Sheriffhales Primary School and Preschool

Swimming Policy

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Signed by:

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Chair of governors Date:

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Statement of intent

At Sheriffhales Primary and Preschool, we are committed to supporting our pupils to learn how to be able to swim competently and confidently. Swimming is a valuable life skill and the teaching of it aims to contribute to the personal and social development of pupils, alongside promoting their health and wellbeing. The school follows the requirements of the national curriculum in its provision of swimming instruction.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2013) 'National curriculum in England: physical education programmes of study'
- DfE (2022) 'PE and sport premium for primary schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Infection Control Policy
- First Aid Policy
- Primary Curriculum Policy
- Primary PE Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school meets its requirement to teach swimming and water safety in line with the national curriculum.
- Monitoring and evaluating the effectiveness of the school curriculum in relation to swimming and water safety.
- Ensuring relevant training for the delivery of, and supporting the delivery of, swimming lessons is available for staff.

The headteacher will be responsible for:

- Ensuring all those involved in the provision of swimming, including third-party staff, are appropriately qualified, capable and competent to fulfil their roles.
- Determining the number of staff and volunteers needed to ensure safe supervision levels for swimming lessons.
- Ensuring all relevant staff read and understand their responsibilities under this policy.

The PE subject lead will be responsible for:

- Undertaking a Swimming Risk Assessment to ensure appropriate procedures are in place to control hazards.
- Reporting annually to the governing board on the impact of the school's swimming provision.
- Ensuring all staff are aware of their responsibilities for swimming lessons.
- Ensuring records are kept of pupils' swimming progress.

Teaching and support staff will be responsible for:

- Informing the swimming instructor of the number of pupils swimming each session.
- Ensuring the swimming instructor is aware of the swimming ability of pupils within the class and any specific needs.
- Observing and managing behaviour during swimming lessons.

- Supervising pupils to and from the pool and in the changing rooms.
- Undertaking regular head counts of pupil at the beginning, during, and at the end of swimming lessons.
- Supporting the swimming instructor with the delivery of lessons as appropriate.
- Familiarising themselves with the pool venue's rules and emergency procedures.

The DSL will be responsible for:

- Ensuring all adults involved in the provision of swimming, including third-party staff, have received the appropriate level of DBS check.

The swimming instructor will be responsible for:

- Planning, teaching and evaluating swimming in line with national curriculum requirements.
- Preparing schemes of work appropriate to the age, ability and needs of the pupils being taught.
- Ensuring all pupils, including those with SEND and any other additional needs, are able to take part in lessons and achieve their best.
- Ensuring the health and safety of pupils at poolside and in the pool.
- Taking prompt action in response to any medical or other emergency in the pool.

3. Curriculum

This section has been made in line with the requirements of the national curriculum.

As part of the school's Primary PE Policy, the school will teach pupils in Years **3** and **4** to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres.
- Use a range of strokes effectively, e.g. front crawl, backstroke and breaststroke.
- Perform safe self-rescue in different water-based situations.

This school provides swimming lessons from years 3 to 6, for one half term per year.

The school will aim to ensure that by the time a pupil is ready to move to secondary school, they are comfortable in water, understand the dangers of water, and know how to stay safe in and around water. Pupils will be taught about different water environments and different types of situations that could occur, e.g. falling into a river, experiencing rough tides.

Where appropriate for certain lessons and activities, pupils will be organised in groups in relation to their ability, the size of the class and the number of staff available to supervise.

4. Attainment and progress

The class teacher will monitor pupils' attainment, progress and outcomes for swimming in line with the Primary Curriculum Policy. The class teacher will regularly liaise with the swimming instructor to ensure the school maintains an ongoing awareness of pupils' progress.

Pupils who attain the minimum swimming, stroke and rescue requirements quickly will be provided access to other appropriate activities to help them develop their skills further and stay engaged.

