

Overall aim of the policy

To ensure that the parents and carers of all children participating in swimming activities are aware of what the activity consists of and why the school want to provide the opportunity for children to swim. To identify the roles and responsibilities of teachers, parents and pupils in order to ensure that the activity is undertaken in a safe manner.

Where, when and to whom the policy applies

The policy applies during any school outings or trips where swimming activities are planned and take place. The policy applies to all pupils taking part in any swimming activities and to their parents and staff members accompanying the activity.

Aims of teaching swimming

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

Pupils should be taught to

- Pace themselves in floating and swimming challenges related to speed, distance and personal survival.
- Swim unaided for a sustained period over a distance of at least 25m.
- Use recognised arm and leg actions lying on front and back.
- Use a range of recognised strokes and personal survival skills [for example, front crawl, back crawl, breaststroke, sculling, floating and surface diving].

Organisation

Swimming at Meadow Park Academy is timetabled for children in Key Stage 2. Swimming lessons take place at Meadway pool, starting in January and running through to July. Each year group will get at least 5 x 1 hour sessions. Children will be transported to Meadway and back in the school mini bus and will be expected to behave appropriately and responsibly during the entire activity.

Equal opportunities

All children have equal access to the Swimming Curriculum regardless of race, gender, creed or ability, in line with the Academy's policies on Special Education Needs and Disabilities. Any child with special educational needs will be able to participate in all activities as far as possible according to his/her abilities, in consultation with the Inclusion manager, parents and any special needs personnel. If for any reason it is not possible to provide swimming for a child then alternative, appropriate activities will be provided.

Roles & responsibilities

The role of the class teacher

- The welfare and safety of children at all times.
- Overall maintenance of good discipline.
- Mark the attendance register.
- Count children into and out of the building.
- Confirm attendance levels and any relevant medical information.
- Ensure arrangements are made to provide for children with special needs and confirm risk assessment.
- Liaise with pool staff and swimming tutors.
- Adhere to health and safety requirements.

The role of support TA's

- The welfare of specific children in changing rooms and shower area.
- Supervision and oversight of any designated child, ensuring the child understands and follows instructions.
- Assistance with maintaining discipline.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Adhere to health and safety requirements.

The Role of those who teach the swimming skills

- Teaching groups of children swimming skills at appropriate level.
- Provide support for other adults taking swimming groups.
- Ensuring children's achievements are recorded.
- Liaising with Teachers regarding pupils progress and behaviour.
- Hold appropriate Life Saving qualifications and act and be responsible for rescue and resuscitation as necessary. The Role of Parents and Carers:
- To provide pupils with the appropriate swimming kit and to ensure pupils bring this to school on swimming days.
- To reinforce the need for children to comply fully with instructions at all times. Those teaching swimming will:
- Have the appropriate training and skill to enable them to teach effectively
- Possess DBS clearance.
- Organise classes according to class numbers, pupil ability and numbers of teachers/adult helpers. • Provide support where necessary for other adult helpers.
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Ensure all equipment is ready and in the correct place in the teaching area.
- Make best use of available pool space using dividing ropes where appropriate.

Those responsible for lifeguarding

- Hold a nationally recognised lifesaving award from a swimming organisation.
- Possess a relevant First Aid certificate.
- Make sure all children and teachers know safety drills.

Lifeguard/pool safety provision

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

Minimum qualification

STA NaRs Pool Safety Award If, in addition to those staff providing the swimming teaching, there is a dedicated lifeguard provided who is fully qualified by the National Pool Lifeguard Qualification (NPLQ) and responsible for supervising the safety of the children being taught, the teaching staff and any other adults. Other than the dedicated swimming teachers, other teachers will not be required to have rescue skills but should understand the basics of teaching swimming. Staff with the STA award will be responsible for their groups.

The following is guidance from Safe Practice in PE and Sport

Health and Safety

Duty of care 'The duty of care for pupils involved in swimming remains at all times with the Accompanying teacher.'

