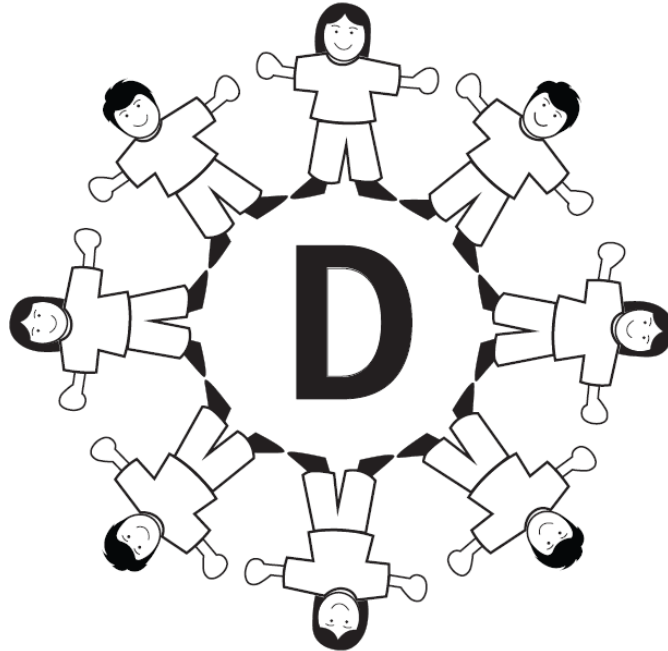


# Dalestorth Primary and Nursery School



Swimming Policy  
January 2025

At Dalestorth Primary and Nursery School, the lives and safety of your children are paramount. We therefore believe that before they leave our primary school, at the end of Year 6, every child should be able to swim at least 25m and complete basic water safety skills.

This means all children in Year 4, regardless of their ability, will take part in School Swimming lessons for approximately 36 weeks in each academic year. Any children who have not met the expected standard by the end of Year 4, will get the opportunity to access top up swimming sessions in Years 5 or 6, funded by the Sports Premium. Children who have met the National Curriculum requirements, receive a PE lesson at school instead of more swimming in Year 5 and 6.

By organising swimming at our school in this way, we are using the resources we have to try and ensure every pupil that leaves Dalestorth in Year 6 has had the best chance possible to learn this invaluable life skill.

#### **Policy review**

This policy is to be reviewed two years.

**Policy written by M Curran**

**Policy adopted: September 2019**

**Policy reviewed January 2025**

**Policy due to reviewed: January 2027**

## Appendix A

### Schools Swimming Guidelines – Summary

This document is taken as an extract from the Nottinghamshire County Council Schools' Swimming Guidance document

#### DUTY OF CARE

The delivery of a Schools' Swimming programme involves a number of partners including:

- Head Teachers, School teachers, Teaching assistants and trainee teachers
- Swimming instructors provided by the Schools' Swimming Service and swimming teachers specifically 'bought in' by the school.
- Volunteer parent helpers and Observers on poolside.
- Apprentices, Young Leaders and Work experience pupils.
- Transport operators.
- Leisure Centre staff & Pool providers
- Nottinghamshire County Council Schools' Swimming Service.

Whilst all issues related to the service delivery (for example; all aspects of teaching and life guarding) are transferable to the provider and appropriate operators, the duty of care for the class must remain the responsibility of the school teacher in charge however, shared liability will be assumed by all parties relevant to their roles and responsibilities as laid down in the document.

Where the schools' swimming programme is delivered by an external party, the school has a responsibility to ensure that all staff are appropriately qualified in all aspects being taught. They must ensure that the programme is appropriate to the needs of the pupils and the school. Regular and frequent communication between both parties will help to ensure that this requirement is met. These guidelines must be followed by all parties delivering the programme of swimming.

Secondary school teachers that hold a recognised swimming and or life guarding qualification can assume responsibility for delivering aspects of the programme providing they work within the guidelines set in this document.

#### PERSONNEL DESCRIPTIONS

##### LIFEGUARD:

A responsible person over the age of 16 who holds one of the following valid qualifications and undergoes ongoing training in accordance with the qualification:

- RLSS -UK National Pool Lifeguard Qualification (NPLQ) and pool specific Depth Test.
- STA NARs Pool lifeguard qualification and pool specific depth test.
- Highfield's level 2 Award in Pool Lifeguarding (QCF)

This list can change as other awarding bodies release their own qualifications following OFQUAL regulations

##### RESCUE QUALIFIED STAFF (Lifesaver):

A responsible person over the age of 16 who holds one of the following valid qualifications and undergoes ongoing training in accordance with the qualification:

- RLSS -National Rescue Award for Swimming Teachers and Coaches (NRASTC) - and pool specific Depth Test.
- STA NARs poolside helper/rescue qualification and pool specific depth test.

