

Blackburn with Darwen School Swimming Policy

Updated December 2025



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

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1 **STATEMENT**

1.1 All children should have the opportunity to meet the requirements of the National Curriculum for Physical Education related to swimming.

1.2 **AIMS**

1.2.1 In order to meet the statutory requirement the following aims have been identified:

- To provide a safe and caring environment for pupils to learn to swim;
- To teach pupils to appreciate what is good practice in and around water in relation to the safety of themselves and others;
- To develop pupils confidence in water activities;
- To develop to the full the pupil's potential in swimming;
- All pupils to meet the minimum KS2 requirement without difficulty,
 - 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
- All schools value to promote swimming and Water Safety as a life skill & healthy life style.
- Deliver the School Swimming and Water Safety Charter as outlined by Swim England

2 BASIC ARRANGEMENTS

2.1 GENERAL

- 2.1.1 This Swimming Policy Document applies to **ALL** Blackburn with Darwen Schools and Academy's taking pupils swimming.
- 2.1.3 Headteachers should regard the swimming programme as an integral part of the National Curriculum for Physical Education and, as such, subject to appropriate monitoring and assessment procedures. The Blackburn with Darwen Aquatics Development Coordinator will provide appropriate data, with quality assurance of the swimming service delivery carried out by the Council's Schools and Education Department
- 2.1.4 The Environment and Resident Services Department will take responsibility for ensuring all Borough swimming pools have a Normal Operating Procedure and Emergency Action Plan (NOP and EAP) as required under health and safety guidance. (Managing Health and Safety in Swimming Pools HSG179). If a Blackburn with Darwen school uses a swimming pool outside the management of Blackburn's Environment and Resident Services Department it is the responsibility of the Headteacher to ensure the facility has its Normal Operating Procedure and Emergency Action Plan (NOP and EAP) and school staff are aware of its contents.

2.2 PRIMARY AND SPECIAL SCHOOL SWIMMING

- 2.2.1 The National Curriculum for Physical Education is a statutory requirement; therefore, **all** Primary aged children should be given the opportunity to meet the swimming standards set by the Department for Children, Schools and Families.
- 2.2.2 The Blackburn with Darwen Borough Council's Swimming Development is responsible for the delivery of Primary and Special School swimming teaching within the Borough, with the exception of any swimming taking place on the Newfield site. The framework for this delivery is through a Service Level Agreement with schools. School swimming lessons for pupils are organized through the Aquatics Development Coordinator, based within the Environment and Resident Services Department.
- 2.2.3 The financial resources for Primary for school swimming are delegated to Schools. The Aquatics Development Coordinator will agree the school swimming programme with each school, as part of the updating of the Service Level Agreement.
- 2.2.4 Schools are required to carry out **risk assessments** for traveling to and from the pool and pupil changing supervision.

2.2.5 Swimming teaching is delivered predominantly by Blackburn with Darwen Council's School Swimming Instructors. Although, in cases where there are a high proportion of non-swimmers or children with special needs, the School Swimming Instructor can adopt a number of strategies which may result in staff accompanying the children to the pool delivering a lesson. 3.6 provides details in relation to special circumstances.

2.3 FOR CHILDREN OF HIGH SCHOOL AGE

2.3.1 For High School aged children, swimming is an optional part of the National Curriculum at Key Stages 3 and 4. High Schools are strongly encouraged to make provision for any pupils who have not achieved the required standard at Key Stage 2. High Schools may also wish to provide swimming as part of the GCSE PE syllabus. To ensure safety requirements are met, swimming arrangements for High Schools should be made through the Aquatics Development Coordinator.

2.3.2 In consultation with the Aquatics Development Coordinator, High Schools may buy into the Schools Swimming Service through a Service Level Agreement.

2.4 SAFETY

2.4.1 The Environment and Resident Services Department will ensure that qualified Swimming Instructors will be available to deliver swimming lessons to all Primary and Special Schools. The minimum qualifications of the Borough's School Swimming Instructors are: ASA Swimming Instructor's Certificate Level 2 and current RLSS National Pool Lifeguard Qualification

2.4.2 A Lifeguard and or a Swimming Instructor who holds a current National Pool lifeguard Qualification will be present on poolside whilst any Blackburn with Darwen pupils are in the swimming pool.

