



Swimming Policy

At Cornerstone Academy Trust schools, we aim to enable all our pupils to become competent, confident swimmers and we therefore facilitate swimming sessions in order to:

- Provide a safe environment for children to learn to swim;
- Develop water confidence;
- Make swimming an enjoyable and challenging physical experience;
- Provide children with the opportunities to experience different types of swimming strokes.

Curriculum:

All children have equal access to the swimming curriculum regardless of race, gender or ability and in line with the school's policy on Special Educational Needs. Swimming develops children's overall physical health and fitness and encourages them to maintain a healthy lifestyle in later life. Pupils are taught to move and float in water with and without swimming aids. They are taught to feel the buoyancy and support of water and swimming aids and to propel themselves using different swimming aids, arm and leg actions and basic strokes.

Pupils are taught to pace themselves in floating and swimming challenges related to speed, distance and personal survival. They are taught and assessed based on the requirements of the National Curriculum for Physical Education (Figure1), also following the STA School Swimming Academy (Figure 2). They are assessed against their ability to swim competently unaided over a distance of at least 25 metres, their use of recognised arm and leg actions in addition to a range of recognised strokes and personal survival skills.



Figure 1: Key National Curriculum Outcomes for Swimming



Figure 2: STA School Swimming Award example

Progress is reported to parents annually and certificates are issued for the highest award achieved in this period. Where lessons are missed during the year, we will endeavour to make these up.

Where it has been identified that children are unable to swim for a distance of 25 metres (or they have joined the school in Year 5 or 6), they will be provided the opportunity to attend catch-up sessions in order to achieve this aim. They will continue to attend these weekly sessions until they have been assessed to independently swim for a distance of 25 metres unaided.

Competition:

Children from Year 4 upwards who are considered to be the most competent swimmers across a range of different strokes will be invited to attend swimming squad sessions and participate in squad sessions to refine technique and improve performance. These pupils will also participate in swimming galas throughout the academic year, both internally within the trust as well as against other local schools.

Safeguarding

The children have swimming lessons in Year 3 and Year 4 and across all of KS2 if part of their school's swimming squad. Furthermore, those pupils in Years 5 and 6 who have been judged unable to swim competently unaided over a distance of at least 25 metres attend catch-up sessions to enable them to achieve this criteria.

They are taken to the swimming pool and change when on site in the specified, sex-specific, changing areas as directed by centre staff using a combination of large group changing areas and smaller cubicles depending on the age and need of pupils. School staff will be present outside this area to ensure the safety of pupils and will only enter changing rooms in the event of an emergency. As part of this role, school staff will also request that other pool users refrain from using these changing areas whilst children are changing. Pupils will be encouraged to change independently having received clear

guidance before each swimming session. The swimming teachers and pool operators will advise as to any changes to these arrangements if required whilst maintaining the same levels of safeguarding and child safety at all times.

Long hair is tied back and swimming hats should be worn if a member of school swimming squad. Whilst at the pool all aspects of the Trust's Child Protection policy are followed and adhered to.

Safety, transport and supervision

The children are transported to the swimming pool in either the school minibuses or school car. The Trust hires fully qualified and DBS checked swimming teachers employed by the host centre and a class teacher is always present during the lessons; with a Key Stage 2 teacher present for squad sessions and Year 5/6 catch-up sessions. Lifeguards are also present at the pool during lessons and this cover is provided by the swimming pool operator. A minimum of one of the swimming teachers and a member of school staff are First Aid trained with a First Aid kit taken to every session to allow for the administration of First Aid if necessary. A risk assessment is undertaken each year.

In an emergency, school staff will work in conjunction with swimming teachers and centre management, including the emergency services if appropriate whilst following guidance to ensure the safety of all pupils. This will include the host centre's Emergency Action Plan (Appendix 3a/3b), Pool Risk Assessment (Appendix 4a/b) and any other appropriate Cornerstone Academy Trust policies.

