

Powerful Hornbillers are  
positively engaged citizens



## Swimming Policy

September 2022

### Hornbill School's Mission

Our values led, multicultural school promotes a happy, safe & caring environment that is committed to helping all children experience success, whatever their background or abilities. Our children build their learning power as part of a learning community in which they all become resilient & self-assured whilst achieving the highest standards on all they set out to do. The health, safety and wellbeing of every child is our paramount concern.

### Building Learning Power

Hornbillers are caring, courteous citizens of Hornbill School who are powerful learners because of their: **curiosity, creativity and courage** and their **reflective, resilient and energetic** ability to **communicate and explore**.

At Hornbill School we pride ourselves on the fact that we have been able to offer all the pupils from FS2 to Year 6, the opportunity to swim. Learning to swim is particularly important here in Brunei where children have access to water either at the beach or at a number of clubs.

Emphasis is put on swimming owing to the climate of Brunei, the large amount of water close to housing areas, the Garrison pool being a 5 minute walk from school and the fact that swimming is a predominant leisure activity in Brunei.

YEAR GROUP	FREQUENCY	VENUE
FS1	One lesson a week in Term 3.2	Garrison Pool Garrison splash pool.
FS2	One lesson a week for at least 1 term.	
Years 1-6	One lesson a week for 1.5 terms  After regular assessment a small number of targeted pupils will be identified for further sessions in term 3.2	

## RESPONSIBILITIES

### **Pool Safety**

- Swimming at the Garrison Pool can only take place in the presence of a fully qualified Lifeguard who is responsible for overall safety of the children and adults, whilst in and around the pool.
- A Lifeguard to pupil ratio of 1:30 is to be maintained for 'fun swims,'
- The school will hold the operational risk assessment for the pool in line with Garrison NOP
- The school will risk assess the activity being undertaken in the pool, this may be different for swimming lessons and 'fun swims'.
- In controlled teaching situations the instructor may also act as lifeguard providing their qualification is in date. In such situations, if they are the sole lifeguard, another adult must be poolside acting as 'eyes'
- Any new teachers, keyworkers and LSAs to the school must attend a Pool Induction session if they are likely to be involved with swimming lessons and children. During this session they should be given a copy of the school swimming risk assessment.

### **Class teachers:**

- Must ensure that all medication for individual children is taken with them to and from the pool.
- From leaving the classroom until returning, the duty of care in swimming lessons is the responsibility of the teacher in charge, this may be the class teacher or the swimming teacher, even if a swimming instructor is employed. The teacher is responsible for the behaviour and discipline of the children at all times.
- In the event of a teacher being absent, the PE Leader is responsible for discussing possible options this with the SLT.
- Class teachers are expected to support the Swimming Instructor as directed. Should entering the water be required this will be negotiated in advance.
- Duty of care refers to:
  - Children are supervised when changing
  - Pupils are under control at all times
  - The number of children arriving at the pool is recorded on the board at the main entrance
  - A head count is taken before, during and after sessions
  - Emergency and normal procedures are enforced
  - Teachers have an overview of the teaching and conduct of the children

**The teacher in charge cannot transfer the overall duty of care to anyone else. The teacher in charge should be recorded on the board at the pool entrance.**

**The Swimming teacher/leader** is responsible for planning and delivering high quality lessons and should assess ASA Levels under the guidance of the Swimming Leader.

- **The Swimming Leader should be SEQ Level 2 or Austswim trained.**
- Oversee the organization and teaching of lessons. They should monitor and oversee the assessment of ASA levels and Distance Badges by all staff who take a swimming group and ensure class teachers are given the relevant information to enable the reporting of swimming.
- They will take the decision to allow the children a 'fun swim' and the organisation of swimming galas.
- Must liaise with the QMSI and the Pool Manager regarding pool safety, timetabling of school sessions and emergency procedures.
- Must regularly review Risk Assessments and ensure that staff and children are familiar with them.
- All new staff should be inducted prior to swimming.
- In the event of being absent, the Instructor/ Lifeguard must contact the PE Subject Leader ASAP.

**Lifeguard / Teacher / Swimming Instructor:**

**It is the responsibility of all professionals employed - the Lifeguard, Teacher and Instructor to maintain a good level of communication and positive working relationships through regular discussion and by following clear and consistent practices in respect of safety, discipline and the organization of the children's lessons.**

**RATIOS**

The ratio of pupil to teacher must not exceed 20:1

Teaching group ratios:

- Non swimmers and beginners 12:1
- Children under 7 12:1
- Improving swimmers (ASA level 5 +) 20:1
- Mixed ability groups 20:1
- Competent swimmers 20:1- those who can swim at least 25m competently and unaided on front and back and can tread water for 2 minutes
- Swimmers with disabilities 8:1

## **SKILLS DEVELOPED**

- By the end of Year 6 our minimum aim is for pupils to be able to swim 25 m, be efficient in a variety of strokes and to be able to self-rescue.

## **Overall skills development:**

- Pool safety and hygiene including knowledge of emergency procedure.
- Appropriate entry into the water.
- Water confidence using a variety of aids provided by the school.
- Gliding and simple propulsion.
- Stroke technique.
- Self-Rescue and basic lifesaving skills.
- Distance swimming.
- Water games e.g. water polo.
- Competitive swimming
  - School Swimming Gala.
  - Inter Schools Galas inc BJSL.