This list can change as other awarding bodies release their own qualifications following OFQUAL regulations

#### SWIMMING INSTRUCTOR:

A person who possesses either: Swim England or STA – Full level 2 Swimming teachers or teaching aquatics certificate.

This list can change as other awarding bodies release their own qualifications following OFQUAL regulations

An employee of Nottinghamshire County Council holding a level 1 Swim England teaching qualification may be used at the discretion of the service management. The individual must work directly with a fully qualified level 2 teacher nominated by the service. They may take no more than 4 pupils in the first instance and on gaining experience they may be allowed to take 6 pupils at the discretion of the level 2 supervising teacher. STA level 1 awarded members of staff can teach within their qualification status of non-swimmers or beginners

Instructors employed by the Nottinghamshire County Council School's Swimming Service will also have responsibility for lifesaving and therefore must hold a rescue qualification as listed above.

#### APPRENTICE:

An employee of the Schools' Swimming Service working to gain experience as either an Instructor or Lifeguard under the supervision of a mentor. They can work within any qualification guidelines they attain.

#### TEACHER:

A teacher employed by the school, who accompanies the children, from school to the swimming pool. This may be the Head Teacher or a supply teacher covering for the normal teacher at school.

#### STUDENT TEACHER:

A trainee teacher on teaching practice attached to the school.

#### TEACHING ASSISTANT:

A person employed by the school to assist the teacher in the classroom. They have basic teaching knowledge and qualifications. A Higher level teaching assistant has more in depth knowledge and qualification

#### AOTT:

An Adult other than a Teacher, who has been cleared by the Disclosure and Barring Service, and is authorised by the Head Teacher, to accompany the pupils and assist in their teaching. This person is usually a volunteer and may have specific qualifications

in relation to swimming. Adults other than teachers play a vital role supporting in the delivery of school swimming and the extended curriculum. They can:

- Supervise changing providing they have a current DBS
- Support in the administration of first aid, if they have the relevant qualification.
- Look after any children who become unwell during the course of the session, providing that they are not the observer for the session. Children who are generally unwell should sit on poolside with a towel around them until the end of the session.

The duty of care remains with the School Teacher at all times.

Where AOTTs have swimming teaching qualifications they may be involved in the teaching of swimming, provided copies of those qualifications are sent to the Schools' Swimming Service prior to the commencement of the sessions.

#### OBSERVER:

A responsible person on pool side, who is competent in recognising and responding to a pupil in difficulty. This person may be a parent, a teaching auxiliary or, a responsible pupil of at least 16 years of age at the Head Teacher's discretion.

#### YOUNG LEADERS AND WORK EXPERIENCE PUPILS:

A young person who is released from school for the purpose of gaining experience under the supervision of a mentor.

## RESPONSIBILITIES

### SCHOOLS' SWIMMING SERVICE

- To timetable the provision of school swimming, in negotiation with centres to achieve the most economic means of programming within the constraints of local agreements.
- To arrange transport contracts through liaison with the Transport Services department and to monitor the service provided.
- To provide / arrange adequate levels of **qualified** instruction and lifeguard provision.
- To ensure that the service holds a copy of the Normal Operating Procedures and Emergency Action Plan for each pool.
- To ensure that adequate first aid provision and documentation is available at the joint use centres.
- To carry out risk assessments, to ensure pupils are being taught in safe learning environment when unusual circumstances are highlighted. These risk assessments need to be completed in conjunction with the school.
- To inform the facility providers of any risks relevant to either the public or school swimming sessions as a result of an accident, injury or faulty / missing equipment
- To ensure Head Teachers are made aware of any equality and child protection issues.
- To ensure all aspects of the service are run in accordance with health and safety policies.
- To ensure Nottinghamshire County Council School's swimming staff receive adequate training in all aspects of their job.
- To ensure the maintenance and monitoring of training records, assessments and qualifications and that qualifications are current
- To monitor the swimming provision and give advice where required e.g. teaching ratios, disabilities, high volumes of non-swimmers.
- To report to the relevant departments within Nottinghamshire County Council any issues relating to health and safety, equality and child protection issues.
- To provide training for school staff to enable them to gain confidence to teach small groups of children under the direct supervision of the school swimming instructors.

- To provide a pathway for gifted and talented children within swimming
- The Schools' Swimming Service will send reminders to staff employed any form of lifeguard and lifesaving capacity two months before the expiry date. Failure to renew the qualification within the time period allowed will result in suspension from duty (this will be unpaid).
- The Schools' Swimming Service will provide at least one team meeting and an annual training day as a minimum each year.
- The Schools Swimming Service will endeavour to provide additional CPR training at team meetings and also additional training on pool visits.

