from outside the Kirklees area or not included within the maintained or academy schools. Additional schools will be required to complete the KAL SLA and booking form and adhere to the KAL school swim policy & SLA.

8.2 **Catch Up Sessions**

The definition of a catch-up session is when schools have requested for additional sessions to their allocated provision. Catch up sessions will be required to complete an SLA and booking form and adhere to the KAL school swim policy. Catch up sessions can be delivered in either an 8- or 19-week programme. Schools will be invoiced accordingly for the catch-up sessions provided. KAL have limited availability for the catch-up sessions, therefore the sessions will be allocated on a first come first served basis.

DISTRIBUTION OF THIS POLICY DOCUMENT

This policy document must be distributed to the following service and people via the Kirklees Business Solutions page:

<https://kirkleesbusinesssolutions.uk/Services/4949>.

APPENDIX

1. KAL Adult in Charge document
2. KAL Incident Report form
3. KAL School Swimming Facility Awareness
4. KAL Systems, procedures & contacts
5. KAL School Swimming Risk Assessment



Appendix 1

KAL School Swimming 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 before going to the pool for the first time and refresh their understanding regularly. This document MUST be signed and handed to KAL swimming teachers.

Duties & Responsibilities

1. 'Adults in Charge' must count pupils in and out of the building on entering and leaving, as well as recording the number of pupils present with the centre and on the 'KAL School Swimming Class Register'.
2. 'Adults in Charge' must notify KAL of any alterations/cancellation to the timetable (e.g., School not attending due to Sports Days) with at least 7 days' notice.
3. 'Adults in Charge' must notify the KAL School Swimming Teachers of any pupils who are new to class.
4. 'Adults in Charge' must make KAL School Swimming Teachers of any medical conditions or special educational needs and update the 'KAL School Swimming Class Medical/SEND Information Form'.
5. 'Adults in Charge' must ensure that they have any medication that pupils require during their swimming lesson (e.g., inhalers)
6. 'Adults in Charge' are responsible for pupils wearing jewellery and have correct swimwear (one piece swimming costumes for girls and trunks or tight-fitting shorts for boys)
7. 'Adults in Charge' must not allow pupils onto poolside unless KAL School Swimming Teachers are present.
8. 'Adults in Charge' must take responsibility of the care, control, and behaviour of pupils at all times (School Swim Policy 1.4.9)
9. 'Adults in Charge' must wear appropriate and clean footwear on poolside.
10. 'Adults in Charge' must assist the KAL School Swimming Teachers during the lesson through patrolling, observations and encouraging pupils.
11. 'Adults in Charge' must ensure that pupils are supervised in the changing rooms and leave the pool on time.
12. 'Adults in Charge' are only responsible for raising the alarm in an emergency – they are not expected to enter the water to make or assist with a rescue.
13. Adults in charge must always ensure that a member of school staff is always on the poolside when pupils are in the water.
14. 'Adults in Charge' must be aware of which pupils they are responsible for observing (e.g., if a swimmer needs a 'spotter' or if the ratio between KAL School Swimming Teachers and pupils exceeds 1:20)
15. 'Adults in Charge' are in charge of behaviour issues, both in and out the water
16. 'Adults in Charge' must be aware all emergency procedures and what their role is in an emergency (e.g., help clear the pool, register pupils, line up by the nearest exit)
17. 'Adults in Charge' must at no time be left solely in charge of a lesson but may support the KAL School Swimming Teacher with delivery to pupils within the group; this is recognised as good practice.

Name of Head Teacher _____


Signature _____

Name of Adults in charge

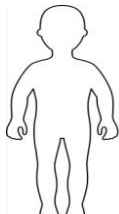
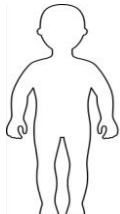
Signatures _____

Appendix 2

Centre:		
Person completing the form:		
Date of Completion:		
Accident Reference:		

Casualty Details	Who: <input type="checkbox"/> Customer <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Member of Public <input type="checkbox"/> Student
	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Name: _____ DOB: _____
	Parent/Guardian informed? (if child under 8 years of age) <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____
	Address: _____ Postcode: _____
	Email @: _____ 

Accident Details	Date: _____ Time: (hh:mm) _____																																												
	Location: _____																																												
	Activity: _____																																												
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Injury	Injury	<input type="checkbox"/> Back <input type="checkbox"/> Bruise / Swelling <input type="checkbox"/> Chemical Burns <input type="checkbox"/> Electrocutation <input type="checkbox"/> Faint / Nausea / Dizzy <input type="checkbox"/> Fracture / Dislocation <input type="checkbox"/> Friction Burns <input type="checkbox"/> Heat / Fire Burns <input type="checkbox"/> Major Cut <input type="checkbox"/> Minor Cut / Graze <input type="checkbox"/> Minor Injury <input type="checkbox"/> Nose Bleed <input type="checkbox"/> Scald <input type="checkbox"/> Strain <input type="checkbox"/> Vomit <input type="checkbox"/> Other (are you sure)	Front	Back
				

What happened	Describe what happened
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First Aid	If the activity was supervised, who was supervising the area		
	Information supplied by	<input type="checkbox"/> Casualty <input type="checkbox"/> Another person	Name

First Aid	Describe what First Aid was given <input type="checkbox"/> Casualty became unconscious <input type="checkbox"/> Casualty required CPR
	Name of First Aider:

After the Accident	Did the casualty return to their Activity? <input type="checkbox"/> Yes <input type="checkbox"/> No														
	Were the Emergency Services contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please detail:														
	Action Taken <input type="checkbox"/> Taken to Hospital by any method <input type="checkbox"/> Emergency Services contacted <input type="checkbox"/> Advised to seek medical advice <input type="checkbox"/> Visited Medical Practitioner <input type="checkbox"/> Refused Assistance <input type="checkbox"/> No further action														
	Supporting Information <table style="width: 100%;"> <tr> <td style="width: 50%;">Have you:</td> <td style="width: 50%;">Have you:</td> </tr> <tr> <td>Taken photographs of:</td> <td></td> </tr> <tr> <td>Location of accident</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</td> </tr> <tr> <td>Damage to company property</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</td> </tr> <tr> <td>Gathered Witness Notes?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</td> </tr> <tr> <td>Completed a Personal Notes Form?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</td> </tr> <tr> <td>CCTV Images checked?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</td> </tr> </table> Witness Notes Ref: Personal Notes Ref:	Have you:	Have you:	Taken photographs of:		Location of accident	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Damage to company property	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Gathered Witness Notes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Completed a Personal Notes Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	CCTV Images checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Have you:	Have you:													
	Taken photographs of:														
	Location of accident	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A													
Damage to company property	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A														
Gathered Witness Notes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A														
Completed a Personal Notes Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A														
CCTV Images checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A														
Additional Information															
Person completing form sign off:															
Information uploaded to Accident Reporting /STITCH:															

Input onto Sharepoint Initial: Date:



KAL School Swimming

Site-specific worksheets

If you are timetabled at this site please familiarise yourself with this document:

Site:	
Academic year:	

1. What are the dimensions of the pool, (width, length, depth range)?

2. What are the common hazards – risks in and around the pool?

3. What type of alarm system is in use and what rescue equipment is available?

4. Who is responsible for maintaining the rescue equipment and reporting of any additional hazards or risks?

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5. What first aid / evacuation equipment is available and where is it located?

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6. Who is responsible for maintaining and replenishing first aid stocks?

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7. What course of action would be taken if practice falls outside the school swimming policy?

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8. Where is the designated evacuation assembly point?

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9. What is the address of the site for navigating the emergency services?

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10. What is the address of the local accident / emergency department?

11. Where is the designated entrance / exit for emergency services?

12. What is the procedure for reporting a minor and major incident?
Minor...
Major...

13. Lifeguard 'do's and don'ts' Fill in the gaps with the words listed below...
Leave / qualified / vigilant / distracted / monthly / safe

Do...	Don't...
Remain at all times.	the poolside during lessons.
Ensure practices are adhered to.	Become whilst supervising your swimmers.
Attend safety training.	Swim without persons present.

Please answer the following from a school swimming perspective...

14. What is the procedure in the event of a bomb threat?

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15. In the event of an intruder on site what is the lock down procedure?

--

16. What is the procedure for a fire evacuation?

--

17. What is the procedure for a serious injury to pupil(s)?

--

It is important you familiarise yourself with the following procedures in order to direct school staff and pupils in the event of any emergency situation

- ✓ **Serious Injury to Pupil(s) Procedure**
- ✓ **Emergency Plan: Bomb threat / Shelter / Lock-down**
- ✓ **Fire Evacuation / Evacuation Procedure**

Site:	
Responsible person:	
Academic year:	2023/24

All KAL School Swimming Teachers must sign and date the following form to acknowledge a full understanding of the site-specific requirements for any new members of KAL/School staff.

Name	Sign	Date

Contact in the event of a staff absence / staff incident.

School Office

SPIE Caretaker

Appendix 4

KAL systems, procedures & contacts

KAL Staff Contact Sickness Procedure

- In the event of any illness/absence of KAL school swimming activators, contact the KAL on call central contact number 01484 271554.
- You will be required to inform the designated person of which site you should be working at and what role you would be performing i.e., school swimming activator or school swimming lead. You will also be required to give as much information on the nature of your absence and your expected return or if you will require further medical assistance.
- Must be informed from 7.30 am and no later than 7.30pm to ensure cover can be allocated.
- If cover is needed for consecutive days, this must be conveyed no later than 5 pm.
- Any illness lasting longer than 7 days will require a medical certificate which must be forwarded to schoolswimming.admin@kal.org.uk
- The contact number above will be available from 7.30am to 7.30pm Monday to Friday. Saturday 7.00am to 4.00pm and Sunday 10.00am to 4.00pm.

Appendix 5

KAL School Swimming Risk Assessment

School		Class		Site		School Teacher	
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Potential Hazard	Associated Risk	Identified Control Measure
The number of pupils in the group exceed the recommended ratio of 1 Teacher : 20 Swimmers	<ul style="list-style-type: none"> - Increased risk of collisions - Increased risk of injuries - Reduced visibility 	One member of the accompanying School Staff (named below) to remain with group throughout the swimming lesson and additional roles and responsibilities will be explained by the KAL School Swimming Teacher taking the group. Responsibilities could include: assisting to observe the class to reduce the risk of injuries, point out any dangers or struggling swimmers to the KAL School Swimming Teacher and relay any information given to swimmers by the KAL School Swimming Teacher

Additional Comments

If the named member of accompanying School Staff is not present, another member of accompanying School Staff should be made aware of their responsibilities and take their place.

School Staff

Print Name		Signed		Date	
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KAL Staff

Print Name		Signed		Date	
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KAL School Swimming Communication

All school swimming enquiries can contact on the contact details below.

Email: schoolswimming.admin@kal.org.uk or Telephone 01484 271554.