2.4.3 It is the responsibility of Headteachers to ensure a member of the school staff is nominated as the person in-charge and accompanies the class or classes of pupils to the pool. This person nominated will be known as the School Designated Person in Charge.

2.4.4 The School Designated Person in Charge, has a duty of care at all times and has overall responsibility for the children. Therefore, he/she may stop the swimming lesson at any time if they are concerned as to the management and delivery of the lesson. To carry out this function the Designated Person in Charge should be actively involved in the lesson and remain on the poolside throughout the lesson.

- 2.4.5 Everyone has a duty of care to take reasonable care in any situation to try to foresee that others are not harmed by their actions or omissions.
- 2.4.6 Once the pupils are counted on to the poolside by the School Designated Person in Charge, the safety, organisation and delivery of Primary School swimming lessons transfers to the Borough's School Swimming Instructor. However, the School Designated Person in Charge retains overall duty of care at all times.
- 2.4.7 The Leisure Services Operations Manager or their representative will have overall responsibility for the Health and Safety throughout the building and this may take precedent over all other persons during an emergency.

The LA child safeguarding policy

There is a need for individuals, statutory and voluntary agencies, as well as other organisations who work with children, to work together to achieve the best outcomes for our children and to safeguard them from harm.

Safeguarding Children in swimming

- All adults involved with the school swimming program should be aware that the safeguarding of children is paramount and understand the importance of creating a culture that provides a safe and happy environment in which children can learn to swim and develop to a level appropriate for their ability.
- Swimming should be enjoyable and fun. It is the duty of all parties involved in the school swimming program to ensure that safeguarding in swimming is based upon the provision of an appropriate environment that is tailored to the needs and requirements of all children.

2.5 AFTER SCHOOL SWIMMING ACTIVITIES

- 2.5.1 Any school organising an out of school hours swimming activity using designated Blackburn with Darwen swimming pools, **must** comply with this swimming policy document and the terms and conditions of the hire agreement with the Leisure

Centre Management team. Schools using pools outside of the Borough should comply with this document and satisfy themselves that their own procedures and those of the pool to be used comply with best practice procedures as outlined in the current edition of afPE, 'Safe Practice in Physical Education' document .

2.6 DISTRIBUTION OF THIS POLICY DOCUMENT

- 2.6.1 This policy document must be distributed by the Aquatics Development Coordinator to the following services and people:
Blackburn with Darwen School Swimming Service Swimming Instructors; Leisure Services Operation Manager,
Headteachers of all schools within Blackburn with Darwen Children's Services.

3 SWIMMING INSTRUCTOR / PUPIL SAFETY RATIOS FOR SCHOOL SWIMMING LESSONS

- 3.1 Included within the Swimming Instructor/pupil safety ratios for the delivery of lessons are the Borough's School Swimming Instructors and appropriate others as detailed in 3.6.
- 3.2 It is the responsibility of the Borough's School Swimming Instructors to ensure that the identified ratios are complied with during school swimming lessons.
- 3.3. When determining actual safety ratios for programmed sessions the Aquatics Development Coordinator and Borough's School Swimming Instructors will take the following factors into account:
- age of pupils;
 - range of swimming ability;
 - ability of pupils to comprehend instructions;
 - any physical, behavioural or learning disabilities;
 - pool environment and depth of the pool
 - a risk assessment, which will be a generic risk assessment for Primary School swimming.
- 3.4 Headteachers have responsibility for ensuring that the School Designated Person in Charge is fully aware of the recommended ratios set out in this policy document.