#### SCHOOLS' SWIMMING SERVICE MANAGEMENT TEAM

The School Swimming Service management team is responsible for:

- Overseeing the service and delegation of roles to administration team members where appropriate.
- For the recruitment and selection of potential employees and their personal development.
- For the production and distribution of any induction packs.
- To ensure that the service is inclusive.
- Making spot checks on sessions without prior notice to ensure that all sessions are conducted within the guidance in this document.
- To ensure that all health and safety, child protection, equality and diversity issues are dealt with in line with Nottinghamshire County Council policies
- Carry out the duties as the nominated child protection welfare officers for the service
- Ensure that RIDDOR reports are carried out in relation to the services responsibility at the Joint Use facilities and School Pools and report such incidents to the Centre Management teams.
- To ensure that all incidents and complaints are dealt with in the correct manner and are investigated accordingly
- To ensure that all financial policies and regulations are met
- To ensure the continuation of the service in Nottinghamshire
- To ensure that all staff are relevantly qualified, DBS checked, and deployed by the service,
- To disclose equality and safeguarding issues to relevant partners should it be deemed necessary to prevent further access to children and vulnerable adults.

## SWIMMING INSTRUCTORS

They have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training, which includes:

- Being familiar with the School Swimming Service Pool Safety Operating Procedure's (PSOP), the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool, including early arrival at unfamiliar pools to receive training in this area.
- Conduct the Welcome and Safety talk to include the Observers guidance.
- Carrying out emergency drills each half term and at the commencement of a new group of children swimming for the first time in that academic year. The standard met needs to be recorded and initialled by the Instructor. Where necessary further tests need to be arranged to ensure the required level of competency is achieved.
- Identifying through the initial assessment the specific groups for each swimming session according to the children's ability and the number of Instructors and School Teachers that are available
- Ensure that ratios are met within the group sizes for the ability and age of the pupils
- Ensure that barriers are used (either lane ropes or booms) to separate each group of swimmers and that they meet the current standard.
- Follow the schemes of work provided by the Schools' Swimming Service appropriate to pupils' ages and abilities, in line with the National Curriculum learning outcomes.
- Monitoring the swimming programme and recording pupil attendance / progress and attainment in line with the National Curriculum. This will also act as a record to be used in case of evacuation from the site.
- Work with the lifeguards on duty – clearly stating to all parties if the duty of care for a casualty is transferred from one party to the other.
- Affecting a rescue if necessary and the completion of an accident/ incident report form as required, a copy of which may need to be left at the centre for the

attention of the duty manager and a second copy sent through to the Schools' Swimming Team.

- Notify Schools Swimming Management team at the earliest opportunity of any incident which may require to be reported under RIDDOR
- Attending monthly training at their normal place of employment
- Support and supervise the non-specialist teaching staff or/ AOTT's.
- Supervise Level 1 Instructors and Apprentices as requested.
- Inform school staff and issue a letter for the parents of any swimmer who has got into difficulty in the water and potentially could be at risk from secondary drowning. These are provided on site in the school swimming file and can be requested from the office at short notice.
- Ensure that their DBS check is current and they hold a current Safeguarding and Child Protection CPD (where necessary this will be provided by the service within 6 months of employment) & hold a current rescue qualification
- Attend team meetings and training days as requested - these form part of the Swimming Instructors Support and Supervision requirements as set out by Nottinghamshire County Council.

#### LIFEGUARDS

There is a requirement for a 'lifeguard' to be available whenever a school swimming lesson is taking place. This will be a designated person who holds a current nationally recognised lifeguard qualification.

The 'Management of Health and Safety in the Swimming Pool' states that a Swimming Instructor can also 'provide the safety cover', subject to holding the appropriate qualifications and training. This only applies to 'programmed' swimming. Programmed activity is defined as;

- With a formal structure
- Disciplined
- Supervised or controlled
- Continuously monitored from the poolside

- All Lifeguards and lifesavers must attend 2 hours of training once a month; this must be undertaken each term as a minimum at their main place of employment.
- They must provide evidence to the service management on a regular basis, for those entitled to pay for attendance, this will not be authorised until evidence/receipts are provided.

