



SWIMMING POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment. We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Responsibility: Janet Berry

Reviewed on: June 2017

Reviewed by: Janet Berry

Next review Date: June 2019

Governor Committee: Community, Children & Safeguarding

Chair: Alison Reid & Dan Wright

“Safeguarding is everyone’s responsibility”

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.



Coombe Hill Infants' School Swimming Policy

Coombe Hill Infants' School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share their commitment. With this in mind we ask you to abide by the following rules and requirements, should you be kind enough to volunteer your help with the children's swimming sessions this year. We kindly appreciate your help and cooperation with this.

Coombe Hill Infants' School general recommendations:

- All parents/Helpers must have a completed DBS check. This must be completed before putting their names on a rota.
- Parents/Helpers should read and familiarise themselves with the School's Safeguarding Policy found on the school's website.
- All Parent/Helpers must sign in at the main office and wear the issued lanyard at all times during the swimming session.

Any handling of pupils should be done in clear site of others

- If a Parent/Helper should have an issue with a child that needs immediate attention they must ask the class teacher first. This also applies for advice on how they should assist the children with their changing.
- Any child who had a one to one helper will be accompanied by their helper in the changing room.
- Parent/Helpers will be made aware of any children who may have been given permission to change separately from other children by the class teacher. This could be for medical or religious reasons.
- It is highly recommended that Parent/Helpers be assigned to the changing room of the same gender. However, given that the vast majority of parent volunteers will be female, it is possible that they will be asked to help in the boy's changing rooms as well.



- If a child needs to be washed or cleaned in any way in the changing room before or after their swim session, a Parent/Helper should ask the teacher for immediate help with this and not attempt to wash or clean the child themselves.
- Parent/Helpers should not help children to put their underwear and swimming trunks/costumes on and to take them off. Children should be strongly encouraged to do this themselves and if extra assistance is required then the teacher, or other member of school staff, should help the child. Please also encourage your own child to dress/undress themselves if you are helping.
- Please do not bring younger siblings to the swimming sessions.
- Mrs Jung is responsible for all first aid decisions.

- All Parent/Helpers must switch their phones off and store in locker room for the afternoon.
- Two Parent/Helpers are required in each of the changing rooms.

Policies and procedures

- Coombe Hill Infants' School has a Child Protection Policy that covers the safeguarding of pupils in the swimming pool.
- Within our child protection policy and procedure it clearly identifies which steps should be taken in the event of a concern being raised. Please contact Janet Berry (Headteacher) or Sue Jakob (Deputy Head).
- We publicise to all pool users a member of staff to report their concerns to. (the class teacher present)
- Coombe Hill Infants' School has a Swimming Pool and Swimming Risk Assessment.

All staff working with children will need the appropriate level of DBS check

In the pool and on the poolside

- Ensure the pool is supervised at all times
- Coombe Hill Infants' School requires there to be 5 volunteers per swimming time slot.
- Volunteers must divide the poolside into zones and use techniques to constantly scan the area (e.g. counting heads and watching out for vulnerable or weak swimmers)



- Ensure all pool users know which member of staff to report concerns to

Physical contact

This Swimming Policy states that when supervising changing or assisting with swimming, pool and school staff other than teachers should avoid physical contact with pupils unless it is:

- Essential to develop a swimming skill or technique
- To treat or prevent an injury
- To meet the requirement of the activity (e.g. lifesaving)
- To lift or manually support a child with disabilities
- To assist with a personal care task which the child or young person cannot undertake by themselves

Any handling of pupils should be done in clear sight of others

Changing rooms

Within our changing rooms our pupils should be appropriately and adequately supervised at all times to protect them from harm. This includes supervision in changing facilities.

- Parent Helpers or volunteer adults should not share changing facilities with pupils. Use separate areas or changing times or, where this is not possible, agree appropriate supervision arrangements with the class teacher
- Separate toilet areas for each sex are available A responsible adult should supervise the changing area. Where the area is mixed-sex, both a male and a female supervisor may be required. Single-sex facilities should be supervised by an adult of the same gender
- Only staff of the appropriate gender should enter the changing room, where possible, unless in an emergency
- A Parent Helper / Volunteer should never end up in a position where they are alone with a pupil, and all pupils should remain together in a group

Health and safety

COOMBE HILL INFANTS' SCHOOL

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Mrs Janet Berry
HEADTEACHER

- A Risk assessment for swimming must be in place
- Pool safety operating procedures, i.e. normal operating procedures (NOP) and emergency action plans (EAP) must be available – see Site Manager
- Safety of pupils with special educational needs or disabilities, included in the Risk Assessment
- Appropriate clothing for teachers
- Appropriate swimming attire for pupils – girls should have a one-piece swimsuit and boys should have fitted 'Speedo' style trunks, not surfer-style shorts
- Safety equipment to be clearly labelled and on display.