

# **Panshanger Primary School**

## **Swimming Policy**

### **Introduction**

Being able to swim is an important life skill and swimming is also an excellent form of exercise, contributing to the development of a healthy life style. At Panshanger we are fortunate to have our own heated outdoor shallow water pool (depth = 0.85m) and we are committed to offering all our full time pupils opportunities to develop water confidence and swimming skills in a safe and enjoyable environment.

This policy, which is informed by the HCC Safe Practice in School Swimming Guidance (March 2013) / School Swimming and COVID -19 Considerations (March 2021) lies within the context of the school aims.

### **Approaches and Arrangements for the Teaching and Learning of Swimming**

We aim to offer children from Nursery through to Year 6 swimming lessons each week in our school pool over the last term of the academic year (May – July), weather, conditions and supervision permitting, in order to develop water confidence and basic skills.

### **Panshanger School Pool**

Lessons in the school pool are taught by teachers from the school, following an agreed scheme of work (monitored by the PE subject leader for progression).

### **See safe supervision document information:**

**Younger children between 3 & 4 years old a ratio of 6:1 ‘Where the teacher is in the water any lifesaving competency (s)he has is diminished**

**Beginners (children over 4 years) ratio of 12:1 - classified as ‘learners with or without floatation aids that cannot swim 10m comfortably and safely’**

**Improving swimmers ratio of 20:1 – classified as ‘Learners who have mastered stroke technique and have the ability to swim 10m comfortably and safely.’**

All school staff undergo training in the teaching of swimming. This training is delivered by a senior member of staff. All school staff involved in the teaching or supervision of swimming will undertake training in shallow water rescue, resuscitation and first aid and a formal qualification assessment every two years. This annual training and bi-annual qualification assessments will be delivered by an appropriately qualified professional (RLSS – Royal Life Saving Society)

Any member of staff who does not feel confident teaching swimming lessons needs to alert the Headteacher so that alternative arrangements can be made.

The Headteacher / PE subject leader are confident with this level of training.

All school staff involved in swimming will be issued with the pool rules, the risk assessment, the normal operational procedure (NOP) and the emergency action plan (EAP) prior to the start of the swimming season.

All supervisors will be given guidance on their role, a copy of the pool rules, the risk assessment, the NOP and EAP.

Children will be reminded of the safety procedures and meaning of the whistle at the start of every swimming lesson and should demonstrate that they understand.

Children will use the single sex changing rooms next to the pool, supervised by school staff.

Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting in order to minimise the effect of drag that water logged clothing can create

Pupils will not be excluded from swimming because of verrucae or similar foot infections. Swimming can continue provided a verruca sock covers the infected area.

Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming. Parents will be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion. The following paragraph will be inserted in a letter to parents:

*'Please ensure that goggles are of a good quality. Please read the manufacturer's instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities.'*

Individual risk assessments will be undertaken for swimmers with disabilities and medical needs 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 required by the range of disabilities within the group.

## **Roles and Responsibilities**

### **▪ Head Teacher**

The Headteacher is responsible for managing the pool and for overseeing the work of the swimming co-ordinator and the qualified pool carers to ensure that water quality is maintained and for the safe operation of the school pool.

### **▪ Swimming Co-ordinator**

The Swimming Co-ordinator, nominated from the Senior Management Team, has responsibility for applying the swimming pool safety policy and procedures in the school. It also includes monitoring and recording, for the pool and sessions used, of the:

- appropriate risks assessments
- pool safety operation procedures (NOP & EAP)
- qualifications and training of staff and maintaining records
- any instructions issued to staff
- conditions of hire or arrangements for use of the pool.

### **▪ Teaching staff**

Teachers are responsible for ensuring that

- children are appropriately supervised when changing
- pupils are under control at all times
- a headcount is taken before, during and after sessions
- normal and emergency procedures are enforced
- the school's scheme of work is followed in the school pool

### **▪ Supervisors**

Supervisors are expected to support the teacher, swimming instructor and/or lifeguard in ensuring the safety and well-being of the children during swimming sessions. Supervisors should be positioned around the pool to ensure that all sides are covered. Supervisors will be issued with a copy of the risk assessment for swimming at the school, the emergency procedures and general rules for class use of the pool and they will be required to confirm in writing that these have been read.

### **▪ Life Guarding**

Whenever children swim, there must be someone present with appropriate life guarding / lifesaving, rescue and first aid skills. During structured lessons in Panshanger School's own shallow water pool this must be the teacher or another member of the school staff who has undertaken approved training. During unstructured sessions, including when the pool is being used by the PTA this must be a qualified lifeguard – minimum qualification National Pool Lifeguard Qualification, (NPLQ) or equivalent.