It is requested that centres support us in this by making available their normal staff training sessions for our staff to access and then the ability to photocopy training attendance registers or by emailing copies of the training records to [schools.swimming@nottscc.gov.uk](mailto:schools.swimming@nottscc.gov.uk)

- It is the responsibility of the lifeguard to report any potential hazards or risks during a school swimming session to the centre and service management team.
- Lifeguards must not assist in the teaching of swimming if they do not hold a Swimming teaching certificate.
- Rescue qualified staff must be familiar with the standard signals used in most pools, to either use their whistle correctly or respond to a whistle communication from someone else:
- It is expected that lifeguards and swimming teachers conduct their lifesaving training and examination in the clothing they would wear on poolside.
- All Lifeguards and lifesavers must attend the team meetings which are held annually to ensure they are kept up to date and will also form part of the support and supervision requirements as set out by Nottinghamshire County Council.

THE PERSON RESPONSIBLE FOR LIFESAVING, RESCUE AND FIRST AID WILL BE REQUIRED TO:

- Be the first person on poolside.
- Have knowledge and follow the NOP & EAP for that specific pool,
- Use recognised techniques to constantly scan the area, watching out for vulnerable or weak swimmers
- Never turn their backs on the pool or engage in any behaviour, which results in not watching the pool when on lifeguard duty
- Never leave the poolside unattended
- Be able to effect a deep water rescue to the depth stated on their qualification or site specific depth test.
- Administer first aid
- Use an (AED) Automated external defibrillator if required
- Prevent unsafe activities
- Assist in the running of emergency drills
- Secure the pool where possible against unauthorised access when not in use

- Communicate clearly at all times with all users / teachers in the pool
- Lifeguards must work with Instructors, Class Teachers and AOTT to ensure the safety of sessions at all times.

For the purposes of lifesaving there shall be a minimum of 1 rescue qualified person to 26 pupils in the water regardless of ability, with a minimum of 1 lifeguard and one rescue test qualified person on poolside.

**LIFEGUARD INSTRUCTIONS FOR SAFE CONDUCT IN THE POOL SHOULD BE FOLLOWED AT ALL TIMES BY EVERYONE.**

#### APPRENTICES

Apprentice Instructors will have assigned a mentor whom they will take direct guidance from. Level 1 apprentice Instructors must not be directly responsible for teaching any more than six pupils in the water at a time, others must not be directly responsible for teaching any more than four pupils in the water at a time however. The mentor and apprentice will still be required to work within the Instructors teaching ratios, as this can only be classed as one group.

#### YOUNG LEADERS AND WORK EXPERIENCE PUPILS

Young people must work under the direction of a mentor holding a Level 2 qualification in swimming. They must not be directly responsible for teaching any more than four pupils in the water at a time and will only be allowed to teach if the supervising level 2 deems it to be a suitable activity for the individual to undertake. The mentor and young person will still be required to work within the Instructors teaching ratios, as this can only be classed as one group.

## SCHOOLS' RESPONSIBILITY

The School shall designate a member of staff to be the swimming co-ordinator and forward their name and details to the Schools Swimming Service. The school will be responsible for applying the guidance set out in this document and its appendices.

SCHOOLS ARE REQUIRED TO:

- Complete an online booking form and return it by the date set, considering all the appropriate guidance in relation to teaching and lifeguard ratios.
- Carry out a risk assessment of the pool and activity for their own needs
- Ensure that all teachers are aware of the pool safety, evacuation and first aid procedures.
- Ensure that all teachers and observers involved in school swimming have read the appropriate section of the full guidance document.
- Ensure accurate records of attendance and attainment are kept to provide Ofsted with the necessary information related to the pupil's statutory requirement in swimming.
- Ensure only qualified staff (Swim Englan / STA Level 2 teachers) sign off the achievement levels.
- Provide sufficient observers for each session. The design of the pool and the number of groups / pupils will dictate the minimum number of observers required (minimum of 1 per pool and preferably 1 per group), certain medical conditions require 1:1 observers
- Ensure that all observers have read the Observer Policy and signed to confirm these will be adhered to. This form should be kept at school.
- Provide the Schools Swimming Service with copies of any relevant qualifications and training in relation to lifeguarding or swimming teaching for any member of staff or volunteer assisting with the sessions and undertaking the role instead of a service swimming teacher or lifeguard
- Provide supervision in the male and female changing facilities – this can be undertaken by any school staff or AOTT's, who holds a current DBS check. Where possible this adult should be of the same sex as the children being supervised.