3.5 The Swimming Instructor / Pupil safety **RECOMMENDED** ratios, for pupils in the water during School Swimming lessons are as follows:

Non-Swimmer/Beginner	1: 12	a pupil who is being introduced to swimming;
Improver	1 : 20	a pupil who can swim a minimum of 10 metres on front and back, competently but who is not confident in deep water;
Competent	1: 20	a pupil who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.
Advanced Group	1: 25	a pupil who can swim at least 100 metres competently on front and back, and can tread water for three minutes

3.6. An exception to the above recommended ratios is in circumstances where organisational demands make achieving the teaching ratios virtually impossible. In these circumstances the Swimming Instructor can adopt a number of strategies in agreement with the designated person in charge for example in cases of a high proportion of non-swimmers the ratio can be increased to 1:20 when support is provided by a school member of staff in terms of additional supervision. A risk assessment should be carried out to determine pupil / adult ratios

4. ADDITIONAL ADULT / PUPIL RATIOS FOR PUPILS WITH ADDITIONAL SUPPORT NEEDS AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Equality Act 2010 – (supersedes the DDA 1995) and extends the “reasonable adjustment duty”

The duty is ‘to take such reasonable steps to avoid the substantial disadvantage’ to a pupil with SEND caused by a provision or practice applied by or on behalf of a school, or by the absence of an auxiliary aid or service.

As a whole there are three elements to the reasonable adjustments duty that relate to:

- Provisions and practices
- Auxiliary aids and services
- Physical features.

The duty to make reasonable adjustments requires a school to take positive steps to ensure that pupils with SEND can fully

participate in the education provided by the school, and that they can enjoy the other benefits, facilities and services which the school provides for pupils.

Many reasonable adjustments are inexpensive and will often involve a change in practice rather than the provision of expensive pieces of equipment or additional staff.

A school's duty to make reasonable adjustments is an anticipatory one owed to disabled pupils generally and therefore schools need to think in advance about what disabled pupils might require and what adjustments might need to be made for them.

- 4.1 This section has been included to help and support schools in determining, prior to swimming lessons taking place, whether a child might require additional support within the water. This risk assessment process should take account of the activity, the pupils' additional needs and the facility to be used and carried out prior to school swimming taking place.
- 4.2 The following children are deemed to have additional support needs:
 - Children with identified SEND and who may be in receipt of support that is additional to or different from that which is usually made available for children of the same age in order for them to make progress in their learning
 - Children who have English as a second language;
 - Children who are identified by the School Swimming Instructor;
 - Children who have particular mobility requirements;
 - Children who have particular medical requirements e.g. epilepsy, heart problems or severe allergies.
- 4.3 A child with a special educational need or an additional support need in school may not be problematic during a swimming lesson. On the other hand, it may mean that there would be significant steps that would need to be taken to ensure the safety of all concerned. Children, who fall into the groups above, will require a risk assessment in relation to school swimming. This may state they need additional support whilst swimming. Adult to pupil ratios for pupils with additional support needs will be determined by the School in discussion with the School Swimming Instructor and will always be at least those outlined at 3:5. The ratios apply to children in mainstream and special schools.
- 4.4 Once swimming lessons commence, the Borough's School Swimming Instructor may identify children who require additional support, who have not been identified previously and the risk assessment will be reviewed and updated.
- 4.5 It is the responsibility of the Headteacher to consider and undertake the risk assessments well in advance and should include:

- Authoritative information on the implications of the child's additional support needs in relation to swimming. This may be from parents, Instructors, support staff, school nurse, Advisory Teachers from the Inclusion Support Service, the local hospital or other appropriate agencies.

4.6 It may be particularly important for advice to be sought to establish any implications for:

- use of medication;
- the child's response to unusual circumstances, excitement, new people and places as well as new sounds and smells
- the affects of cold, fatigue, etc.

4.7 Consideration needs to be given to:

- the suitability of a class swimming lesson as an activity for the child;
- recommended risk control measures;
- advice on any other concerns.

4.8 Use the information to make decisions about:

- whether to complete a risk assessment form;
- the control measures needed, including staffing ratios, or even with justification, to agree that it would be unsafe for the child to take part in school swimming lessons.

4.9 A risk assessment should be carried out. It is then the Headteacher's responsibility to assess the adult to pupil ratios using the information gathered:

- To use the risk assessment in consultation with the Aquatics Development Coordinator and Borough's Swimming Instructor to determine appropriate adult to child ratios.
- These ratios will need to be reassessed at the beginning of each block of sessions and will be under constant review. Account will need to be taken of absences and new children joining the swimming class during the school year. The ratios apply to all children in any type of educational setting during swimming lessons provided in the school day, as part of the curriculum or as part of the extended role of the school. The ratios may need to be reduced in cases where individual risk assessments dictate. Care must also be taken to ensure that there are a sufficient number of helpers to provide the necessary support needs, within the class/group.