All sessions will be delivered adhering to at least a 20:1 ratio between teaching staff and pupils as stated within the National Governing Body (Swim England) guidelines for school swimming (see figure 3), whilst aiming for the ratios for Quality Delivery. Where needed, a child with SEN will have a 1:1 adult, which is in addition to the above ratios. This will be agreed with the SENCO and be based on their provision map and EHCP. No adult will go into the pool to swim with children unless there is an individual or group need that has been identified and assessed with the SENCO and in reference to the EHCP for each child, parental authorisation has been confirmed and a risk assessment has been completed. Whilst at the pool all aspects of the Trust's Intimate Care policy are followed and adhered to if required as agreed with the SENCO for specified pupils.

	Health and Safety	Quality Delivery
Non-swimmers and beginners – Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front	12:1	8:1
Children under the age of seven – Irrespective of their swimming ability group size should be restricted	12:1	8:1
Improving swimmers – Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth	20:1	12:1
Mixed ability groups – Pupils with a range of abilities (from improving to competent) where the least able and least confident are working well within their depth. Swimmers techniques, stamina and deep water experience should be considered	20:1	12:1
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	20:1	15:1
Swimmers with disabilities – Each situation must be considered individually, as people with disabilities are not 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 required by the range of disabilities within the group	8:1 with 1:1 support in the water where required	6:1 with 1:1 support in the water where required

Figure 3: Swim England ratios for school swimming

Pool Timings:

(Some sessions will be combined as a mixture of groups in the pool together)

60 minutes	Year 3 Swimming
60 minutes	Year 4 Swimming
60 minutes	Swimming Squad
60 minutes	Year 5/6 Catch-up

Appendix 1: Objectives for school swimming awards STA

School Swimming Awards 1

1. Enter the water safely (steps, swivel)
2. Move forwards, backwards and sideways for a distance of five metres
3. Scoop the water and wash face, wash hair, be at ease with water showered from overhead
4. Blow bubbles a minimum of three times with nose and mouth submerged
5. Take part in a teacher led partner orientated game
6. Demonstrate an understanding of pool rules
7. Recognise and understand beach flags
8. Exit the water safely

School Swimming Awards 2

1. Enter the water safely (jump, steps, swivel)
2. Move into a stretched floating position using aids, equipment or support
3. Regain an upright position from floating on the front (aids may be used)
4. Regain an upright position from floating on the back (aids may be used)
5. Push and glide in a horizontal position to/from the pool wall
6. Travel on the back and front for five metres
7. Have an understanding of the water safety code
8. Exit the water safely

School Swimming Awards 3

1. Jump in from side and submerge (minimum depth 0.9 metres)
2. Fully submerge to pick up an object
3. Push from wall and glide on the front and back

4. Push and glide from the wall to the pool floor
5. Perform a rotation from the front to the back to gain an upright position
6. Perform a rotation from the back to the front to gain an upright position
7. Answer correctly three questions on the water safety code
8. Exit the water safely

School Swimming Awards 4

1. Enter the water safely (jump, steps, swivel)
2. Perform a tuck float for five seconds
3. Perform a sequence of changing shapes (minimum of three) whilst floating at the surface
4. Push and glide on the front with arms extended and log roll onto the back.
5. Push and glide on the back with arms extended and log roll onto the front
6. Travel on the front, tuck to rotate around the horizontal axis to return on the back
7. Travel 10 metres on the front and 10 metres on the back
8. Demonstrate an action for getting help (shallow/deep water)
9. Exit the water safely without the use of steps

School Swimming Awards 5

1. Enter the water safely (jump)
2. Kick 10 metres backstroke (one item of equipment optional)
3. Kick 10 metres front crawl (one item of equipment optional)
4. Kick 10 metres butterfly or breaststroke on the front or on the back (one item of equipment optional)
5. Travel on back and roll 360° in one continuous movement onto front.
6. Travel on front and roll 360° in one continuous movement onto back
7. Swim 10 metres, choice of stroke is optional

8. Shout and signal rescue
9. Exit the water safely

School Swimming Awards 6

1. Perform three different jumps into deep water to include a straddle jump
2. Perform a horizontal stationary scull on the back, head first sculling action for five metres and feet first sculling action whilst horizontal on the back
3. Perform a sculling sequence with a partner for 30-45 seconds to include a rotation
4. Tread water for 30 seconds
5. Perform a handstand and hold for a minimum of three seconds
6. Perform a forward somersault, tucked in the water
7. Swim 10 metres in clothes
8. Exit deep water without the use of steps

