

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Swimming Policy

Policy Reviewed: April 2026

'Educating a community of life-long learners'



Swimming Policy

Swimming Manager: Mr W Holder (School Business Manager)

1) Introduction

This policy outlines the purpose, aims, management and progression of swimming at Alderman Richard Hallam Primary School. The implementation of this policy is the responsibility of all staff, with a specific focus on the Swimming Manager. In addition, it is a highly beneficial activity for acquiring increased movement, vocabulary and skills, for health, enjoyment and as a threshold skill, giving access to many other water-based recreational activities. Swimming is an important life skill; it is one of the few activities that people can enjoy all their lives, either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our pupils to give them the best chance to learn to swim, as well and as early as possible. Further support is available in the LCC Swimming Guidance - Safe Swimming Practice in Schools & Other Settings, available on the LCC schools extranet or from the swim manager.

2) Rationale

All schools must provide swimming instruction either in Key Stage 1 or Key Stage 2. In particular, pupils should be taught to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres
- Use a range of strokes effectively (for example, front crawl, backstroke and breaststroke)
- Perform safe self-rescue in different water-based situations

3) Curriculum Development

Swimming at Alderman Richard Hallam is timetabled across the school year for children in Years 4 and 5. Pupils therefore have the opportunity to develop and improve their swimming throughout Key Stage 2. Swimming lessons take place in the Autumn Term and half of the Spring Term for Year 5, and half of the Spring Term and Summer Term for Year 4. Lessons last approximately 60 minutes, with each class swimming separately.

4) Organisation

Alderman Richard Hallam has a responsibility to ensure that it takes action to safeguard staff and pupils. It is therefore essential that all staff attending swimming are kept aware and up to date on:

- Risk Assessment for the pool and session
- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)

- Pool rules
- Any special needs or medical conditions of pupils.

The Swimming Manager is responsible for the delivery of the swimming curriculum to ensure it meets the associated disciplines for curriculum and safety. The Swimming Manager must ensure that the swimming centre and activities are appropriate for the needs of the children. A termly visit by a member of the SLT to the hired pool takes place to ensure that all the correct checks are taking place and training is up to date as well as an annual visit by a member of the governing body.

5) The Roles and Responsibilities of the Teacher

The Swimming Manager will ensure that a proper induction to the pool safety operating procedures is conducted before the school's first visit. This will be logged, signed and dated by all in attendance.

a) School Responsibilities and Roles

The governing body must ensure that the LCC publication "Safe Swimming Practice in Schools and Other Settings" is complied with. This is done by the Swimming Manager who will ensure that the school comply with;

- Appropriate risk assessments.
- Pool safety operation procedures (NOP & EAP).
- Qualifications and training of staff and maintaining records.
- Any instructions issued to staff.
- Monitoring and review of pool procedures and processes.
- Conditions of hire or arrangements for use of the pool (if relevant).

b) School Swimming Manager

Alderman Richard Hallam will ensure that a member of the Senior Leadership Team is appointed as the Swimming Manager. The Swimming Manager has overall responsibility and will then delegate certain duties to the Year Group Leaders. The Swimming Manager will have a clear understanding of the following:

- The legal responsibility, development, implementation and review of the risk assessment.
- The legal responsibility, development, implementation and review of the Pool Safety Operating Procedures (NOP and EAP).
- The legal responsibility, development, implementation and review of staff induction and initial and ongoing training.
- The legal responsibility, development, implementation and review of Serious Incident Management systems.
- An understanding of and implementation of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision of Use of Work Equipment Regulations 1998, the Control of Substances Hazardous to Health Regulations 2002, and the Manual Handling Operation Regulations 1992.

- Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool and should be authorised to control the use of the pool.
- This role may also cover the allocation of key roles for each swim session. If this is not the case, then the school must identify which staff member(s) is/are responsible for allocating roles for each swim session and each group undertaking swimming sessions – identifying each group undertaking swimming and name all those staff who would be involved and what their roles are.

The Swimming Manager will have termly communication with the linked manager at the swimming centre to ensure that all protocols are met and to discuss any issues and concerns.

