



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. Swimming data for Year 6 pupils is also reported through each individual school's Sports Premium report annually.

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 5 upwards who are considered to be the most competent swimmers across a range of different strokes will be invited to attend swimming squad sessions (dependent on appropriate numbers in the year group/s of suitable swimmers) 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/require catch-up lessons. 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 these 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, using 2

staff members if practicable and achievable. 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 caps are recommended 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 in Exeter-based schools and will walk in Barnstaple, with all pupils being supervised within ratio and with a member of school staff at all times. The Trust hires fully qualified (Swim England or STA) and DBS checked swimming teachers employed by the host centre to work alongside teaching staff and all trust staff are provided with access to STA School Swimming Academy training as well as appropriate lesson plans for the ability of swimmers they work with. 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 by both the centres (Appendix 4a/4b) and the trust.

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/4b) and any other appropriate Cornerstone Academy Trust policies including specific pupil risk assessments.

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/centre management 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

Session Timings:

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: April 2022
Review: September 2023

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: Exe Valley Leisure Centre Risk Assessment



Service:	Leisure	Date of Risk Assessment:	21.06.2021			
Team:	LMLC/EVLC	Next review due date:	July 2022			
Task/Activity	21 School Swimming Lessons (General)					
Overall Risk Score	Before: Severity	5	Likelihood	4	Total Risk Status	20
	After: Severity	5	Likelihood	2	Total Risk Status	10



HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
Quality and Standard of Swim Teachers	General Public Personal Injury Physical and/or mental injury caused by abuse.	<ul style="list-style-type: none"> All schools must provide a full Risk Assessment prior to acceptance of their booking All Teachers must hold the appropriate qualification for the lessons they are teaching. All Teachers and helpers must have an enhanced DBS check completed by the school Schools to have segregated section of the Pool and Village Changing Room 				

HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
		<ul style="list-style-type: none"> Schools are to ensure the Village Changing Rooms are patrolled whilst their children are changing. Annual letter sent to schools to confirm all teachers and helpers hold the required qualifications 				
Teaching equipment being left unattended or in an untidy manner	Employees General Public Contractors <i>Personal Injury</i>	<ul style="list-style-type: none"> Slips, Trips & Falls training is carried out as part of the induction training. Lifeguards & Duty Officers are instructed to look out for any teachers leaving equipment in a dangerous manner, rectify the hazard and engage with the instructor regarding house-keeping requirements Expectations and housekeeping included within the staff induction 				

HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
Diving and Jumping into the Pool	Employees General Public <i>Personal Injury</i>	<ul style="list-style-type: none"> • Only Level 2 qualified Teachers can teach diving into the Main Pool • No Diving is allowed in depths less than 1.8 metres • Only Racing and Plunge dives are to be taught • No jumping is allowed into the Learner Pool 				
Overcrowding of classes	General Public <i>Personal Injury</i>	<ul style="list-style-type: none"> • Maximum class numbers are to be set which take into account the ability and level of the pupils • The ratio of instructors to pupils is to be set at 1:20* with helpers used where necessary for general school swimming lessons • The ratio of instructors to pupils is to be set at 1:12 with helpers used where necessary for beginner students 	*Currently set at 1:12 for all levels due to COVID restrictions.			

HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
Pupils getting into difficulties when out of their depth	General Public <i>Personal Injury</i>	<ul style="list-style-type: none"> The pupil must be able to swim a minimum of 10 metres on front and back The pupil is only allowed to go beyond the no armbands sign when a qualified swimming teacher is in close proximity. 				
<u>SITE SPECIFIC</u>						
<u>EVLC</u>						
<u>LMLC</u>						

*Please refer to the Risk Assessment Procedure

Manager's Signature: 	Date: 21.06.2021
Head of Service's Signature: 	Date: 30.06.2021
"Officer to Action" Key (eg JS – John Smith – Office Manager)	