School Swimming Self Rescue Award

1. Enter the water safely using a swivel or straddle jump
2. Tread water for 20 seconds
3. Float or scull waving one arm and shout for help
4. Swim 25 metres to a floating object
5. Take up the HELP position
6. Swim 10 metres retaining a floating object
7. Take up the Huddle position
8. Swim using a long arm front paddle (survival stroke) to the side
9. Climb out from water of a least full reach depth without using the steps
10. Discuss as a group when these skills might be used to self rescue in different water situations

School Swimming Aquatic Skills Award

1. Enter the water safely
2. Submerge to pick up an object from the bottom of the pool (full reach depth)
3. Swim 10 metres front crawl, breaststroke, backstroke (two out of three must be chosen)
4. Swim 25 metres, choice of stroke is optional
5. Play a game of mini polo
6. Perform a movement sequence of one minute in a group of three or more pupils incorporating a number of different skills, i.e sculling, treading water, floating, rotations
7. Exit the water safely
8. Discuss in your group the tactics and skills used and evaluate them

Appendix 2 : Swim England Minimum standard of Swimming strokes

Front crawl	Backstroke	Breaststroke	Butterfly
<ul style="list-style-type: none"> • Body position – streamlined and flat • Legs – alternating (up and down close together) • Arms – hand pull backwards under water to the hips, arms recover over the water • Breathing – face in water most of the time, in and out regularly • Timing - legs and arms alternating 	<ul style="list-style-type: none"> • Body position – streamlined and flat, eyes looking up • Legs – alternating (up and down close together) • Arms – under water pull arms recover over the water • Breathing –in and out regularly • Timing - legs and arms alternating 	<ul style="list-style-type: none"> • Body position – streamlined and flat as possible • Legs – heels drawn towards bottom, kick backwards with feet • Arms – hands pull in a narrow circular movement, arms are stretched forwards • Breathing –Breathing in and out regularly • Timing – arm then leg action 	<ul style="list-style-type: none"> • Body position – streamlined and flat, body moves in a wave like action • Legs – close together and kicking in an up and down action • Arms – pulling under body, over water recovery • Breathing – face in water, breathing in and out regularly • Timing – arm and leg action continuous

Appendix 3a: Exe Valley Leisure Centre swimming pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)

Sections of Exe Valley Leisure Centre's Emergency Action Plan (EAP) and Normal Operating Procedures (NOP) which are relevant:

- **2.0 Condition codes**
 - **2.1 Code Blue – Emergency on Poolside**
 - The automatic message over the PA will be heard throughout the centre;
“Attention please this is a staff announcement code blue, code blue, immediately”
On hearing this announcement all available staff will implement the emergency on poolside procedure and make their way to poolside. If the emergency necessitates additional support (e.g. spinal injury) then a further announcement will be made **for all centre staff** to go to poolside.
 - **2.2 Code Green;**
 - Accidents & First Aid
 - Power Failure
 - Toxic Gas Emissions
 - Bomb Threat
 - Public Disorder
 - The receptionist will relay the following message over the PA system;
“Attention please this is a staff announcement, code green, code green immediately”
On hearing a code green announcement the Duty Officer and all available staff will report to reception initially.
 - **2.3 Fire Alarm Sounders (via break glass panels and smoke detection)**
 - **Alert Message** – a continuous tone siren (approx. 5 seconds)
 - The automatic message will say;
“ATTENTION PLEASE! ATTENTION PLEASE! WE ARE INVESTIGATING AN ALARM CONDITION. IT MAY BE NECESSARY TO EVACUATE THE BUILDING. PLEASE LISTEN FOR FOLLOWING INSTRUCTIONS”
 - **Full Emergency Evacuation** – a continuous two tone siren (approx. 5 seconds)
 - The automatic message will say;
“ATTENTION PLEASE! A FIRE HAS BEEN REPORTED IN THE BUILDING, PLEASE LEAVE BY THE NEAREST EXIT”
On hearing the sounders all staff will implement the fire evacuation procedure. Even if you are convinced it is a false alarm the fire evacuation procedure must be implemented.