## ADDITIONAL RESPONSIBILITIES FOR SCHOOLS, WHEN PUPILS WITH ADDITIONAL NEEDS ARE ATTENDING THE SESSION

The provision is inclusive and the instructors can adapt or adopt new teaching styles to meet all levels of need. The aim of the swimming lesson is to provide high quality learning in water, to enable the swimmers to become:

- Independent learners
- Improve self confidence

- Improve skill levels
- Enjoy and achieve through purposeful activity
- Improve communication and socialisation skills

Schools are required to:

- Carry out specific risks assessments for those children attending with additional needs
- Contact the Schools' Swimming Service to discuss specific needs and to seek advice prior to booking, arrangements can be made for a site visit. Schools must provide the Schools' Swimming Service with the relevant information regarding the nature of the disability, illness, learning needs or specific requirements in relation to ethnic backgrounds prior to the pupil attending the session. This information should also be relayed to instructors on poolside.
- If there are specific teaching strategies that are used within the school to help the child's understanding, then these must be communicated to the Instructors, as it is beneficial to adopt the same techniques.
- Schools should source their own SEN transport where needed.
- Notify the Schools Swimming Service when specific requirements for the use of a hoist and disabled changing facilities are needed.
- For pupils attending the bridging clubs all details requested on the application form must be completed prior to attendance.
- Where 1:1 support is given at school it MUST be provided at the swimming pool. This may require the carer or teaching assistant to help support in the water or from poolside, whilst taking guidance from the instructors in relation to teaching practices.
- Care plans – the medical needs policy group states that all children with additional needs should have a care plan, a summary of this must be sent to the Schools' Swimming Service prior to the start of the program. This information will only be shared with the swimming instructors and lifeguards as appropriate.
- If severe behaviour is an issue then consideration needs to be given as to whether the site can be locked down to protect the individual, staff and users of the facility.

- Teachers should know how to recognise and cope with an epileptic fit in the water. Hospitalisation will be considered for all cases unless the school or learning centre advises differently.
- It is important to ensure that all pupils can adopt a safe resting position in the event of an emergency; this may be aided or unaided in the water, whilst they await evacuation from the pool.
- Where children with complex needs or physical impairments undergo surgery then parents/ carers must seek medical advice on the implications of their condition in relation swimming, prior to joining the programme. Relevant information must be passed on to the Schools' Swimming Service.
- For those children with more challenging needs both physical and learning a meeting can be arranged with the Schools' Swimming Service to discuss the issues for concern to ensure that the Instructors adopt the most appropriate method of integration into the session.

#### SCHOOL STAFF

Teachers and other staff authorised by the Head Teacher to accompany the pupils have a duty of care that operates for any activity in which children are involved; teachers can transfer that duty of care to the lead professionals providing the service however, this doesn't negate their responsibilities, it merely becomes a shared responsibility. School Staff remain in charge in relation to discipline and supervision

#### THE TEACHER IN CHARGE

- Must ensure all pupils known to need medication, eg inhaler, bring it to the pool
- Must ensure that the parent/ carer has read and signed the goggles/ glasses consent form if goggles are to be worn by the pupil
- Must sign in at the reception or on poolside prior to the commencement of the swimming lesson.
- Ensure noise levels are kept to a minimum during leisure centre visits.
- Must ensure that observers have read and signed the observer guidance policy
- Must alert pool staff to any changes of school personnel to ensure the correct procedures appropriate to the role are discussed
- Ensure appropriate levels of supervision in the changing rooms
- Ensure all school staff are appropriately dressed for the activity
- Maintain control of pupils at all times
- Ensure a head count takes place prior to and after every session.
- Ensure teaching ratios are adhered to at all times
- Ensure Health and Safety Guidelines are met.
- Ensure emergency procedures are practised at the commencement of a new group of swimmers and every half term as a minimum.

- Create registers for each group following the initial assessment. The registers are to be kept in the file provided at the pool a copy of which can be made available to the school. All relevant information with regard to medical conditions and SEN pupils must be written onto the registers. Please note in a Court of Law the school will be held accountable for failing to provide accurate information should a serious accident or incident occur.
- Must support the Instructors in dealing with minor injuries on request.
- Must fill in the accident report forms as requested by the Instructors.
- It is recommended that primary school teachers accompany their own class where possible as they have the specialist knowledge and understanding of the pupils.
- It is recommended that school teachers take a group of swimmers and / or support with class management during the course of the lesson. Attendance on a Swim England National curriculum training course is also recommended as this equips school teachers to teach the fundamental aspects of swimming to beginners and non-swimmers through to improving swimmers.
- School teachers who cannot swim must not teach at the deep end of the pool
- Teachers are required to work as a team and take direction from the Instructor/ lead professional in all aspects of swimming and lifesaving.
- Teachers must provide copies of relevant qualifications to the Schools' Swimming Service prior to the commencement of the sessions if they are taking the place of a swimming teacher or lifeguard for the purpose of group ratios