Where possible, the school will provide pupils in Year 6 who have not met the desired standards with the opportunity to attend extra-curricular top-up lessons using the primary PE and sports premium.

The school will publish on its website the percentage of pupils within Year 6 who meet the national curriculum requirements for swimming and water safety as part of its reporting requirements for the PE and sport premium. The percentage will be based on records from pupils' most recent school swimming lessons; if pupils have received subsequent swimming lessons in their own time, this will not be taken into account.

5. Supervision

The PE subject lead will undertake a Swimming Risk Assessment to determine the number of staff and volunteers that accompany pupils on swimming lessons and the appropriate staff to pupil ratio. The risk assessment process will cover transport and the use of changing rooms. The PE subject lead will liaise with the provider of the swimming pool to inform the risk assessment and ensure actions are implemented with their agreement and understanding.

The risk assessment will consider:

- Specific needs and challenges presented by pupils, e.g. behaviour, experience and SEND.
- Experience, skills and competency of school staff, swimming instructors and lifeguards.
- Working conditions at the pool, e.g. specific challenges to supervision.

The following recommended ratios will be used as a starting point for determining pupil to staff ratios for swimming lessons in line with the risk assessment's outcome:

Recommended minimum swimming lesson pupil to staff ratios		
Ability	**Baseline staff:pupil ratio**	**Quality delivery ratio**
Non-swimmers and beginners (pupils that cannot swim 10 metres comfortably, with or without floatation aids)	12:1	8:1
Improving swimmers (pupils that can swim 10 metres comfortably and safely)	20:1	12:1
Mixed ability groups excluding beginners (all pupils can swim 25 metres comfortably)	20:1	12:1

Competent swimmers (pupils that can swim at least 25 metres comfortably and unaided and can tread water for two minutes)	20:1	15:1
Swimmers with SEND and additional needs (each pupil's needs should be considered independently)	8:1 with 1:1 support where required	6:1 with 1:1 support where required

At least two members of school staff will be present on poolside for all swimming lessons. Adequate supervision will be maintained in changing rooms by staff of the same gender wherever possible and pupils will be made aware of safety rules to follow. Pupils will be encouraged to shower before entering the pool and to use the toilet. Belongings will be stored in a safe place at the venue.

Pupils will be monitored closely as they walk to and from the pool area. Pupils will be clearly instructed not to enter the pool until they have permission. If a pupil needs to leave the pool for any reason, all staff will be made aware of this and will ensure the pupil remains adequately supervised. Staff will ensure they have a good understanding of the rules and guidelines for use of the pool and the changing areas, including emergency procedures.

The swimming instructor will ensure pupils know how to use safety and teaching equipment correctly, and staff will monitor pupils to ensure appropriate use.

Incidences of misbehaviour will be handled in line with the Behaviour Policy. Third-party staff will be able to issue appropriate warnings and sanctions to pupils during lessons. Pupils endangering themselves or others will be made to leave the pool.

6. Safeguarding

Staff will follow relevant procedures in the school's Child Protection and Safeguarding Policy for swimming lessons. The school will ensure the venue has its own appropriate safeguarding policies in place and that all third-party staff have received the appropriate level of DBS check. Pupils will be adequately supervised at all times to ensure that they are safeguarded from members of the public.

All supervising adults will understand that physical contact with pupils should only take place if it is essential and in clear sight of other staff. Examples where physical contact may be necessary include demonstrating correct swimming technique, to treat or prevent an injury, and to assist with personal care where required. All instances of physical contact will be explained to the pupil, with permission asked unless it is an emergency.

7. Pupils with SEND, medical conditions and additional needs

The school will ensure that all pupils are able to participate in swimming lessons and will be supported to achieve as best as they possibly can. Each pupil with SEND, medical conditions

or additional needs, e.g. EAL pupils, will have their situation considered independently to determine the pupil:staff ratio required for swimming lessons and necessary adjustments.

