



REGENT PRIMARY SCHOOL

Swimming Pool Policy

Reviewed by Swimming Department: August 2022
Previous Review: August 2020

Approved by the Board:

Introduction

The Board of The Regent Primary School endorses and supports swimming as part of the U.K. National Curriculum for P.E. and as a specified activity in that document.

Children take part in swimming -

- to exercise the body and the mind.
- for safety reasons.
- for recreational and social reasons - anyone of any age or ability can enjoy this exercise.
- to develop greater confidence when swimming.
- for remedial reasons- swimming can be a very suitable exercise after injury or illness or for the physically and mentally handicapped.
- for competitive reasons.

Organisation

- All pupils from Year 1 will use the school pool. Reception children will have lessons from Term 3.
- Suitable staffing arrangements are made for the children to get from the classrooms to the pools and they are properly supervised when using the changing rooms.
- Lower Primary and Upper Primary pupils will swim every week.
- All pupils will be supervised by trained life-savers.
- On no occasion will they be taught in groups of over 25.
- Staff will ensure that pool procedures and Health and Safety arrangements are met.
- Swimming hats and recognised swimming costumes fit for the purpose are recommended. Swimming hats must be worn to prevent the filter from becoming blocked. For key stage 1 and lower key stage 2 pupils, goggles should not be worn unless on written recommendation of a medical practitioner. Upper key stage 2 pupils and the school swim squad may wear goggles at their own discretion.

Following sickness or diarrhoea swimmers must not use the pool for 48 hours.

- Food and drink should not be consumed prior to or during swimming activities with the exception of water.
- Users should note that the whole school site is a no smoking area.
- All children must use showers and toilets prior to entering the pool area.
- Children not participating in swimming activities must not attend the pool site.
- A swimming register must be taken and maintained.
- Pupils should be sorted into ability groups (within the class) for lessons.
- A whistle should not be used as teaching aid, only for emergency use in clearing the pool.
- Teachers who know that the children they are responsible for have health problems e.g. epilepsy, asthma, hearing difficulties etc. should inform the swimming instructor immediately.

Qualifications

As a minimum at least one of the following qualifications is required: -

- A swimming coaching qualification recognised in Nigeria
- A lifeguard certificate from an awarding body in Nigeria or the UK

All staff must have CRB clearance or local police checks and must have completed the EduCare Child Protection and First Aid Training courses.

Programmed Activities

- No person will enter the pool enclosure unless the Controller of the Swimming activities is present.
- No person will enter the water until permission is given by the Controller of the Swimming activities.
- The Controller of the Swimming activities must be in a position to see the whole of the group and must not be in the water at any time unless in case of emergency or effecting a rescue.
- A written register should be taken and maintained. The Controller of the Swimming activities will ensure the counting of the number of persons before entering and after leaving the water.
- Individual pool rules, emergency procedures and effective discipline must be observed at all times.
- Pool drill will be practised and obeyed. Deep and shallow water areas must be explained to students or pupils.

Procedures

The Controller of the Swimming Activities (CSA)

- Definition - The Controller of the Swimming Activities (CSA) must be a recognised instructor, a coach OR a competent person holding a current recognised Lifesaving Award or directly supported by a person with a current recognised award (A Competent Person must have knowledge, skills, understanding and experience of teaching swimming).

Matrix of combinations

- CSA + Lifeguard + Swim Coach
- CSA + Lifeguard + Class Adult
- Swim Coach + Lifeguard + Class Adult

Procedures

- No person will enter the pool enclosure without the specific permission of an adult.
- The CSA must undertake an initial and ongoing risk assessment of the pool and pool surrounds, e.g. water clarity, temperature, available rescue aids, etc.
- The Pool Safety Operating Procedures (PSOP) for shallow and deep water and relevant notices must be made known by the CSA to all users on their first visit, and re-emphasised on subsequent visits.
- Emergency procedures must be practised and recorded with each group on a regular basis.
- Individual pool rules and effective discipline must be observed at all times.
- Pool drills will need to be understood, and practised and obeyed by all.
- Deep and shallow water areas must be explained to swimmers and must be appropriately signed.
- The CSA will liaise with the pool operator to ensure the water quality is suitable for the swimming activity.
- No person will enter the water until permission is given by the CSA.
- The CSA must check that all jewellery or other adornments are removed or have been made safe.
- The CSA must ensure a written register is taken and maintained.
- The CSA will make a count of the number of persons present before they enter, during and after they leave the water.
- The CSA must be in a position to see the whole of the group and must not be in the water at any time unless in the case of emergency or effecting a rescue.
- The CSA will at all times wear suitable clothing and footwear, which is appropriate to the demands of the activity. Outdoor footwear is not permitted.
- The CSA must ensure that all assistants, including lifesavers are appropriately attired for the activity.
- The CSA will draw all matters of concern to the attention of the Headmaster for necessary action.