#### POOL MANAGERS WILL:

- Provide a copy of the current NOP and EAP and any subsequent amendments and updates to the Schools' Swimming Service administration team and have one available onsite for any Swimming Instructor or Lifeguard to read on request.
- Provide site specific training in the use of drowning alarms and emergency procedures on request.
- Ensure access to drowning and emergency alarm reset buttons where appropriate.
- Ensure that the facilities are safe and present no risk to health, for visiting groups. If school swimming staff, raise a concern the situation should be resolved if possible with immediate effect.
- Ensure that lifesaving equipment is in place and fully functional including sufficient space blankets, ensure the location of these is known to the users.
- Pool managers or centre staff to assist in a major aquatic accident or incident (to the level of their qualification)
- Pool Managers to take responsibility for any non-aquatic major incident in accordance to the centre's NOP/ EAP. Including evacuation of the building if necessary.
- Personnel from the site to act as back up, providing they are aware of the situation & hold an appropriate qualification for the incident.
- It must be clearly announced if the duty of care is being transferred between professionals, to ensure that all parties know their role and responsibilities.
- Ensure that centre staff complete the appropriate accident forms once they have been informed of the accident/incident. Copies of the accident form need to be sent to the school and also to the Schools Swimming Service.
- Provide a safe changing room environment for school pupils to change, particularly where there is shared access of these facilities by the general public.
- Provide access to defibrillation if available
- Operate the pool hoist when needed.
- Ensure that the hoist remains serviceable with correct maintenance procedures in place and logged
- Provide notification in writing of any work to be carried out by outside engineers in or around the pool hall and changing facilities prior to this being

undertaken, identifying level of disruption and any risks associated with the work being carried out.

- Ensure that any outside contractors entering the pool environment and changing facilities when school swimming sessions are taking place, are accompanied by a member of staff holding a current enhanced DBS check and are directly under their supervision.
- Provide access to changing facilities for staff.
- Ensure that the service is notified of any concerns in relation to the sessions being run.

## Schools Swimming Service Specific Policies

(Including industry guidance)

### SHARING OF INFORMATION BETWEEN PARTNERS

In relation to child protection and safeguarding issues, there should be an equal sharing of relevant information between the schools, the schools swimming service and pool operators. This includes information regarding suspension from duties and, or criminal investigation into potential breaches involving safeguarding matters. Please ensure you follow the HM Government quick reference guide in relation to information sharing.

### CHANGING ROOM SUPERVISION – SWIM ENGLAND AND CIMSPA GUIDANCE

The presence of unsupervised children, particularly in open changing or shower areas, can cause concern for facility staff and members of the public.

It is recommended that Local Authorities, schools and sport and recreation service providers have in place the following practices and procedures relating to changing. Where possible, separate school changing areas should be made available. It is not appropriate for members of the public to share the same changing facilities as those used by school swimmers. Facility providers wherever possible should make arrangements for separate changing areas or changing times to be made available for school swimming sessions where a pool is used by members of the public at the same time.

Where this is not possible schools should continue to use the facilities whilst managing the risk. This allows the changing facilities to be used by both school children and members of the public providing adequate supervision is in place.

**Management of the risk** entails management of the children to ensure that no one has the opportunity to form a relationship that might in turn lead to abuse, when the children are in our care. Children need to understand the risks and teachers need to give direction and guidance to them; members of the public are unlikely to pose a risk.

Within facilities providing 'village' changing accommodation or equipped with group or family changing, a responsible adult should undertake the supervision of the changing area. Group or family changing areas may be mixed and may require male and female supervision.

Where ever possible the adult supervising the changing of children should be of the same sex as those being supervised

### PHOTOGRAPHY

Schools generally have a child photography policy in place which allows for the taking of photographs for educational uses including the inclusion of such material on the children's' personal development plan, building story books for those children with additional needs etc.

The Schools' Swimming Service allows photography during school swimming lessons for this purpose however advises that only photographs of the children in water should be taken from the surface thereby distorting the pictures. It should only be adults employed by the school (not parents etc) who take the photographs

Whereby the centre has a no photography policy Schools Swimming Service will sign a declaration with the centre to allow it to take place. Schools' wishing to take photographs should liaise with the leisure centre concerned to give prior notice. In the event of faulty equipment, accident or injury this policy may be waived providing permission has been sought from a senior manager, of either the facility or the Schools' Swimming Service in order to secure evidence.

### SAFETY EQUIPMENT

All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally this will be an emergency button, which activates a siren or a telephone giving direct contact with the emergency services and additional support e.g. school office.

Rescue aids must be visible on pool side and easily assessable. Rescue aids include short reach poles / teaching poles, throwing aids – torpedo buoys & ropes, and foil blankets in case of evacuation. Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners. All signs must be compliant with the Safety Signs and Signals Regulations.

