



**Cholsey Primary School**

**Swimming Policy**

**2022**

## **Overview of Swimming at Cholsey Primary School**

Each year, KS2 classes will take part in 5 swimming lessons. Lessons are delivered by external qualified swimming teachers at the Abbey Sports Centre. Our aim is to ensure that all children can swim 25m using a variety of strokes by the end of Year 6. We also provide dedicated lessons for water safety. Children are placed into ability groups based on previous assessment and an assessment at the beginning of their swimming term.

Staff are expected to attend swimming lessons. Where necessary, staff may need to support children in the water 1:1. Risk Assessments are put in place for every class and, where necessary, individual risk assessments are produced.

Benefits of water safety and swimming lessons, outlined by Swim England:

- Learning to swim allows pupils to have fun in the water with family and friends.
- Water safety is an essential life-saving skill.
- Swimming provides numerous physical and mental benefits throughout a pupils' life.
- Knowing how to swim provides access to many other water-related activities – and careers.
- Learning about water safety in different water environments and situations is vital to staying safe in and around water.

### **The National Curriculum**

Swimming and water safety is included within the national curriculum PE programme of study for England. The purpose of this area of the curriculum is to ensure that all pupils:

- Develop competence to excel in a broad range of physical activities
- Are physically active for sustained periods of time
- Engage in competitive sports and activities
- Lead healthy, active lives.

*The importance of swimming and water safety has been recognised through the inclusion of a specific programme of study. The three outcomes listed aim to ensure all pupils meet a minimum standard of swimming and water safety capability and confidence by the time they leave Key Stage 2 (Swim England – A Guide for Primary Schools).*

*Swimming and water safety instruction must be provided in either Key Stage 1 or Key Stage 2. Schools should provide sufficient swimming opportunities to ensure all pupils make progress and achieve their very best in swimming and water safety. By all pupils this includes those with special educational needs, those with a disability or impairment and those whose first language is not English. The requirement is for all Year 6 pupils to meet the statutory minimum standard of capability and confidence in swimming and safe self-rescue, as set out in the national curriculum (Swim England – A Guide for Primary Schools).*

At Cholsey every child in KS2 has the opportunity to take part in at least 5 lessons per year. They work towards the National Curriculum objectives under the instruction of external swimming instructors (Level 2 / 3 qualified). The minimum requirement is that, by the time they are ready to leave Key Stage 2, every child is able to:

- swim competently, confidently and proficiently over a distance of at least 25 metres
  - use a range of strokes effectively
  - perform safe self-rescue in different water-based situations
- (Swim England – A guide for Primary Schools) (The National Curriculum 2014)*

## **Lessons**

All children in KS2 will receive a minimum of 5 swimming lessons every year. For those children not meeting the requirements or for those that would benefit additional sessions additional provision may be provided with other classes and year groups.

*The time of year, frequency and length of lessons can be determined locally. While there is no set number of lessons that should form a curriculum swimming and water safety programme, it is important that sufficient time is given to ensure all pupils meet, or exceed, the full national curriculum requirement (Swim England- Guide for Primary Schools).*

At Cholsey, external providers administer and deliver the swimming programme. The school organises the transport and, with support from the trained external swimming teachers, organises the venue.

## **Assessment and Accountability**

Cholsey Primary understands that by the end of Year 6 every child must have an understanding of water safety, be able to swim a minimum of 25 metres unaided, and understand safe self-rescue. Schools can choose how they assess water safety and swimming competence. As with other subjects, assessment should be on-going and inform teachers of the next steps in learning.

Teachers and the PE Lead at Cholsey Primary School are accountable for pupils' attainment, progress and outcomes. Even though the school uses external swimming instructors the school, PE Lead and class teacher should at all times be aware of what their pupils are doing, how well they are progressing and what they need to do next in their learning. Cholsey School is involved in the planning and delivery of swimming lessons and assessing pupils' attainment. Regular and frequent dialogue takes place between school teachers and swimming instructors to be clear about the progress and attainment of each child.