As pupils arrive at the school they are assessed and placed in an appropriate swimming group according to their level of skill. Each group progresses through the various levels according to the Swim England National Plan for Swimming.

- Competent swimmers are encouraged to join local swimming clubs and may represent the school at The BJSL Meet.
- As an ongoing process children work towards ASA Duckling Awards and the Swim England 'Learn to Swim' programme. Those who have passed Level 7, move on to the Rockie Lifeguard Scheme.
- Small groups of targeted swimmers are given intensive one to one sessions in Term 3.2. if staffing levels allow.

## **HEALTH AND SAFETY**

- All staff must have read and understood the swimming Risk Assessments, consulting Swimming Leader if unclear.
- New staff and LSAs must have an induction by the Swimming Leader before working with children at the pool.
- Dress : Option A, a one piece costume.  
Option B, a one piece or fitted pair of swimming shorts.
- All pupils are encouraged to wear a sun proof rash vest.
- Adults should not wear outdoor shoes around the poolside and should be appropriately dressed for teaching/ supervising swimming.
- LSAs are to wear hats and appropriate clothing for sun protection
- No jewellery may be worn in the pool (religious symbols included).
- Competent swimmers may wear swimming goggles as long as they fit well, but non-swimmers are taught to swim without them

- Everyone must shower before entering the pool.
- Children must be supervised in the changing rooms.
- The exact number of swimmers must be clearly communicated to the lifeguard and lead swimming instructor.
- Children may not enter the water unless instructed to. Likewise they may not jump or dive in unless given permission.
- Children with any medical condition should be brought to the attention of the lifeguard, and the person in charge of swimming, and bring medication if required.
- In accordance with the MOD Schools policy there may be some circumstances when it is appropriate for the swimming teacher to be in the water supporting individual children. In such situations they must inform the lifeguard and a second adult should act as 'eyes' poolside
- When weak swimmers are identified an orange rope should be fixed across the pool 5 meters from the shallow end to prevent them drifting into deeper water.

### **ROUTINE PROCEDURE**

- The Class Teacher must escort their class to the pool with the support of an LSA. School Health and Safety ratios should be maintained. Classes should arrive in time to allow a prompt start at the designated time.
- Children should have jewellery already removed and sun protection applied at home. They should change, and wait outside the fencing of the pool supervised by the Class Teacher until the Swimming Instructors take over.
- Children should shower upon entry to the pool area.
- Class Teachers are expected to work with a group of swimmers, act as a 'spotter' or support the Swimming Instructor where appropriate.
- The children are to be supervised whilst changing by LSAs and / or teachers in accordance with organisational procedures.

### **WET WEATHER**

- If there is adverse weather the Swimming Leader in consultation with the class teacher will decide if swimming takes place. In the event swimming is cancelled, all relevant staff will be informed, not forgetting any instructors/lifeguards waiting at the pool. Swimming staff must inform the DHT who will redeploy the staff to support the school.

### **NO KIT**

- Children should provide a note from home explaining why they are unable to participate in swimming. If they do not provide one they should be given a standard letter (kept in the swimming folder) to take home and given spare kit to wear.

- Children not able to swim should sit in the area by the pool under supervision of an LSA or should remain in school – working with another class.
- If there is a pattern of non-participation, this should be followed up by the PE Leader with a telephone call home.

## **EMERGENCY PROCEDURES**

**These procedures should be reinforced at least termly – children / staff new to the school should be made aware of the procedures before swimming. The Swimming Leader is responsible for ensuring these procedures are made known to the children.**

- 1 short blast of the whistle, children in the group should stop and look at instructor.
- 1 long blast calls the attention of all pool users and indicates that the pool may be about to be cleared. When instructed, all pupils leave the pool and go in an orderly fashion to the car park under the supervision of the class teacher who counts the number of children present based on the number written on the board.
- 3 blasts of the whistle –lifeguard taking action

Any accidents should be recorded in the accident book at the pool. This information should be transferred to the accident book in School by the class teacher.

## **ASSESSMENT**

Assessment is on-going and developmental following the skills based sequential levels of the Swim England National Plan for Swimming. Individual children are assessed by the swimming teachers to ensure progression in accordance with the Swim England Scheme.

Distances up to 400m may be assessed in lesson time. One session will be allocated in the summer term to enable those who wish to try for longer distances.

When a pupil has been assessed at a particular level/ distance the instructor should sign and date the relevant box in the pupil folder brought up to the pool each session. From this the Swimming Leader will arrange to send home a standard letter informing parents. These are kept in the Admin office and should be given to the class teacher for distribution.

## **REPORTS**

The PE Leader is responsible for completing an appropriate written report on the children's progress – in accordance with School Policy.

### **CONTACT / QUERIES**

- In the case of the absence of a lifeguard, instructor or class teacher, the PE Leader is responsible for discussing possible options this with the SLT.
- Queries relating to all aspects of swimming should be referred to the Swimming Leader.

### **Related Policies**

Risk Assessments relevant to the activities undertaken in the pool including swimming lessons, FS Splash Pool lessons can be found in the swimming folder on the server.

Policy updated: **September 2022**

Next Policy update will be: **June 2023**