A pool divider, usually a rope with the appropriate number of buoyancy aids attached, should be used to separate groups and should also be positioned to separate deep from shallow water particularly when non-swimmers are present.

All pools must be locked to prevent unauthorised access when not manned. Failure to achieve this has resulted in the major cause of accidents in school and private pools across the country.

### SWIMWEAR

Pupils must wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is:

- Tight fitting so as to minimise the effect of drag.
- Girls must wear a one piece swimsuit
- Boys must wear tight fitting shorts without pockets and no longer than mid-thigh or swimming trunks.
- Goggles may be worn providing they are fitted correctly and that they are not swapped between users, a consent form signed by parents or legal guardians must be handed in at school which states the pupil can apply the goggles correctly.
- Transfers / tattoos – there is no requirement for temporary tattoos or transfers to be removed prior to swimming.

A guidance booklet has been produced for parents and schools. This will also be shared with leisure centres when they have been printed to assist in the understanding of our requirements for school swimming.

## JEWELLERY

The Schools' Swimming Service operates a [no jewellery policy](#) due to potential injury to themselves or others

Schools are encouraged to advise pupils who wish to have their ears pierced to have it done at the start of the summer holidays. (Current medical advice is that newly pierced ears should be left to heal for six weeks before ear rings may be removed).

Removal of earrings only for the duration of the swimming lessons is a compromise.

Necklaces and Bracelets

Jewellery may be worn for religious purposes if it can't be removed, and medic alert bracelets must be worn, they must be suitably covered or taped although health and safety concerns will take precedence.

## LONG HAIR

Long hair for boys and girls must be tied back or a swimming cap worn.

Swimming Instructors, Lifeguards and School Teachers must all tie their hair up appropriately to ensure their vision is not obscured whilst teaching or in the event of a rescue

## ACCIDENT & INCIDENT REPORTING - general

It is everyone's responsibility to report accidents, Incidents and near misses – in the case of minor injuries any accidents or incidents must be reported to the duty manager at the pool and the Schools' Swimming Service administration team via the incident report forms held within the pool files.

### MINOR INJURIES

The Facility provider should have accident forms for completion by the centre, if no-one from the centre is available schools swimming accident report forms are available at each site to assist in this

In the event of an accident/ incident involving a pupil or school teacher it is the responsibility of the school to also report these on the well worker system on the Nottinghamshire County Council Intranet.

If the accident/ incident involves a swimming instructor lifeguard or parent observer it is the responsibility of the Schools Swimming Service instructor or lifeguard to report on the Well Worker system

The schools swimming service MUST also be sent a copy of the accident/ incident form, this can be done by email to [schools.swimming@nottscc.gov.uk](mailto:schools.swimming@nottscc.gov.uk)

- All bangs to the head must be reported to the member of school staff accompanying the group.

- All potential secondary drowning incidents must be reported and letters issued to the school.

The school will inform the legal guardians of the pupil of any incident which occurs during the swimming lesson regardless of the severity of it.

In all cases where a pupil has had an epileptic fit in the water they MUST be conveyed to hospital as the risk of secondary drowning is increased. If an individual risk assessment has been completed by the school in conjunction with the parent then this requirement may be negated. RIDDOR reporting is NOT required if the condition is already diagnosed.

### IN THE EVENT OF A MAJOR ACCIDENT OR INCIDENT.

- The observer will raise the alarm (horn and or drowning alarm) at the request of the lifeguard or swimming teacher, if they see a pupil who appears to be in difficulty, or see a swimming teacher / lifeguard entering the water

- The Schools' Swimming Service staff will normally initiate the rescue and are prepared to retain responsibility and overall charge of the incident, however, centres are expected to offer additional support in the event of specialist treatment being required (within the limitations of the individuals qualifications supporting the accident or incident) and may take over responsibility for the care of the casualty as long as the transfer of the duty of care is clearly stated.

- The centre must provide access to the defibrillator if it is required.

- The centre must provide access to a first aid box which is suitably equipped.
- School teachers must comply with their responsibility in relation to the completion of accident forms at school.
- Accident forms will be completed at the centre in the case of any pupil or adult receiving first aid or rescue from the water. This will be the responsibility of the centre once they have been informed of the accident or incident.
- In the event of a child being hospitalised the manager of the Schools' Swimming Service must be informed as soon as possible and a RIDDOR report must be completed where appropriate.
- It may be necessary for other pupils to be escorted and supervised in the changing area away from the incident to prevent additional stress being placed on the pupil/s. The school teachers will have to take responsibility of the whole group of pupils to allow staff to deal with the emergency.
- A report must be compiled and shared with the relevant parties

Copies of relevant forms need to be kept by all parties and a meeting arranged by the School Swimming Management Team within 24 hours of the incident as part of the investigation process.

