



## **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: March 2019

Reviewed by: Janet Berry

Next review Date: March 2020

Governor Committee: Community, Children & Safeguarding

## **“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.

**This policy applies to Coombe Hill Infants' School including Coombe Connections Club.**

## **Introduction**

Coombe Hill Infants' School is extremely fortunate to have its own swimming pool on site which the children use in their PE lessons in the summer term.

We strongly believe that swimming is a life skill and every child should be taught to swim. There is water everywhere, be it in the home, ponds, in the local park or at the beach on holiday and children can drown in as little as 5cm of water. Swimming not only benefits children's health and fitness, it develops confidence, stamina and persistence.

In our swimming lessons our primary aim is that children are taught how to keep safe in and around water and feel confident in the water. We aim to introduce swimming strokes and techniques once children are confident and able. Every child is different and will progress at different rates. School swimming lessons are limited by time constraints and thus are not intended to replace formal swimming lessons.

Swimming lessons are conducted by a teacher and a qualified lifeguard is always present. Swimming is not a statutory part of the KS1 curriculum and is therefore regarded as an enrichment to the curriculum. The administration and provision of swimming therefore is subsidised by parental contributions and cannot run without volunteer support.

The school pool is an important school asset, shared with Coombe Hill Junior School. The maintenance and upkeep are shared with Coombe Hill Junior School and the responsibility for this is delegated to the shared Site Manager. There may be times when for health and safety reasons, maintenance of the swimming pool or for reasons of weather, lessons will be cancelled

## **Aims**

This policy aims to set out all the schools procedures related to swimming lessons in school. This policy should be read in conjunction with the following policies:

- **Safeguarding Policy**
- **Health & Safety Policy**
- **Intimate Care Policy**

**And**

- **Swimming Policy**
- **Swimming Volunteer Guidelines**
- **Swimming Risk Assessment**

- **Safeguarding Procedures**
- **Swimming Information Pack (copies located in school office and poolside)**

The Risk Assessment document for swimming is held by the Site Manager and Headteacher. It is reviewed annually and includes assessment and consideration of children who require special attention, educational needs or disabilities or medical needs.

## **1.1 Swimming Lessons**

All classes will have the opportunity in the summer term to swim. The swimming rota will be published each year.

A teacher will run the swimming session at the pool with the presence of a qualified lifeguard. All incoming staff hold the appropriate DBS checks.

DBS checked swim volunteers assist with help in the changing room, at the poolside and in the pool as set out below:

Reception Classes: 2 swim volunteers in each pupil changing room, 4 swim volunteers in the pool

Yr 1&2: 2 swim volunteers in each changing pupil changing room, 2 swim volunteers in the pool

The administration of swim volunteers is organised by the PTA in liaison with school staff (see below).

### **1.1.1 Pupil Behaviours in and around the pool**

**The same expectations for behaviour at school are expected at the poolside and in the pool. Pupils must listen and act as directed by staff and swim volunteers at all times. Any behavioural issues arising in the changing rooms and poolside supervised by volunteers should be referred to the class teacher in the first instance.**

### **1.1.2 Health & Safety and emergencies**

The responsibility for pupil safety at the poolside is that of the teacher.

In an emergency the lifeguard will sound the whistle, and make the decision on calling emergency services or the school office.

All supervising adults must familiarise themselves with the emergency procedures found in the swimming information pack.

### **1.1.3 Swimwear**

All jewellery should be removed before swimming with the exception of small stud earrings.

All children will wear a swimming hat for swimming.

Boys should wear close fitted 'Speedo' style trunks, not surfer-style shorts

Girls should wear a one-piece costume.

Swimming goggles should not be worn unless the parent/guardian has provided permission in writing.

All children will require a towel and plastic bag for wet clothes. All items should be labelled with a name.

If a child forgets their swimming kit then we will provide them with a towel and costume.

### **1.1.4 Changing rooms**

There are two pupil changing rooms at the poolside (M & F) and one adult changing room. Toilet facilities are located in each changing room. Adults (teachers, TAs, swim instructor, lifeguard and swim volunteers) should not use facilities provided for the pupils, but use the adult facilities provided.

Any child who has one-to-one support will be accompanied by their helper in the changing room.

Under the direction of the class teachers 2 swim volunteers will supervise each pupil changing room at all times. At all times for their own protection Swim Volunteers should be in clear sight. The role of the Swim Volunteer is to organise the children in the changing rooms to change quickly and move out into the poolside where the class teacher will be waiting to receive them.

The first arriving class should be allocated one half of the changing room by the volunteers, leaving space for the next class to arrive and change in the other half of the changing room (whilst a class are in the water). It is the responsibility of the Swim Volunteers to keep the changing room organised and running smoothly, including helping the children to put clothes on pegs and in baskets so items of clothing are not misplaced.