- Further guidance regarding swimming for children with special needs can be found from the current edition of 'Safe Practice in Physical Education' (afPE) 2012 or national organisations for specific disabilities. In terms of the latter, the Aquatics Development Coordinator can provide further details.

NB. Consideration should be given to adult to child ratios when changing, to safeguard children and school staff.

5. ROLES AND RESPONSIBILITIES

5.1 Environment and Resident Services -

5.1.1 The Head Environment and Resident Services is responsible for the:

- Strategic operational management of the Swimming Pools;
- review of policy and practices;
- reporting of appropriate issues or events to the Council's Chief Executives Liaison Group.

5.1.2 The Aquatics Development Coordinator is responsible for:

- ensuring swimming lessons are delivered in accordance with the School Swimming Policy, the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) and Service Level Agreement;
- Borough's School Swimming Instructors are appropriately qualified and trained;
- the review process of the School Swimming Policy;
- the updating of the School Swimming Policy in light of new legislation or guidance, subject to the approval of the, Head of Environment and Resident Services
- liaising with the Pool Managers with regards to changes in work practices, which may prompt a review of the School Swimming Policy, Normal Operating Procedure and Emergency Action Plan (NOP and EAP) or Risk Assessments;
- providing each Headteacher, subsequent to a request, and School Swimming Service Swimming Instructors, with a copy of the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) for their appropriate pool;
- monitoring and evaluating the teaching of swimming and sharing this information with Instructors; including quality assurance carried out by the SDS.

5.1.3 Blackburn with Darwen Council's Schools and Education Department

- the monitoring and evaluation of the teaching of swimming and providing feedback to the Aquatics Development Coordinator and a summary report to appropriate headteacher;
- In consultation with the Aquatics Development Coordinator assurance checks of the teaching of swimming within the borough.
- Guidance concerning health and safety issues in conjunction with the Swimming Development Coordinator

5.1.4 Blackburn with Darwen Council's School Swimming Instructors are responsible for:

- the primary water safety of pupils and for liaising with pool staff to ensure a safe teaching environment;
- ensuring that they are fully conversant with the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) for each swimming pool they work at;
- ensuring compliance with ratios and procedures before each lesson;
- ensuring that whistle drill, fire alarm and evacuation procedures are explained to all pupils and accompanying staff at the beginning of each term;
- making all pupils aware of the geography of the building, safe practices whilst on poolside and in the water, emergency whistle and fire procedures and deep and shallow areas of water;
- the organisation of the lesson, positioning of lane/width ropes and for checking the position of safety aids and lesson equipment;
- wearing appropriate clothing, footwear and whistle;
- liaising with the School Designated Person in Charge regarding pupils' medical details and any other concerns;
- preparing and maintaining a group register, monitoring and assessing pupils' progress, and recording achievement;
- preparing schemes of work and delivering lesson plans appropriate to each swimming group;
- regular inspection of all floatation aids, removal and replacement of suspect items and ensuring all teaching aids are stored in an appropriate manner.
- that the pool has been safely cleared at the end of each lesson
- notifying Aquatics Development Coordinator of any changes in work practices, which may prompt a review of the School Swimming Policy, Normal Operating Procedure and Emergency Action Plan (NOP and EAP) or risk assessments;
- visiting schools during dry weeks, to deliver hygiene and water safety talks in accordance with the National Curriculum.

5.1.5 Leisure Centre Manager is responsible for:

- the effective and efficient operation of the Swimming Pool in accordance with the Normal Operating Procedure and Emergency Action Plan (NOP and EAP);
- the review process of the Risk Assessments and Normal Operating Procedure and Emergency Action Plan (NOP and EAP);
- the updating of the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) in light of new legislation or guidance subject to the approval of the Head of Service for Environment and Resident Services
- the consideration of the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) to ensure accordance with the School Swimming Policy;
- the training and development of staff
- the daily supervision of staff and use of the facility and appropriate maintenance checks and water testing
- the day to day management of the pool in accordance with the Normal Operating Procedure and Emergency Action Plan (NOP and EAP);
- the regular monitoring of operating procedures to ensure they meet the requirements of the Normal Operating Procedure and Emergency Action Plan (NOP and EAP);
- the maintenance of plant and associated equipment and building infrastructure;
- the quality of the pool water and associated dosing systems.

