

Education Department Policy

| | |
|---------|--|
| Title | Policy and Practice Guidance: Swimming |
| Purpose | To ensure that the Education department manages the risks associated with swimming activities effectively. |

1. INTRODUCTION

Swimming is an activity that promotes health and well-being but, due to the associated risk of drowning, needs to be carefully controlled.

This policy should be read in conjunction with '**Safe Practice in PE, School Sport & Physical Activity 2016**' produced by the Association for Physical Education (afPE). The Education department has adopted this as its health and safety standard in PE. Guidance on swimming, diving and lifesaving is to be found at chapter 18.

The Education department advises that the publication '**Safe Supervision of programmed swimming lessons and training sessions**', published by swimwales.org, should be adhered to as a recognised summary of best practice.

Reference should also be made to the health and safety guidance of any external organisation providing facilities and / or tuition, if applicable.

This document contains advice to Education department schools concerning the teaching of swimming.

2. SWIMMING IN THE JERSEY CURRICULUM

By the age of 11 (end of Key Stage 2), pupils should have achieved the following targets in swimming as outlined in the Jersey Curriculum for Physical Education:

1. swim competently, confidently and proficiently over a distance of at least 25 metres
2. use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]
3. perform basic survival and rescue skills in pool based situations
4. keep themselves safe and understand the potential dangers of Jersey's beaches

The following assessment criteria covering points 1-3 above apply in Key Stage 2 and are used by qualified swimming teachers working in conjunction with supervising class teachers from each school:

Pupils should be able to swim:

- A minimum of 25m head up front paddle/breaststroke strongly
- A minimum of 25m Front Crawl breathing to the side – no lifting of the head to the front – with good technique
- A minimum of 25m Backstroke with technically correct arm and leg action and body position.
- A minimum of 15m (desired 25m) of a recognizable breaststroke or butterfly, correct timing is not essential, no front crawl kick or front paddle allowed

In addition pupils should be able to perform:

- A straddle entry keeping face dry
- Treading water for a minimum of 30 seconds, keeping head above the water without travelling
- A surface dive at full reach depth and touch the bottom with hand/s

3. JERSEY SWIMMING PROGRAMME - Key Stage 2

The swimming programme is available to all States schools with pupils in Key Stage 2. The programme combines a qualified swimming teacher(s) with access to a States run pool for a fixed period at the end of which pupils are assessed against the criteria above. The swimming programme is supported by the Sports Development department. From April 2017 this will be known as 'Jersey Sport' as part of the Fit for the Future Strategy. This is a joint venture agreed between the Economic Development, Tourism, Sport and Culture department and the Education department.

Access to pools varies across Jersey schools however the programme aims to ensure that all Jersey pupils have sufficient access to meet the minimum Key Stage 2 standard. The programme offers core access during which the majority of pupils would be expected to achieve the standard. From September 2017 it will be primarily targeted at year 4 and early year 5 pupils with the latter half of year 5 used to focus on any student who has yet to achieve the core standard.

a. Additional access – Key Stage 1

There is no specified swimming programme in Key Stage 1. Some pupils have early access to swimming instruction in their Nursey and/or Reception year through the support of charitably funded or subsidised provision. Provision ranges from a free fixed period of ten thirty minute lessons with a focus on water mobility and confidence provided to mixed ability groups across 8 to 10 schools a year, to cross school provision for identified non-swimmers, to subsidised provision for a small number of nursery classes.

b. Additional access – Key Stages 3 and 4

There is no specified swimming programme in secondary school and access to swimming provision differs between schools. Haute Vallee, Les Quennevais and Jersey College for Girls/Victoria College have designated pools where they hold timetabling priority. Other schools have to bid for available time after the Jersey Swimming Programme has booked its lesson and training allocations.

4. THE ROLES OF TEACHERS AND SWIMMING INSTRUCTORS

Qualifications

The 2016 Safe Practice in Physical Education and School Sport (all schools are required to have a copy of this) states:

‘Aquatics teachers and school staff who have the responsibility for the water safety of the class in programmed activities should hold, as a minimum, either of the following awards:-

- The National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- The STA Level 1 Award in Pool Emergency Procedures’

Training

In service training is available for teachers. This is organised by the Department in conjunction with the Swimming Development Officer, Sports Development.

Risk Management and Duty of Care

An understanding of the term duty of care is needed and good practice in swimming as in all other areas of physical education and school sport should reflect safe practice. This involves risk management. The law imposes on those involved in physical education a duty of care to:

- Identify foreseeable risks that may result in injury
- Take reasonably practicable steps to reduce the risk to an acceptable level

There is some risk transfer with the schools using professionally managed Sports Centres i.e. the centres have very robust H&S management system in place and have a duty of care and responsibility to their customers.

Specialist swimming Teachers/Coaches from the Sports Centre may provide assistance with the swimming lessons. Where their role is to lead the lesson, it is essential the qualified school staff, (see quote above from the Safe Practice in Physical Education and School Sport publication), remain on poolside to provide an assisting role. It is not a requirement for the school staff to hold a professional swimming teaching qualification but they must hold an up to date NRASTC or equivalent rescue award (see 4 above).