It is expected that children will change for swimming **unaided** in the same manner as for PE. Swim volunteers in the changing room may aid with changing by the passing of towels and clothing but should not put items of clothing onto a child except where directed by a teacher or TA to do so. Swim volunteers **should not** help children with swimming costumes/trunks or underwear - children should be encouraged to do this for themselves and if extra assistance is required then **a member of school staff should be called to help the child**. It is expected that Swim Volunteers will assist with swimming hats and goggles. Additional tasks that may be required are hanging out towels picking up clothing and

Special arrangements will be made for pupils who for medical or religious reasons wish to change separately and this will be made known at the beginning of the session to any Swim Volunteers.

If a child needs to be washed or changed in the changing room (before or after swimming) then this should be done in accordance with the schools Intimate Care Policy and a Swim Volunteer present must contact the teacher present, so the teacher can aid the child. Swim volunteers should not attempt to wash or clean a child themselves.

Only staff of the appropriate gender should enter the changing room, where possible, unless in an emergency.

If a member of staff or volunteer has any concerns about a child because of something they see or hear whilst children are in their care they should contact the Designated Safeguarding Lead Janet Berry, in accordance with the schools Safeguarding & Child Protection Policy.

### **1.1.5 Poolside and in the pool**

The pool will be supervised when children are present at all times by the teacher and the Lifeguard.

The swim volunteers assigned to the pool will be expected to get into the water and act under direction of the Swimming Instructor and class teacher.

Swimming volunteers in the water **should not** have physical contact with a child unless directed to do so. Physical contact may be permitted when it is to meet the requirement of the activities below:

- Immediate assistance required to safeguard a child in the water (lifesaving)
- To administer immediate first aid to treat or prevent injury
- Holding a child under qualified supervision to teach a swimming skill or technique

Swimming volunteers should act in accordance with the policy where possible but should use common sense in an emergency situation to preserve life at all times.

#### **1.1.4 Minor Medical Ailments**

If a child is at school, it is expected that a child is fit for swimming.

If a child is known to have a verruca the child should swim with a verucca sock provided by the parent/guardian to prevent infecting other children with the virus.

If a child has had a recent ear infection/surgery a parent/guardian should discuss with their doctor if swimming is advisable and notify the class teacher.

Plasters and bandages should be removed before swimming as they fall off in the water and block the pool filter system.

#### **1.1.5 First Aid**

All first aid matters at the pool are to be referred in the first instance to the teacher. Decisions made by the teacher on whether a child is fit to swim are final.

#### **1.1.6 Event of an Emergency**

The lifeguard will follow agreed procedures and will carry a phone at all times.

All information can be found in the swimming information pack.

#### **1.1.7 Cancelling Swimming lessons**

Notice will always be given to parents where possible when swimming will be cancelled. If possible, a message will be sent by email. Efforts will be attempted to reschedule lessons where possible, but no financial recompense will be made for lessons lost.

Swimming will be cancelled if under the following circumstances:

- Weather
- Essential pool maintenance
- Insufficient swim volunteers to run swimming as per the guidelines in this policy
- No lifeguard

## **1.2 Swimming Volunteers**

Swimming lessons at Coombe Hill Infants' School cannot operate without the required level of swim volunteers as specified above. All Swim Volunteers must have a current school DBS check before being put on a swimming rota. The PTA holds responsibility for administration of the Swim Volunteer rota.

The Swim Volunteer session begins at 12.50pm and finishes at 3.10pm. Volunteers must stay for the whole session which comprises supervising each of the three classes in a given year group. Swim volunteers must not bring younger siblings to the swim session under any circumstances

This policy states that Swim Volunteers:

- must **sign in** and **out** of the main office before and after swimming and wear the issued lanyard at all times during the swimming session.
- read and familiarise themselves with the school's **Guidelines for Swimming Volunteers Leaflet**. And, sign to say they have read these
- At all times follow an act in accordance with the instructions in this **Swimming Policy**
- Must attend a swim volunteer information session
- Must switch off their phone when entering school and place their phone in the basket provided in the adult changing room at the poolside. Phones must remain switched off and in the basket at all times until the end of the whole afternoon session. If a volunteer needs to be contactable by phone they should not volunteer to help with swimming.
- As stated above, be assigned to the changing room of their own gender where possible however the vast majority of parent volunteers will be female, and it is possible that they will be asked to help in the boy's changing rooms as well.
- must consult the class teacher in the first instance if they have any issue with a child that needs immediate attention and particularly if the matter is not dealt with by the **Guidelines for Swimming Volunteers Leaflet**

- should never end up in a position where they are alone with a pupil, and all pupils should remain together in a group

### Local swimming amenities

Parents and guardians can find additional information about swimming lessons in our local areas at:

The Malden Centre, Kingston Royals and The Kingfisher.