5.1.6 Lifeguard and or Swimming Instructor is responsible for:

- ensuring that the Normal Operating Procedure and Emergency Action Plan (NOP and EAP) is complied with;
- being present on the poolside whilst any pupils from Blackburn with Darwen schools are in their lesson.
- liaising closely with School Swimming Instructors and School Designated Person in Charge on the safety of pupils;
- maintaining full observation of the pool and pool users at all times
- in operational control of the pool hoist;
- providing first aid cover and completing pool accident forms - in conjunction with the School Designated Person in Charge and the Borough's School Swimming Instructor when necessary;
- being in charge of ensuring the pool is safely cleared at the end of each lesson
- confirming with the swimming instructor that the pool has been safely cleared at the end of each lesson;

5.2 SCHOOLS

5.2.1 Headteacher is responsible for ensuring that:

- Blackburn with Darwen Council School Swimming Policy is circulated to all staff who accompany children to School Swimming lessons;
- a member of staff is nominated and designated as the School Designated Person in Charge and accompanies a class or classes of pupils,
- all staff on poolside have an 'enhanced' certificate of disclosure from the Disclosure and Barring Service (DBS)
- the School Designated Person in Charge has had appropriate risk assessment training (if unsure contact the SDS),
- where necessary children with SEN have had appropriate risk assessment carried out;
- all children have the opportunity to swim and monitoring and managing irregularities in attendance

5.2.2 School Designated Person In Charge is responsible for ensuring that they:

- Reading the School Swimming Policy document and Normal Operating Procedure and Emergency Action Plan (NOP and EAP) awareness;
- are present on poolside during the school swimming lesson, to maintain the discipline and appropriate behaviour of pupils and contribute to the delivery of the lesson when required;
- liaise with and have forwarded to Borough's School Swimming Instructor all relevant information regarding pupils' medical details and any special needs. The School Designated Person in Charge must inform their School's named Borough Swimming Instructor in writing and visually identify prior to their first visit to the pool any pupils suffering from any medical condition which could potentially place them at risk, e.g. asthma, epilepsy, diabetes heart condition etc.
- organise the supervision of pupils in the changing rooms, pupils visiting the toilet, shower and lining up;
- count pupils into the facility and out of the facility, count pupils on to poolside and upon leaving poolside and any headcounts required at the pool being used;
- record and signs the number of pupils present at reception, and in the swimming register. Notify Borough's School Swimming Instructor of any pupils new to the school or to school swimming lessons, before pupils enter the water and identify any medical or behavioural conditions;
- have a copy of the swimming timetable, wear appropriate poolside clothing and footwear and provide an 'asthma box' for pupils' inhalers;
- arrive and leave on time and notify the Aquatics Development Coordinator of any transport difficulties.
- direct other accompanying staff

5.2.3 Teaching, Support Assistants or School Staff are responsible for ensuring that they:

- Read the School Swimming Policy document and Normal Operating Procedure and Emergency Action Plan (NOP and EAP) awareness;
- wear appropriate clothing and footwear;
- support and be directed by School Designated Person in Charge in terms of the process of entering and exiting the building, changing and the movement of pupils to and from poolside;
- are available to be directed by the School Designated Person In Charge as required, e.g. accompanying child to the toilet;
- support their pupils with changing organisation if required;
- support a pupil on a one to one from the pool side or in the water or as additional support as directed by the School Designated Person in Charge

5.2.4 Adults In Additional Roles must ensure they:

- Be clear about their role
- work under the direct supervision of the School Designated Person in Charge. He/she is there in the capacity of 'an extra pair of hands' and not have overall responsibility for any group or any individual.
- Wear appropriate clothing & footwear.

6 SAFETY OF PUPILS

6.1 ARRIVAL AND DEPARTURE

6.1.1. It is essential that pupils enter and leave the swimming pool building under supervision and be counted on arrival and departure and counted on entering and leaving the pool side. This is the responsibility of the School Designated Person in Charge.