Whoever it is, the person responsible for life guarding, rescue and first aid will:

- be familiar with the pool NOP & EAP
- maintain constant observation of the pool and pool users
- carry out rescues and initiate any other emergency action required
- be able to effect a rescue from the bottom of the deepest part of the pool
- administer first aid
- prevent unsafe activities
- ensure that the pool is never left unsupervised whilst in use
- ensure that the bathers are evacuated from the pool should there be no direct supervision
- assist in the running of emergency drills
- secure the pool against unauthorised access when not in use
- communicate with children and supervisors to achieve the above

#### ▪ **Site Supervisor**

The Site Supervisor is the nominated school pool plant operator and will be qualified by the ISRM Pool Carers Course, which will be re-validated every 3 years. The Site Supervisor and other pool carers are responsible for:

- setting up the safe systems of work in the pool
- ensuring both pool plant safety and pool operational safety
- keeping the pool water reasonably free from the risk of infection spreading
- keeping the water clear so that pool users can be seen under the water
- operating a simple school pool plant safely and effectively.
- following procedures outlined in the County Council's Swimming Pool Water Treatment guidance to ensure appropriate water quality and chemical disinfection regimes.
- taking note of the guidance from bodies such as PWTAG and ISRM and the risk assessment guidance attached to this policy.

#### ▪ **Governors**

Governors are responsible for the following in relation to the school pool:

- approving and monitoring the implementation of the policy
- overseeing the monitoring of pool plant operation
- ensuring that risk assessments are undertaken and reviewed
- ensuring compliance with the COSHH regulations

### **COSHH**

The school will comply with the COSHH regulation, identifying risks associated with hazardous substances used in the operation of the school pool and take steps to eliminate and control risks, taking due note of the County Councils Corporate COSHH policy and the HSE guidance 'Managing Health and Safety in Swimming Pools' HSG 179.

### **PTA Use and Hiring of the School Pool**

The Parent Teacher Association is instrumental in raising the funding needed to run and maintain the school pool. The PTA runs a swimming club after school, at weekends and during the summer holiday. Entry to the pool at these times is via ticket and all who use the pool must be given a copy of the club rules and emergency action plan. These documents will also be on display around the school pool.

A nominated member of the PTA, with the Headteacher's permission, will be responsible for organising and operating the system for the booking of the pool for private parties, ensuring that all those who wish to do so complete the County approved 'Application for Hire' form and are issued with the risk assessment, swimming club rules and emergency procedures. Other schools may apply to hire the pool during the school day. They will be issued with copies of the risk assessment, NOP, EAP and pool rules.

## **Child Protection**

The SENDCo is the Designated Senior Person with responsibility for Child Protection and will ensure that all adhere to the current guidance, if she is not available the Headteacher should be informed.

## **Records**

Records of all qualifications of those involved in the teaching of swimming will be maintained, kept up to date and available for inspection if required. The person responsible for this is the designated person in charge of school swimming.

Records of incidents, accidents and near misses (for example slips) that occur in the swimming pool or pool area will also be maintained and be available for inspection. An annual review of these will assist with the review of the risks associated with school swimming.

Records will also be kept of pool water tests taken in the school pool. These will be tested manually at least three times a day. Records will be signed by the person taking the test and will be available for inspection if required

## **Success of the Policy**

The policy will be successful if the pool is used safely and without incident by both the school and the local community.

## **Related documents:**

- Swimming Pool Risk Assessment
- Normal Operating Procedures (NOP)
- Emergency Action Plan (EAP)
- Pool Rules
- Conditions of hire
- Application for hire
- PTA Swimming Club Rules

## **Panshanger Primary School Swimming Pool Personnel 2021**

<b>Pool Manager:</b>	Sarah Holt, Headteacher
<b>Swimming Co-ordinator:</b>	Sarah Holt
<b>Pool Carers:</b>	Amanda Reed, School Leadership Team Dean Watts, Site Supervisor
<b>Herts for Learning Shallow Pool Life Saving Award</b>	Jill Gottlieb, Teacher Gail Burt, Teacher

Carolyn Kay, Teacher  
Rebecca Puddephatt, Teacher  
Amanda Reed, Teacher  
Karen Claridge, Teacher  
Emma Waring Teacher  
Michelle Boylan, Deputy Headteacher  
Laura Hewitt, Teacher  
Nicky Ward, Teacher  
Sarah Holt, Headteacher

Lisa Quinn, Teaching Assistant  
Nicola Deacon, Teaching Assistant  
Alison McLoughlin, Teaching Assistant  
Rebecca Maynard, Teaching Assistant  
Suzanne Wylie, Teaching Assistant  
Sarah Battman, LSA  
Emma Clarke, LSA  
Joanne Harsent, TA  
Jodie Graves, Nursery Nurse  
Emma Wicks – Shaw, TA

*(All listed teaching staff have undertaken in-house training for the teaching of swimming in a shallow water pool and Hertfordshire Lifesavers training in basic life support and automated external defibrillation of an adult and child casualty)*