6) Changing

Supervision of changing rooms

Pupils will be supervised whilst changing:

- If pupils are using a mixed sex changing area with cubicles, then a member of staff of either gender may supervise.
- If using open plan single sex changing areas, then only staff of the appropriate gender should enter the changing room unless in an emergency.
- If pupils under the age of eight are swimming, a mixed gender group may use an open plan single sex changing rooms, if schools do not have the staff (teachers and/or AOTT) of the appropriate number or gender to supervise pupils in their own-sex changing rooms. In a leisure centre, this will need to be notified to, and approved by the leisure centre management.

Ideally, pupils will change in separate 'school changing areas' as members of the public shouldn't share changing provisions with school pupils. Any issues regarding the safe changing of pupils will be brought to the immediate attention of the Swimming Manager.

Pool operators will be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved, appropriate supervision arrangements will be outlined in the risk assessment.

Non-participating pupils should not accompany the group to swimming and will be catered for within the school during the swimming sessions.

All staff used to supervise changing rooms will hold an up-to-date DBS certificate.

7) Inclusion and Equal Opportunities

We provide suitable learning opportunities regardless of gender, ethnicity or background. All children have equal access to the Swimming Curriculum regardless of race, gender, creed or ability, in line with the school's policies on Physical Education, Special Education Needs and Disability (SEND) and Gifted, More Able and Talented (GAT) children. This policy pays due regard to the Disability Discrimination Act. Any concerns regarding the support of children with SEND should be brought to the attention of the SEND Co-Ordinator.

8) Assessment and Record Keeping

Assessment in swimming is conducted by the swim teachers at the operating pool. The assessments are passed on at the end of each block to the teachers. A revision of swimming takes place at the beginning of each block to ensure that children make sufficient progress.

Records are kept by the class teachers of permission slips, goggle permission slips, attendance and final assessments. A daily register is taken to ensure the pupils' safeguarding whilst partaking in swimming activities. Further information on pupil safety and safeguarding can be found in the school educational visits policy and safeguarding policy.

9) Health and Safety

a) Teaching staff

Teachers have a duty of care that operates for any activity in which pupils are involved. Teachers cannot transfer the duty of care to anyone else. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming, teachers will ensure that:

- Pupils are appropriately supervised when changing.
- Pupils are under control at all times.
- A head count is taken before, during and after sessions.
- Normal and emergency procedures are enforced.
- Teachers have an overview of the teaching of their pupils and the conduct of the class.
- Teachers with a designated role i.e. Swim Sessional Lead, cannot delegate their role to a Teaching Assistant. They / the Swim Manager must ensure if cover is required, that the member of staff is of the same level and has the same qualifications as well as understanding the role and the school's NOP and EAP. This is the same for any role related to the pool or the activities.

All teachers should accompany their own class to swimming whenever possible because of the specialist knowledge they have of their pupils. Where this is not possible, those staff taking on the responsibility should ensure that they have been appropriately and adequately briefed regarding the pupils and their swimming ability or specific needs (i.e. asthmatic/SEND needs).

b) Adults Other Than Teachers (AOTT)/ Spotters

Adults other than teachers can be extremely helpful in supporting the delivery of swimming in school and in the extended curriculum whether on or off-site and they can:

- Support and work alongside teachers.
- Supervise changing.
- Administer first aid.
- Look after any unwell pupils who are not able to take part in swimming.

Teachers cannot transfer their duty of care to AOTTs but where AOTTs have swimming teaching qualifications, they may be involved in the teaching of swimming.

AOTTs will be directed by authorised swimming staff.

c) Lifeguard

When the pool is operational there will be a lifeguard present at all times with a minimum qualification of the National Pool Lifeguard Qualification (NPLQ) – Level 2 Award. The Swimming Manager will ensure all records, CPD and qualifications are up to date from the hired leisure centre.

d) Swim Test

There are 2 types of swim tests undertaken by school staff.

Wet Test: This is to ensure that all staff working in the pool area can swim and are capable of taking care of themselves should they fall in or be deployed into the pool. This is preferable to be passed by all staff supporting swimming on the poolside.