6.2 CHANGING ROOMS

6.2.1 Schools are responsible for the supervision of pupils in the changing rooms. Wherever possible, supervision of pupils changing should be **undertaken by staff of the same gender**. A risk assessment should be completed.

6.2.2 Good behaviour must be maintained at all times and having due regard to other people. This is essential to safe practice.

6.2.3 Pupils should be reminded to visit the toilet, use a handkerchief and shower prior to the swimming lesson.

6.3 CLASS MANAGEMENT ON POOLSIDE

6.3.1 The areas of shallow and deep water must be clearly defined for pupils.

6.3.2 In order that pupils remain visible at all times Borough School Swimming Instructors, Lifeguards and School Designated Person in Charge should adopt appropriate teaching/supervisory positions on the poolside. They should carry out head counts throughout the lesson.

6.3.3 Safe working patterns should be adopted by Borough Swimming Instructors appropriate to the ability group using one of a combination of the following methods, e.g. Buddy / Pair system, Waves - widths or lengths, circuits etc.

6.3.4 All School Swimming Instructors and School Staff will be expected to promote positive behaviour management and responsible participation by pupils and to adhere to recognised and accepted practice when moving and handling pupils.

6.3.5. The swimming ability of all pupils must be assessed by a Borough School Swimming Instructor on their first visit to the pool. Pupils will then be placed in appropriate teaching groups, and reassessed at regular intervals in order that their progress can be monitored and pupils swimming group adjusted accordingly. It is the responsibility of the Borough School Swimming Instructor to ensure no pupil is allowed access to deep water before he/she has demonstrated appropriate confidence and ability.

6.3.6 Swimming registers maintained by Borough's School Swimming Instructors, for each school are kept at the swimming pools and are used to record pupils' ability groups, medical details, assessment, attendance and any other relevant information.

6.3.7 Borough School Swimming Instructor should ensure that pupils understand the following routines and procedures associated with the swimming lesson:

- pupils will be taught safe practice whilst on poolside and in the water;
- pupils must not enter the water until told to do so by a Borough School Swimming Instructor;
- pupils should know which swimming group they are in and exactly where to stand, sit down, or line up;
- pupils will be taught safe methods of entry and exit from the swimming pool and all staff must ensure they adhere to them at all times;
- pupils should be taught to be aware of and respect each others space in the water;

- pupils must be instructed by all accompanying adults to walk on the poolside away from the pool edge - running on poolside is strictly forbidden;
- pupils should be encouraged to tidy floats; armbands etc. away in order that 'trips and slips' can be avoided.

6.3.8 Pupils whose behaviour compromises their own safety or that of other pupils may be reported to the School Designated Person in Charge. Subsequent action will be agreed between the School Aquatics Development Coordinator, School Designated Person in Charge and Head Teacher.

6.4 EMERGENCY PROCEDURES

6.4.1 Whistle drill, fire alarm and evacuation procedures must be explained to pupils and accompanying staff at the beginning of each term.

6.4.2 During each term emergency procedures will be rehearsed with each class of pupils, and documented accordingly in the fire log for each pool. A copy of this record will be provided for each school upon request to the swimming pool duty manager.

6.4.3 All staff accompanying pupils to school swimming lessons must be aware of the following whistle procedure used by Lifeguards and Swimming Instructors at all Blackburn with Darwen Borough Council swimming pools:

One short blast - call the attention of pool users, i.e. swimmers;

One long blast - all pupils to climb out of pool immediately and sit by the nearest wall.

The Borough's School Swimming Instructor/Lifeguard nearest to the incident effects the necessary action. The accompanying School Instructors are responsible for the remaining pupils on the poolside. If a Borough's School Swimming Instructor or Lifeguard enters the water, in some circumstances the remaining pupils may be taken into the changing rooms. Only in exceptional circumstances should accompanying School Teachers or Teaching Assistants enter the water to rescue a child. Under normal circumstances this is the role of the Pool Lifeguard and Borough's School Swimming Instructors.

NB Staff should be mindful of the fact that pupils with SEND may be sensitive to a whistle blast or fire alarm.