School teachers’ responsibilities

Knowledge of the up to date Normal Operational Procedures (NOP) and the Emergency Action Plan (EAP) for the pool(s) used. These will be provided by the Swimming Development Officer when a placement is confirmed.

The duty of care for pupil’s travel, arrival and departure, behaviour in the changing rooms and at the poolside remains with the teacher at all times.

The duty of care for pupils in the swimming lessons remains with teachers at all times and cannot be delegated to any specialist instructor, coach or assistant, whether paid or voluntary.

It is the responsibility of the teacher to ensure that the duty of care system works properly when pupils / students are being taught by an instructor.

The teacher is responsible for

- communicating to the Swimming Development Officer or team any particular special educational or medical needs of pupils prior to arrival at the session
- monitoring the progress of pupils/students during the lesson in conjunction with the instructor
- taking immediate action if emergencies or unacceptable situations arise in line with the pool NOP and EAP
- informing the Head Teacher of any shortcoming in the risk assessment

For additional clarification see page 4 of **Safe Supervision of programmed swimming lessons and training sessions.**

5. POLICY

The Education department will take all reasonable steps to secure the health and safety of pupils, students, staff and any other person(s) involved in swimming activities in the Service.

The Education department acknowledges that swimming activities can be hazardous and therefore aims to eliminate or reduce the risks as far as possible.

Heads of schools and services are responsible for the implementation of this policy.

6. RESPONSIBILITIES OF HEADS OF SCHOOLS AND SERVICES

Head Teachers are responsible for ensuring that

- local arrangements based on this policy are in place and reviewed when necessary
- the effectiveness of this policy is regularly monitored
- risk assessments are carried out prior to the activity taking place and the appropriate safety measures are in place, including the appropriate supervision ratios
- staff with responsibilities under this policy are competent to carry them out, with particular attention paid to newly qualified teachers, temporary staff and non-swimming teachers
- the training needs of school staff are assessed and an appropriate level of training (including refresher training) is provided to ensure competence; qualifications need to be maintained and kept up to date¹
- an appropriate series of lesson plans is agreed between the class teacher and swimming instructor
- the quality of teaching is monitored
- parents are informed in writing before swimming lessons begin
- arrangements are made in relation to the special educational or medical needs of pupils or students with the advice of the school nurse if appropriate

¹ NRASTC: Full qualification = 18 hours (2 days plus assessment), 2 year currency; renewal before expiry date = 8 hours (1 day). Renewal after expiry date = 18 hours as with full qualification. Full qualification: £700 from swimming budget per teacher.

- adequate child protection procedures are in place relating to the use of volunteers
- staff are aware of their responsibility to follow NOP and EAP as outlined in pool policies
- contingency plans are in place to deal with the absence of key staff

Supervision

Supervision ratios in the pool should follow the following guidance:

| Activity | Baseline learner/teacher ratio |
|--|-----------------------------------|
| Adult and child class (where adults are in the water with a child on a 1-to-1 basis) | 12 babies and adults to 1 teacher |
| Younger children between 3½ and five years old | 6 to 1 |
| Teaching in the water | 6 to 1 |
| Beginners (including adult learners) | 12 to1 |
| Improving swimmers (children and adults) | 20 to1 |
| Mixed ability groups (children and adults) | 20 to1 |
| Competitive club swimmers | 30 to 1 |
| Diving tuition from poolside (children and adults) | 20 to1 |
| Diving training (children and adults) | 10 to1 |

See page 6 of **Safe Supervision of programmed swimming lessons and training sessions** for further clarification.

Supervision during travel to and from the pool should be in line with published School Visits Policy.

Students on teaching practice must be supervised by a qualified teacher; 'loco parentis' cannot be transferred. Assistance from volunteers, including parents, may be appropriate provided they have the relevant training in assisting with swimming instruction and the appropriate child protection procedures are in place. The teacher remains in loco parentis at all times. Parents and other volunteers must not be left alone with young people and insurance arrangements should be checked to ensure they apply to the use of volunteers.

The pool management is responsible for determining the appropriate number of lifeguards at the poolside through risk assessment.

7. EMERGENCIES

Every appropriate action must be taken by the teacher in loco parentis and by instructors when emergencies arise.

The teacher and other staff should be familiar with the pool EAP (Emergency Action Plan). Action in the event of an emergency will normally consist of evacuating the pool.

Emergency procedures must be agreed in advance with the pool management.

8. SCHOOLS WITH POOLS ON SITE

Schools that operate teaching or hydrotherapy pools on site have additional responsibilities. Full details are to be found in 'Managing Health and Safety in Swimming Pools'.

Issued by:

Education Department

Author:

Head of Facilities Management

Curriculum Manager 14-19

First Issued:

8 February 2008

Revised:

Revised June – September 2016

Approved by SMT October 2016

Last Updated:

October 2016

(Updated to reflect 2014 Curriculum and alignment of Health and Safety policies.)