Swimming Ratios

- The maximum ratio for the teaching of swimming is one Swim Coach to sixteen pupils. No teaching will take place if this ratio is exceeded. At The Regent Primary School, there are three Swim Coaches, the CSA, another and the Female Swim Coach to ensure that this ratio is met. There will also always be a lifeguard and a class adult in attendance.
- It is recommended by Swim England that where large numbers of non-swimmers and / or beginners (persons that cannot swim more than 10 metres distance) are being introduced to swimming a ratio of one Swim Coach to twelve pupils should not be exceeded.
- However, based on a suitable and sufficient risk assessment undertaken by the individual CSA in circumstances where there are more than twelve non-swimmers/beginners, it is admissible for the one Swim Coach to be supported by other employees, adults other than Teachers (AOTTs). This additional help will be subject to the direct supervision of the CSA, who must make clear to these helpers the extent of their role. The Lifeguard must be present.

The teaching ratio of 1:16 must not be exceeded.

Diving

- **Shallow entry racing dives and diving must only be taught by a competent and qualified person in designated areas and water depth suitable for these specialised activities. An appropriate supervisory ratio will be required, based on a suitable and sufficient risk assessment.**

Equipment

Goggles for Swimming

- Goggles should not be worn in swimming and diving activities as they present risk of injury to the wearer and to other swimmers.
- The wearing of goggles should only be allowed during swimming activities following receipt of a written request by the parent / guardian confirming the existence of a medical condition of the eyes.
- If goggles are worn they must be to B.S.5883: 1996 made of unbreakable plastic and / or rubber materials and pupils / students must be taught their correct fitting and removal by slipping them off the head rather than by stretching the retaining strap or band.

Aids for swimming

- Appropriate aids for swimming and additional equipment must only be used following a suitable and sufficient risk assessment and under the direction of the CSA.

Lifesaving devices and equipment

- Lifesaving and buoyancy aids, appropriate for both the activity and the participants, must be regularly checked for damage, suitability and sufficiency and the results recorded and monitored. Likewise, provision for first aid should be regularly checked, recorded and any appropriate action taken.

Emergency Procedures

- In the case of an emergency the lifesaver or instructor will blow the whistle twice for children to get out of the water.
- All staff and children will wait silently with their backs against the walls of the building and listen for further instruction.
- In the event of having to evacuate the pool (eg a fire) all staff and children will proceed silently and in an orderly fashion either through the normal exit gate to the muster point on the school field.
- They should line up on the field as normal where a register will be called.
- Children should be led under cover at the first available opportunity. In the event of a life-saving operation in the water all children should remain silent and still as described above and await further instructions.

BEHAVIOUR AROUND THE POOL

- The swimming pool rules to be adhered to by all pool users.

EMERGENCY PROCEDURES

- In the event of having to evacuate the pool building through alternative exits (for example the emergency door or windows) pool-users should assemble in the main playground area where the swimming controller should check all are present in the register.
- In the event of fire there is a powder extinguisher in the boiler room.
- In the event of injury or accident there is a telephone in the female changing room and a first aid kit poolside.
- The School Nurse is responsible for the up-keep of the medical kit.

Dissemination

- The Policy is available on the school web site and a paper copy is held in the main school admin office.
- The policy and Swim England schemes of work will be available on request to parents via the school website.

Reviewing the Policy

This policy will be reviewed annually by the The CSA, The CSO and the Headmaster and monitored by the Board and changes made to ensure that the Policy is relevant and up to date.

SWIMMING POOL RULES

- NO SMOKING
- NO RUNNING
- NO DIVING
- SHOWER BRIEFLY BEFORE AND AFTER SWIMMING
- ENTER THE POOL AREA WITH BARE FEET
- ALWAYS OBEY THE INSTRUCTOR OR LIFEGUARD'S INSTRUCTIONS
- PUT ALL FLOATS, BRICKS AND OTHER EQUIPMENT AWAY AFTER USE
- BE SURE TO KNOW EMERGENCY PROCEDURES
- REPORT BROKEN EQUIPMENT, LACK OF FIRST AID EQUIPMENT OR ANY OTHER DEFECTS TO THE INSTRUCTOR IMMEDIATELY
- KEEP THE INSIDE OF THE SWIMMING POOL AND ITS IMMEDIATE OUTSIDE ENVIRONS LITTER FREE
- NO FOOD OR DRINK (other than water) TO BE TAKEN INTO THE POOL AREA
- ALL CHILDREN MUST WEAR A SWIMMING CAP

Following sickness or diarrhoea, swimmers must not use the pool for 48 hours.

EMERGENCY ACTION PLAN

- There will always be more than one adult at the pool
- The CSA or life-saver is the adult in charge
- In an emergency, the other adult will call for help from the School Nurse and care for the other children
- Place the casualty on the floor at the poolside if necessary
- Commence first aid until medical help arrives
- There is a first aid kit in the CSA's office
- When the School Nurse arrives, she will take charge of the casualty
- Parents will be kept informed and incidents recorded in the accident book kept in the swimming pool office

If the fire alarm goes then children will leave the pool through the usual exit and line up at the muster