The evacuation procedure is started as soon as the fire alarm is activated. The Duty Officer will attend reception immediately and take control of the evacuation. As team members arrive the Duty Officer gives them a Zone Card for them to check the appropriate area. The Duty Officer will also nominate one member of staff (Fire warden 1) the responsibility of ensuring that the access for emergency vehicles' is clear and on arrival of the emergency services, direct them to the point of the

emergency, and pass on all relevant information. The Duty Officer will also nominate one team member to take control of the Assembly Point (Fire warden 2).

On return of all of the Zone Cards the Duty Officer will evacuate the building, taking with them the Emergency Evacuation Bag, and patrol the front entrance ensuring no access to the general public, and await the arrival of the emergency services. Upon arrival of the fire service issue the fire plan to the lead fire Officer and confirm that all known customers and team members are at the Assembly Point.

Lifeguards on poolside duty

- On being made aware of 'fire alarm activation' clear the pools quickly and efficiently as possible moving all members of the public to the far end fire exit.
- Collect the 'foil blankets' are available and are contained in a bag outside the poolside store room.
- Do not allow swimmers to re-enter the changing room area.
- Await further instructions from the Manager/Duty Officer

School staff, Swimming Teachers & Swimming Clubs: Teachers and Coaches will evacuate their own pupils/members quietly to the assembly area by the pool-side fire exit and await further instruction. It is vitally important that all staff are aware of their role on hearing the fire alarm.

The fire assembly point is the HATCHED AREA BY THE TENNIS COURTS.

(NOP) 5.2.6 [School Lessons](#)

When schools use the pool a lifeguard will be provided to assist supervision and take emergency action when required. It is the requirement of the school to take responsibility for safety and discipline for their pupils using the pool and any other part of the building they're in. Non-swimmers must be accompanied by at least one helper in the water.

Updated: March 2021
Review: September 2021

Appendix 3b: [North Devon Leisure Centre swimming pool Normal Operating Procedure \(NOP\) and Emergency Action Plan \(EAP\)](#)

Currently the leisure centre is not allowing the NOP & EAP to be sent to external parties as it is constantly changing with Covid.

Appendix 4a: Swimming Risk Assessment – Exe Valley Leisure Centre (BCPS & WCPS)



EDUCATIONAL TRIP Risk Assessment – Swimming at Exe Valley Leisure Centre


Identify the hazard <i>List significant hazards which could result in serious harm</i>	Identify who might be harmed <i>List groups of people who are especially at risk</i>	Control Measures in Place <i>List existing controls or note where the information may be found (such as information, instruction training, systems or procedures).</i>	Further action to control the risk
Entry/exit minibus Walking through car park	Children	Sync emerge and ensure headcount before departure. Discuss safety of exiting bus. Children to walk to pedestrian area and wait with an adult.	Minibuses to drop off in a suitable location to minimise walking distance.
Walking to / from Swimming Pool from minibus	Children / adults	School staff to be at front and back of children. Children to walk in pairs. Teachers to organise road crossings and ensure children's safety across roads.	
Safeguarding - Changing in changing rooms	Children	Changing rooms are shared with learner pool users. Exe Valley staff cordon off areas for exclusive use by BCPS/WCPS pupils along with all group changing rooms. Staff members to remain by this cordon and supervise pupils moving to pool side.	

Photography	Children	No mobile phones and cameras to be used when inside the centre.	
Slips, trips and falls	Adults / Children	Pupils are reminded to walk around the sides of the pool staying a reasonable distance from the pool itself until asked to enter the pool by staff.	Exe Valley leisure centre lifeguard also present to reinforce poolside safety.
Behaviour risks	Children/staff	Pupils to be supervised at all times. All children to be reminded of behavioural expectations by teachers/group leaders. If an incident occurs, one adult can remain with the rest of the group.	Exe Valley leisure centre lifeguard also present to reinforce poolside safety.
Specific medical needs	Children/adults	Specific medical needs and medication recorded on list to be kept by group leaders and in first aid box.	Names of specific children, medicine/support needed
Cold weather conditions	Children/adults	All children to wear warm coats and appropriate footwear. Teacher to check children are appropriately dressed before departure.	