6.4.4 All accidents or medical incidents in a swimming pool building must be reported to the Shift Supervisor/Duty Manager who will record the appropriate details on the boroughs accident form.

7. HEALTH & PERSONAL EFFECTS

- 7.1 All pupils for whom swimming is timetabled should take part in school swimming lessons unless medically excluded by a Doctor or a letter from a parent. Schools should provide alternative arrangements and avoid taking pupils who are medically excluded from swimming to the pool unless the school can provide adequate supervision.
- 7.2 The School Designated Person In Charge in consultation with a Borough's School Swimming Instructor, may excuse a pupil from swimming if he/she considers the pupil to be unwell on arrival at the pool.
- 7.3 It is essential that all members of staff are fully aware of any significant special educational needs, disabilities and medical conditions of pupils in their care. Particular care will be needed for children with more than one need.
- 7.4. It is essential that the Borough's School Swimming Instructor undertaking the first visit to the pupils in school is fully informed of pupils' medical conditions. A medical form should be completed by parents for all pupils who have any form of medical condition, about which the School Designated Person in Charge and Borough's School Swimming Instructors need to be informed. Medical approval to attend swimming lessons may be required for pupils who suffer from any medical condition, which may render them unconscious, e.g. epilepsy or diabetes. The School Designated Person in Charge and Borough's School Swimming Instructors must be regularly updated on such children.
- 7.5 For the safety of individuals and the group as a whole **no jewellery** should be worn during school swimming lessons. However, it may be necessary to agree procedures relating to pupils who wear jewellery for religious reasons.
- 7.6 Medic-alert bracelets preferably should be removed and given to the School Designated Person in Charge for safekeeping during the swimming lesson, and returned to the pupil immediately the pupils exits the water. If the bracelet is unable to be removed it may be taped over securely with waterproof tape.
- 7.7 It is recommended that pupils, who suffer from any known ear ailments, should be discouraged from jumping into deep water, diving, and any form of under water swimming. Advice from parents should be sought for these pupils and for any pupils who may have grommets fitted in their ears.
- 7.8 The activities of diving, breaststroke or butterfly should be not undertaken by children with Downs Syndrome unless screening for atlanto-axial instability has been carried out or permission sought from a doctor.
- 7.9 If a pupil brings asthma inhaler to school it must be brought to the pool and kept on the poolside.
- 7.10 Pupils with a verruca may swim unless excluded by a Doctor.

- 7.11 For Primary and Secondary, pupils should wear a one piece swimming costume/swimming trunks or suitable swimming shorts.
- 7.12 Any pupils with hair long enough to impair vision must wear a swimming hat. If not available the pupil's hair must be securely tied back.
- 7.13 Swimming goggles may only be worn if a goggles permission form has been completed. These forms are held by the Borough's School Swimming Instructor. Glasses may be worn following discussions with the School Swimming Instructor.

8. GUIDELINES ON DRESS AND APPROPRIATE CLOTHING FOR SCHOOL SWIMMING IN THE MULTI-FAITH SCHOOL

8.1 Schools should refer to the equal opportunities legislation and guidance available within the borough, which promotes:

- cultural diversity;
- equality issues in staff induction;
- teaching and assessment methods across the curriculum, which are not culturally exclusive.

8.2 Parents should be made aware of the requirements of the National Curriculum with regard to swimming.

8.3 Consultation may need to take place between the school, parents and Aquatics Development Coordinator to allay any concerns which parents may have.

8.4 Swimwear should enable freedom of movement and not constitute a health and safety risk to the wearer or to others.

8.5 A leotard and tights/or full body suit, which meets religious requirements, may be worn providing it does not jeopardise the swimmer's safety.

8.6 Arrangements may need to be made for pupils who normally wear religious headwear.

8.7 All jewellery should be removed, because of the potential for injury to the wearer and other children. Parents requesting pupils to wear religious artifacts should be made fully aware of the health and safety considerations for their child.

8.8 The onset of puberty is especially important for Muslim girls. Individual showering or allowing children to shower partly clothed are ways of respecting and meeting religious needs. Pupils requesting private changing arrangements may change in private cubicles within changing areas.

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