## **Reporting Attainment**

Schools are required to publish their swimming and water safety attainment levels as part of their reporting requirements for the PE and Sport Premium. This should be on their website and should state what percentage of pupils within their Year 6 cohort meet the national curriculum swimming and water safety requirements to perform safe self-rescue in different water-based situations, use a range of strokes effectively and swim competently, confidently and proficiently over a distance of at least 25 metres (OCC Safe Swimming 2018 and Swim England – A Guide for Primary Schools).

At Cholsey, we provide children in Years 3,4,5 and 6 with 5 swimming lessons per year. This data is retained by the external swimming instructors and the PE Lead each year to ensure that the data is held until they reach Year 6 and also supports progression the following year.

## **Staffing**

Qualified swimming instructors from GLL will teach the lessons to all children. There will be 3 instructors present at each session.

School staff attending swimming lessons must:

- Be given a clear role and understand the limits of their role,
- Be confident on poolside.

- Communicate effectively and appropriately with each other and Leisure Provider staff on safety issues.
- Be suitably dressed for their role.
- Ensure children are appropriately supervised when changing.
- Ensure children are under control at all times.

The staff, both school and swim instructors should:

- Take head counts before, during and after sessions. This should be recorded in the swimming registers.
- Enforce the NOP and EAP; all staff on poolside should be aware of the emergency procedures of any external provision, ensuring that children are aware of what to do in the event of an emergency evacuation.
- Remain on poolside to provide an assisting role to support the School Swimming Lesson
- Hold responsibility for reporting on the progress of School Swimming (through ongoing monitoring and guidance from Leisure Provider staff). Identify those pupils unlikely to meet the minimum requirements for National Curriculum Swimming.
- Be aware of the additional needs or medical conditions of the pupils they are teaching so that correct measures/precautions can be put in place with guidance from the Specialist Swimming Teacher.
- Enforcement of policies and procedures,
- Sharing of procedures and standards to all School Staff involved in the School Swimming and Water Safety lesson.
- Assessment of pupils
- Ensure medical records are collected and medication is taken.
- Deal with First Aid incidents.

Class teachers should accompany their own classes to their School Swimming lessons whenever possible, as they know their children well.

Any staff at Cholsey who do not feel confident, cannot swim or feel uneasy about being on poolside will not be asked to be on poolside at any point. They will be given responsibilities of overseeing changing and behaviour in the changing rooms.

External swimming instructors must:

Understand their role in School Swimming,

- Work in partnership with the Teacher in Charge of School Swimming and Water Safety and other school staff accompanying children swimming.
- Ensure a suitable and sufficient risk assessment is undertaken for each group involved in swimming activities.
- Be aware of the additional needs and medical conditions of the children in their class, risk assessing these within the context of the swimming environment.
- Ensure the safe conduct of the class whilst the children are in the water and on the poolside.
- Enable children to have fun in and near water.
- Prepare, plan and teach high quality School Swimming and Water Safety lessons in partnership with the school appropriate to the pupils' age and ability – showing good understanding of National Curriculum requirements.
- Ensure appropriate numbers of fully qualified lifeguards are on poolside,
- Understand their role and responsibility in the case of an emergency (understand the pool's NOP and EAP).
- Be able to organise a number of other staff (pool staff or School Swimming staff) so that the teaching groups are a 'best fit' for the standards and ability stages of the students.
- Liaise with the lifeguards and pool centre staff concerning the School Swimming session.

*(OCC Swim Safety Policy 2018)*

### Lifeguarding

Our pool operator (The Abbey Sports Centre) have a responsibility for the safety of all who use their pools.

*Whenever children swim, there must be someone present with appropriate lifeguarding/lifesaving, rescue and first aid skills. It is the responsibility of the pool operator to ensure that there are enough Lifeguards and that they are competent, effectively organised and diligent in their duties (OCC Safe Swimming, 2018).*

*There must always be at least 2 people on poolside whilst there are swimmers in the water. One of these supervisors must always have the responsibility for lifeguarding/lifesaving, rescue and resuscitation. They need to have a suitable lifeguarding qualification in accordance with the pool size, depth, NOP and Risk Assessment.*

*(OCC Swim Safety Policy, 2018 and AfPE)*

### Venue

Swimming lessons will take place at The Abbey Sports Centre. The following documents will be obtained from the venue prior to lessons taking place each year:

**Normal Operating Procedure (NOP)** documents will be revised each year and shared with Cholsey Primary School by GLL staff. Any amendments throughout the year will be communicated with Cholsey Primary School in advance.. Every child is briefed on the NOP and Emergency Procedures before entering the water on session one.