Appendix 4b: Swimming Risk Assessment – North Devon Leisure Centre (YVPS)



DAY VISITS WALKING FROM SCHOOL / ESTABLISHMENT

Name of assessor / Visit Leader Louise Morris	Signature 	Date or risk assessment: 23.09.19
Proposed Activity / Visit Walking to Barnstaple Leisure Centre		Date/s of visit/activity: Weekly 25.09.19-18.02.20
Risk assessment declaration: <i>(delete as appropriate) the below Standard Operating Procedures are <u>sufficient / insufficient</u> to control the risks presented by the above activity/visit.</i>		

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			
		Visit Leader should NOT amend this column	Visit Leader should add additional comments in this column
<p>Management arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>	Pupils	<ul style="list-style-type: none"> • All activities will be undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2018</i>. Planning Checklist used to check that all reasonable steps have been taken to manage the risks. • Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the activity/visit. • Visit leader will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the activity specific enhanced risk assessment • Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals • Where visits require a higher level of supervision, this will be detailed in the activity specific enhanced risk assessment. Where visits involve any degree of ‘remote supervision’, this will be detailed in the activity specific enhanced risk assessment • Group control measures used to supervise pupils will be 	<p style="color: red;">Specify the minimum staff/pupils ratios; 5 staff: 57 pupils</p> <p style="color: red;">Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p> <p>Road safety briefing:</p> <ul style="list-style-type: none"> - stay within the adults along the line - Use designated crossings - Keep to the pavements - Only cross when an adult says it is safe to do so

		<p>recorded in right hand column</p> <ul style="list-style-type: none"> • Appropriate parental consent is obtained • Arrangements overseen by Educational Visits Coordinator Alexandra Pulfer who attended training April 2016 • All visit approved by the Nina Rothery, David James or Chris Hall • Arrangements for Category B and C Visits endorsed by Babcock LDP 	<p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p> <p>Walk in pairs Teacher at the beginning, the end and three in the middle.</p>
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an activity specific enhanced risk assessment. Care Plans will be added to Evolve Forms. • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. 	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not to be included in full here)</p> <p>Kayleigh-Rose George: Eczema Khory Ransom: Asthma Marty Davis: Asthma Kayla-Rose Hughes: Mild Asthma, Hip issues Kieran Millar: Benign macrocephaly</p>

		<ul style="list-style-type: none"> • Visit Leader has staff/pupil list plus parent/guardian contact details accessible on school trip phone. • Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for SLT. • Visit timetable, location and staff/pupil list known to this emergency contact. • Pupils briefed in what to do should they become separated from the group. 	<p>Daniel Twining Elliott: Bilary Atresia (Liver Disease), Asthma Samid: Asthma Keira Moore: Asthma</p>
<p>Using external providers incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment • SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children • SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • All volunteers will be DBS and have gone through the school induction process 	

		<ul style="list-style-type: none"> • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. • Pupils briefed about appropriate conduct and specific risks about which they should be aware 	
<p>Weather</p> <p>Cold, wet, sun exposure.</p>	Staff and pupils	<ul style="list-style-type: none"> • Spare clothing for pupils who may not come prepared for with suitable clothing. • Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment. • Parents to be informed of any changes to the programme • Dynamic risk assessment to review arrangements in light of weather changes during the visit. • Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. 	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes	<ul style="list-style-type: none"> ▪ Pupils briefed on which side of the road to walk on. ▪ Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians ▪ Staff briefed on roles and responsibilities for walking route. ▪ Means of communication between staff arranged. Mobile phone numbers exchanged ▪ Emergency plan is in place for eventuality of separation of child from group ▪ Route planned and walked ahead avoid fast roads, blind spots and other hazards. Pavements used wherever possible 	

		<ul style="list-style-type: none"> ▪ Designated crossing points used wherever possible ▪ When walking on road, group will walk facing traffic or on most appropriate side depending on conditions. ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly ▪ Means of identification used to identify members of group quickly in crowded environment ▪ Regular headcounts taken ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. 	
Name of Head of Schools: Chris Hall		Sign:	Date: 23/09/2019
Name of Designated Safeguarding Lead: Chris Hall		Sign:	Date: 23/09/2019