Dry Test: This is to reduce the burden on the appointed lifeguard when the pool is in use. This **MUST** be passed by any member of staff who accompanies swimming.

All adults taking part in school swimming will be asked to take part in the dry swim test on an annual review as well as induction training taking place.

e) Swimming Ratios

Pupil: Teacher ratios must not exceed 20:1 and in some cases must be less than that (see the table below). These ratios are based on safety requirements and not the criteria for teaching. Class ratios need to be risk assessed taking into consideration pupil ability, mobility, behaviour and medical/ health conditions and are also specific to the pool and environment.

1:1	Swimmers with known medical conditions/disabilities: Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support . 1:1 support should be recognised in the swim risk assessment for example those pupils who suffer from epilepsy, asthma, heart condition, diabetes, physical handicap or severely disturbed children should all be under constant supervision whilst in the pool
6:1	Swimmers with disabilities (with an appropriate number of helpers): Each situation must be considered independently as people with disabilities do not form a homogeneous group. Care must be taken 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 demanded by the range of disabilities within the group. <i>There are national organisations for specific disabilities from whom further guidance may be obtained.</i>
12:1	Adult and child classes: That is, up to twelve pairs (one adult and one child) to each teacher. For the purposes of this document, the term child refers to a child, of less than 5 years of age. Non-swimmers and beginners: Young children, normally of primary school age, or adults being introduced to swimming. If more than this number is being taught, other adults may be used to help the teacher/coach. Diving – beginners and improver divers: Divers of similar ability who are comfortable and confident in deep water.
20:1	Improving swimmers: Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their front and back. It is recommended that the lesson be confined to an area of the pool where pupils are not out of their depth. Mixed ability groups: Pupils with a range of abilities (from improver standard to competent swimmers) but where the least able and least confident are working well within their depth. Swimmers technique, stamina and deep water experience should be considered.

<p>Competent swimmers: Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.</p> <p>Synchronised swimming: In water over 1.8m deep, the ratio should be considered in relation to swimming competence and the activity taking place. The teacher or coach must be able to rescue from the deepest part of the pool floor or be accompanied by a suitably qualified pool lifeguard.</p> <p>Water polo: Training only.</p> <p>Aerobics in deep water: Pupils must be water confident and either wear appropriate buoyancy aid or be competent swimming in deep water.</p>
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f) Teacher Position

- The swimming teacher in charge of the group should be teaching from the side of the pool where the whole group can be seen but can also do so within the pool to aid the pupils and from where feedback can be given on the performance of each pupil in the group.
- The teacher or assistant in charge of a group must ensure that at all times they can see all the pupils and NEVER turn their back on a swimmer or position themselves so that pupils are behind them.
- When teaching or instructing non-swimmers or weak swimmers in duck diving or underwater swimming, the teacher of the group should be positioned on the poolside at the point nearest to that activity, so that they can also see the rest of the class.
- If there is regular glare on the pool surface and the bottom of the pool cannot be clearly seen, it is unsafe to continue swimming.

10) Clothing and Equipment

Staff working in the pool area should change into suitable footwear to be able to move easily around the poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child. All jewellery should be removed to reduce the risk of harm to teachers, assistants and pupils (see the Jewellery Policy for further information).

11) First Aid Arrangements

Alderman Richard Hallam will ensure all first aid kits are checked and taken with the staff members. A First Aid Kit must be available at the pool. Blankets/space/thermo blankets should be available. It is recommended that a defibrillator is available. These arrangements will be known and recorded in the risk assessment by the Swimming Manager / lead teacher.

It is the responsibility of the pool provider (DMU) to ensure that there is a first aider and appropriate first aid kit on site. It is the responsibility of the Swimming Manager to ensure these provisions are regularly checked. Where possible, a first aider will accompany the class/es to the pool.

In the event of an accident occurring which requires first aid, this will be recorded on the accident form of the pool being used and reported using Leicester City Council's online incident reporting system; the school should request a copy for their own records.

The school will also report all accidents or incidents according to the school's first aid policy.