The swimming instructor will ensure the planning of lessons accommodates for the specific needs of pupils. The SENCO will liaise with the swimming instructor to ensure appropriate measures are in place and provide advice as required on specific needs of pupils.

8. Parental involvement

Parents will be informed in advance of when their child will be starting swimming lessons and what this will involve, including kit requirements and pupils' expected standards of behaviour. Parents will be made aware that swimming is provided free of charge as part of the curriculum and their child cannot opt out of the lessons unless stipulated in an EHC plan or through a doctor's note.

Regular updates on progress and attainment will be provided to parents. Information on how their child is meeting the national curriculum requirements for swimming will be included in end of year reports and at parents evening.

Parents will be informed that they are not able to attend at poolside for swimming lessons or observe lessons from the viewing area as this can distract pupils and cause health and safety and safeguarding issues.

9. Swimming kit and equipment

Parents will be notified in advance of their child beginning lessons of swimming kit requirements. Pupils will need to wear appropriate attire that is tight fitting to take part in lessons. Girls will be asked to wear a one-piece swimsuit and boys will be asked to wear swimming trunks. The school will consider any reasonable adjustments to kit requirements, e.g. to respect cultural or religious needs, in line with the School Uniform Policy.

Swimming hats will be recommended to be worn by all pupils. Pupils with long hair will tie it back away from their face. Jewellery is not permitted during swimming and pupils will remove any before lessons begin. Piercings that cannot be removed will be covered with suitable tape.

The school will advise parents that googles, excluding prescription goggles, are not worn. Parents will need to request in writing that their child be allowed to wear googles, outlining any relevant reasons why. Parents and pupils will be made aware that goggles will need to be removed for some activities, e.g. when being taught self-rescue skills.

Pupils who do not bring swimming kit or are unable to participate in the lesson for any reason will attend the lessons and observe from the poolside.

Staff will change into suitable footwear to allow for ease of movement around poolside and to prevent bringing dirt into the area. Clothes worn will be suitable for the possibility of having to enter the pool in an emergency.

10. Illness and first aid

Parents will be made aware that children with diarrhoea or vomiting should not attend school until they have not been sick or had diarrhoea for at least 48 hours. Pupils with these

symptoms will not be allowed to take part in swimming lessons and parents will be asked to collect their child. The school will manage infections in line with its Infection Control Policy.

Pupils with verrucae will be able to take part in swimming lessons – over-the-counter treatments must be worn for a layer of protection over the verrucae.

Where a pupil requires first aid to be administered during a lesson, parents will be informed as soon as possible. Details of the incident will be recorded and retained by the school in line with the First Aid Policy. If a pupil needs to be taken to hospital, a representative from the school will accompany them.

11. Transport

The school will follow relevant procedures outlined in its Educational Visits and School Trips Policy and Travel Risk Assessment for transport to and from the venue of the pool.

Swimming lesson plans will take into account the time required to get to and from the venue to ensure sufficient teaching time is available.

12. Funding and training

The governing board will ensure the school's core budget provides a comprehensive swimming and water safety programme in line with the Primary Curriculum Policy. Where necessary, the PE and sport premium will be used to make additional and sustainable improvements to the school's provision, e.g. through funding CPD for staff, providing top-up lessons for Year 6 pupils, arranging additional activities for strong swimmers.

Swimming lessons will be provided for free and parents will not be required to pay costs associated with facilities, teaching and transport.

Teaching staff will possess the necessary knowledge, skills and competence to plan, teach and assess all elements of the national curriculum. Where relevant, staff will be supported to undertake CPD for school swimming, such as through the Swim England National Curriculum Training Programme, to assist the delivery of swimming lessons.

13. Monitoring and review

This policy will be reviewed annually by the governing board, in liaison with the headteacher and PE subject lead. Any changes or amendments to this policy will be communicated to all staff members by the headteacher.

The scheduled review date for this policy is May 2025.