The NOP rules consist of:

- 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.
- No jewellery to be worn,
- No outdoor shoes on poolside,
- Swim caps must be worn and other hygiene procedures for the pool followed,
- Report any illness,
- Medication that may be required should be on poolside.

**The Emergency Action Plan (EAP)** is the responsibility of a Leisure Provider when a third-party pool is being used. The responsibility for maintaining a safe swimming pool and building lies with the Leisure Provider when this is the case. EAP plans will be revised each academic year and communicated with Cholsey Primary School by The GLL staff. Every child is briefed on the NOP and Emergency Procedures before entering the water on session one.

Please see pages 15-19 of the Oxfordshire County Council Safe Swimming policy for additional information on facility safety, which is the responsibility of The Abbey Sports Centre.

## **Risk Assessments**

Risk Assessments are completed every full term. Risk Assessments are provided for:

- Travel and Transportation
- Arriving and Activity
- Separate medical conditions (asthma, eczema, allergies etc.)
- Separate risk assessments for individual children with additional support (including adults working in the water with the child)

Risk Assessments are sent to the external swimming instructors at least two weeks in advance of lessons taking place. Risk Assessments are also sent to Alison Nathanielsz (Business and H&S manager, Cholsey Primary School).

The Abbey Sports Centre undertake their own risk assessments, which are included in the NOP and EAP, which are both shared with Cholsey Primary School and external swimming instructors.

## **First Aid and Medication**

There must be a member of staff with an appropriate First Aid qualification on site at all times when the pool is in use. In pools used by children under 8, a First Aider should be qualified in Paediatric First Aid. In public pools this is the responsibility of the pool operator.

- Accidents/Incidents requiring first aid need to be recorded on an accident form/book. Schools hiring the pool must request a copy of the form for their own records.
- Accidents/Incidents should be reported to the OCC Health and Safety Team and if warranted it may require reporting to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).  
(*OCC Safe Swimming Policy*)

Several of the adults attending the swimming lessons will have First Aid qualifications.

A small first aid kit is taken, by the school staff onto the coach for use during travel and in the changing facilities. Under The Abbey Sport Centre guidance, if a first aid incident happens on poolside a First Aider attached to the centre must deal with the incident with supervision of a member of staff from Cholsey Primary School. First aid must come from the first aid kit on poolside and used items reported to the site for replenishing. All accidents are logged at the Abbey Sports Centre and using the Cholsey Primary School first aid policy (band, note sent home and copy kept in school).

Medication required and children with medical conditions are highlighted to the school using the appropriate documentation via the school office. The PE Lead will make a note of these and complete the appropriate risk assessments in advance of the lessons taking place. Teachers are responsible for providing the PE Lead with their class medication basket and for informing the PE Lead of any changes.

## **Sport Premium Funding**

The PE and Sport Premium is provided to schools to make additional and sustainable improvements to the quality of PE and sport that is offered. It cannot be used to cover costs of delivering swimming and water safety lessons as part of the national curriculum programme. However, schools are able to utilise their funding to provide additionality.

Schools may use the funding to:

- 'Top-up' swimming lessons

- Upskill teachers and support staff in the delivery of lessons and activities

Additional lessons for pupils who have not reached the minimum standards. These could be held at the end of the timetabled swimming and water safety programme, or at a separate time (for example, during the summer term). The ability of pupils in the water is measured at the end of Year 6, so it is important to ensure all pupils have been given the appropriate support to successfully reach these outcomes.

Upskilling those involved in the delivery of swimming and water safety lessons will help to provide a better experience for your pupils in the water, and may also save money. If your swimming lessons are delivered by external swimming teachers, confident staff will be able to support the lessons, helping to bring the ratios down and potentially reducing the number of swimming teachers required. For schools that run their own lessons, adding additional training will help to ensure more pupils reach the minimum standards.

## Appendix

<https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/swimming/SafeSwimmingPolicy.pdf>

<file:///C:/Users/Staff/Downloads/Guide%20For%20Primary%20Schools.pdf>