12) Swimming Kit

Girls are required to wear a one-piece swimsuit and boys should wear swimming trunks (not baggy 'board shorts'). All children are advised to wear a swim hat, with any children with long hair ensuring that their hair is tied up. Provision must be made for alternative attire for minority ethnic pupils when a request is made. We do not encourage beginner swimmers to wear goggles. Please see the exemplar parent information letter in Appendix A.

13) Goggles

The use of goggles is only advisable when there is an excessive reaction to the chemicals in the water and when the swimmer is involved in lengthy training sessions. Due to the health and safety of goggles when swimming, parents/carers must read and sign the permission form if they wish for their child to wear goggles during the swim sessions, all permission letters will be kept by the class teacher. See Appendix A.

14) Emergency Procedures

The school will follow the leisure centre's Emergency Action Plan (EAP), with the appropriate parts being shared with staff. These can also be located in the risk assessment

15) Swimming Pool Rules

The pool rules should be explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils. As a minimum, pool rules will include:

- Never go onto the poolside until a member of staff is present.
- No glass or breakable items allowed in the pool area.
- No food or drinks (including chewing gum) allowed in the pool area.
- No jewellery or other adornments to be worn in the pool.
- No running on the poolside.
- No acrobatics, diving or jumping into the pool except under instruction.
- Enter and exit the water by the steps only.
- No entry until instructed to do so by a supervising adult.
- No holding other swimmers under the water or deliberately splashing them.
- No pushing or ducking other swimmers.
- No shouting or whistling.
- No outdoor shoes permitted on the poolside in indoor pools.
- Swim caps to be worn if requested and hair tied back/up.
- To leave the pool on one long blast of the whistle/ alarm sounding.
- All instructions from staff to be obeyed promptly.

For pool hygiene to be maintained, pupils should be encouraged to use the toilet, showers and foot baths before entering the swimming pool to reduce the amount of dirt and bacteria that would otherwise end up in the pool.

In order to reduce the danger of infection, teachers must make the Swimming Manager or Pool Plant Operator aware of any faeces, vomit or blood contamination in or around the pool area.

APPENDIX A
LETTER TO PARENTS REGARDING THE
USE OF SWIMMING GOGGLES

Dear Parent/Guardian

This letter includes some relevant safety information about the use of swimming goggles, and a reply slip which must be completed by parents/guardians wishing to authorise the school to allow their son/daughter to wear swimming goggles during their school swimming lessons.

Whilst swimming goggles can provide confidence to timid swimmers who feel anxious putting their face in the water, there are some health and safety considerations for use of swimming goggles which you must be made aware of.

- The parent/guardian must accept responsibility for ensuring that the child understands the correct method of putting the goggles on and taking them off. Cold, slippery hands do not always grasp the fittings adequately and a catapult effect could result in eye trauma.
- It is difficult to maintain accurately fitted eye protection for all of the time when in the swimming pool, therefore eye contact with the water in the swimming pool is not fully avoidable.
- The teacher reserves the right to remove goggles from a lesson if they are disrupting the flow of the lesson.
- The use of goggles when jumping or diving in is not permitted due to the possibility of dislodgement on entering the water.
- Some goggles are made of brittle plastic, glass or acrylic substances and in the event of any collision, may shatter resulting in serious injury and/or the deposit of hazardous material which is difficult to locate and remove from the swimming pool.

If after considering these points, you wish to authorise the school to allow your child to wear goggles for swimming lessons please sign and return the slip below.

Ms. A. Kedzior

Headteacher

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CONSENT FOR THE USE OF SWIMMING GOGGLES

I authorise the school to allow my son/daughter to wear swimming goggles for school swimming lessons.

I accept responsibility for providing suitable goggles and for ensuring that my son/daughter understands the correct method of putting on the goggles and taking them off.

I accept that members of staff may remove the goggles from my son/daughter, if they feel that the goggles are being used in an inappropriate or dangerous manner.

Name of Child DOB
.....

Name of Class Teacher
.....

Name of Parent/Guardian
.....

Signature of Parent/Guardian.....
Date.....

APPENDIX B

DE MONTFORT UNIVERSITY NOP / EAP

Documents can be seen upon request

Available on the server, in the swim folder and from Swim Manager.