Medical conditions There must be an alerting mechanism/procedure in place for children at risk. Different needs will require different courses of action and may require safety arrangements. These arrangements must be clearly understood by all supervising adults. This will be specified in a risk assessment undertaken for children at risk.

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

In the changing rooms Good behaviour in the changing rooms is essential. This will not only ensure the safety and wellbeing of pupils but will also help to set the tone of the lesson. For the safety of the individual and the group, no jewellery of any kind is to be worn in the water and there must be no loose clothing worn and hair must be tied back worn under a cap. Children will be reminded to attend to their personal and toilet requirements and to be clean before entering the pool. Wherever possible, supervision and changing of pupils should be undertaken by school staff and/or accompanying helper of the same gender. Wherever this is not possible, there must be clearly understood and agreed procedures in place to enable staff access.

Instructor/teacher responsibilities and duties The Academy is responsible for undertaking a periodic risk assessment of the Academies swimming provision. The PE Co-ordinator or the Facilities Manager should carry this out. When making decisions about pupils with special educational needs, schools need to take all reasonable steps to avoid discriminating against pupils on the grounds of their disability. All children must be suitably attired.

Girls must wear a one-piece swimsuit and swimming cap and boys wear swimming trunks or appropriate close fitting swimming shorts (no board shorts) and a swimming cap. Provision must be made for alternative attire for minority ethnic pupils when a request is made. All pupils are expected to wear a swimming cap and any pupils with hair long enough to impair vision must ensure that this is tied back before putting the cap on.

Children will be aware of the deep and shallow ends of the pool and know the location and function of safety equipment – the telephone, and first-aid kits. Teachers will know the Normal Operating Procedures of the pool and Emergency Action Plan arrangements. Ensure that the pupils understand and regularly practice their response in an emergency. Ensure appropriate poolside equipment for safety is available. Be able to contact pool staff immediately in the event of any emergency.

Emergency drill This will need to be clearly understood by all children and should be practiced regularly. They should be taught how to attract the teacher by shouting or waving. Teachers and instructors will need to carry a whistle at all times, to be used strictly as a safety aid and not as a teacher aid.

The emergency drill procedure are one short blast - call the attention of pool users i.e. swimmers. THREE long blasts - all pupils to climb out of the pool immediately and sit/stand by the nearest wall. The swimming instructor/lifeguard nearest to the incident effects the necessary action. The accompanying school teachers are responsible for the children on the poolside. If a swimming instructor or lifeguard enters the water, the remaining pupils should be taken into the changing rooms. This drill should be known and understood by all accompanying staff.

Lesson organisation Children should be familiar with routine procedure when entering the pool area – for example, they should know exactly where to stand, sit or line up. No child should be allowed to enter the pool area or water until told to do so and staff will promote positive behaviour management at all times. Appropriate provision will need to be made to support pupils in water where their needs indicate. The instructor and teacher will adopt a position on the poolside such that all pupils in their care are constantly visible. Children should work in pairs as it encourages co-operation and confidence, assists in class management and provides an additional safety check, with the children adopting some responsibility for their partner's wellbeing.

The following factors need to be considered when determining teacher/instructor pupil ratios: The age of pupils. The range of their swimming ability. This should be known by the teacher and instructor and each new pupil should be checked at the first lesson in shallow water. Non-swimmers/beginners – young children including primary aged children should have an adult to child ratio of 12:1 (or 20:1 if level 2 certification). Improvers – swimmers of a similar ability to each other who can swim at least 10 m competently and unaided on their front and back should have an adult to child ratio of 20:1. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth. Competent swimmers – those swimmers who can swim at least 25 meters competently and unaided on front and back and can tread water for two minutes can have an adult to child ratio of 20:1. Where a child has special needs the ratio of pupils to teacher will require a separate risk assessment to be undertaken of the individual child and their special needs and this will be used to determine appropriate supervision.

Assessment and recording The swimming ability of the children will be assessed at the beginning of a unit of work by the swimming instructor and recorded. Records will be kept of the progress of individual pupils throughout the unit of work. Certificates are used to reward children's achievements.