- Failure of instructors or lifeguards to notify the management team of any hospitalisation of a pupil or adult participating in programmed activities within 12 hours of the accident will result in a breach of their terms and conditions of employment. The service may also be found guilty of negligence in a court of law for a breach of health and safety regulations if these procedures are not complied with.

### SPINAL CORD INJURY AND RECOVERY

If there are insufficient numbers of adults and children available to effect a suspected spinal cord injury and recover the casualty to the poolside using either, a spine board or horizontal lift then the fire brigade should also be requested on the 999 call as the ambulance service will not enter the water. It should be remembered that the priority of the rescue should be to maintain breathing, if a casualty stops breathing then this becomes the main priority and the casualty should be removed from the water as a matter of urgency using a normal 2 or 3 person lift with care being taken to minimise the movement of the spine as much as possible to enable life support to take place.

### BUILDING EVACUATION AND EMERGENCY PROCEDURES

In the event of any emergency the pools' NOP and EAP should always be followed. The centre manager retains full responsibility for any evacuation of the building and subsequent authority to re-enter the building. It is the responsibility of the centre staff to ensure that all relevant areas of the building have been evacuated. The school teacher (with the assistance of instructors) is in charge of all pupils in the changing rooms, on the poolside, and at the assembly point. Swimming Instructors will be responsible for the taking of any registers at the assembly point and evacuating the pool to the fire exits. For those children who have not yet had a swimming lesson and may be in the changing rooms this responsibility will fall to the school teacher.

## Safeguarding & Child Protection Policy

The Schools' Swimming Service's aim is to provide a safe learning environment; we follow the Nottinghamshire County Council & UKCC/Swim England Safeguarding Policies.

Swimming Instructors & Lifeguards have a duty to report any of the following to the Schools Swimming Service Management team **AND** the School teacher in charge (if appropriate) any suspicions relating to:

- Racial Abuse (actual and perceived)
- Verbal Abuse (Emotional Abuse)
- Physical Abuse
- Sexual Abuse
- Bullying and Harassment
- Neglect

This can be done initially by phone but a written report will be required and if appropriate, statements will be taken by the Management Team. If required a report will be sent through to a Senior Manager and the Safeguarding Board  
Instructors have the right to challenge any unknown personnel who come onto poolside

All staff members of Nottinghamshire County Council are bound by the NCC code of ethics in all aspects of work and any breaches reported will be investigated in the same manner. In some situations staff maybe suspended during the investigation period, however, all parties will be kept informed of the situation as appropriate.

ALL SCHOOLS ARE REQUIRED TO:

- Individually risk assess to ensure the level of supervision is adequate within the changing rooms and on poolside.
- Ensure that pupils do not go through to the pool until allowed.
- Ensure that they report any Safeguarding Issues to the Schools Swimming Service staff, and/or the Management Team, as well as through the normal schools procedures.

## Temperature

Water Temperature should be 29°– 31°, with a minimum operating temperature of 27°C Hydrotherapy pools should be 30°

There is no maximum operating water temperature.

- In cases of cooler water temperature more vigorous activities should be conducted,
- An awareness of smaller / younger pupils or those with disabilities getting cold – look for shivering and blueing of extremities
- Avoid getting children in and out of the water too often
- Look out for pupils getting cramp
- Encourage pupils to bring towels onto poolside

In case of warmer water less vigorous activities need to be conducted

- School should be informed to enable additional drinking water to be taken to the pool in plastic bottles
- Allow frequent breaks and pupils to take on additional fluids to prevent dehydration
- If pupils start to suffer from feeling nauseous or headaches then activities need to stop and pupils removed from the water and given access to fresh air with the necessary precautions with the change in temperature (access to towels etc)

The advised air temperature on poolside is 1°C higher than the water temperature. Schools Swimming would not cancel sessions if the air temperature didn't meet this requirement and give the following advice.

In cases where the air temperature is less than this –

Avoid making the pupils sit on poolside whilst wet and adjust the aquatic activities accordingly.

Pupils with asthma and other similar medical conditions should be monitored carefully for signs of a worsening condition

Pupils who are very slightly built need to be monitored to ensure they don't get too cold

Allow pupils to shower after the session

Instructors need to ensure that everyone working on poolside has adequate fluids to prevent dehydration.

Pupils in the water may also need access to additional fluids

- In cases where the air temperature is greater than this

In all cases additional information is available from the Schools Swimming Service on 0115 9772824

Minimum temperature in changing rooms is 24°C.