

Powerful Hornbillers are positively engaged citizens



Swimming Policy

February 2023

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 pupils from Year 1 to Year 6, the opportunity to swim weekly. 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
Years 1-6	One lesson a week across the academic year.	Garrison Pool - Main pool and beginners pool.

RESPONSIBILITIES

Pool Safety

- Swimming at the Garrison Pool can only take place in the presence of a fully qualified Lifeguard who is responsible for the 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 Normal Operating Procedure.
- 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 they have access to the school phone during their swimming sessions.
- 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 PE Lead.
- The teacher is responsible for the behaviour and discipline of the children when not in the water.
- In the event of a teacher being absent, the PE Leader is responsible for discussing possible options 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 (see appendix A)
 - Pupils are under control at all times
 - The number of children arriving at the pool is recorded on the specified pool side board
 - 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 Swimming 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 Aus Swim 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 as soon as possible.

Lifeguard / Teacher / Swimming Instructor:

- The swim teacher is responsible for the direct safety of the children in their group during the swim section of the lesson. They will rely on the support of the lifeguard, class teacher and other adults to observe pupil throughout the session.

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. Information shared is expected to be kept confidential and should not be shared with anyone outside of Hornbill School, unless approved by SLT.

RATIOS

The ratio of pupil to teacher must not exceed 20:1. Shown below are current DCS expected ratios. Where possible at HBS we aim to keep ratios as low as possible with the majority groups being at a ratio of 8:1 or less.

Group	Ratio
Non-swimmer and beginners- Young children, normally primary age, being introduced to swimming who are unable to swim 10 metres unaided on back or front.	12:1
Children under 7 - Irrespective of their swimming ability groups sizes should be restricted	12:1
Improving swimmer (ASA level 5+)- Swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their back and on the front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.	20:1
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
Competent swimmers - Those swimmers who can swim at least 25m completely unaided on front and back, and can tread water for two minutes.	20:1
Swimmer with disabilities - Each situation must be considered individually,	8:1

SKILLS DEVELOPED

- By the end of Year 6 the National Curriculum of England and Wales expectation is for all 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.

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 will be provided with the opportunity to represent the school at a variety of swimming meets.
- As an ongoing process child work towards ASA Awards and the Swim England 'Learn to Swim' programme.
- Small groups of targeted swimmers are given intensive one to one session in Term 3.2. if staffing levels allow.

HEALTH AND SAFETY

- All staff must have read and understood the swimming Risk Assessments, consulting PE Leader or 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 once piece costume.
Option B, a one piece or fitted pair of swimming shorts and rash vest.
- 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.
- Adults are expected to wear hats and appropriate clothing for sun protection
- No jewellery may be worn in the pool (religious symbols see Appendix B).
- Competent swimmers may wear swimming goggles as long as they fit well, but non-swimmers are taught to swim without them initially.
- Everyone must shower before entering the pool.
- Children must be supervised in the changing rooms (See appendix A).
- 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 will 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. 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 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 PE Leader in consultation with the class teacher and Swim Leader 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.
- If the weather becomes unsuitable whilst at the pool the Swimming Lead in consultation with the class teacher will stop the swimming lesson. The children will return to the changing rooms and await further instruction. The class teacher will contact the school and suitable arrangement will be put in place to return the children to school.
- **If there is any lightning swimming will not take place.**

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.
- 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 long blast of the whistle calls the attention of all pool users and children should move to the nearest side of the pool, exit the pool and follow the instructions of their swim teacher.

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, as per Garrison guidance swimming lessons will be cancelled.
- Queries relating to all aspects of swimming should be referred to the Swimming Leader and PE Leader.

Related Policies

Risk Assessments relevant to the activities undertaken in the pool including swimming lessons | lessons can be found in the swimming folder on the server.

Policy updated: **January 2023**

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

Appendix A

Guidance on changing supervision – NSPCC Guidance

Year 3 upwards.

- It should not be necessary for adults to remain in the changing room in order to maintain good behaviour; being in close proximity and students being aware of this may be enough.
- Students should know that adults are in earshot of what is happening in the room and will enter if necessary
- The door of designated changing rooms will remain slightly open so that nobody can see inside but staff outside can hear if there is a disturbance
- If an adult needs to enter the room they should alert children in advance
- Adults should never stand in the changing room watching children and young people, or go in and out repeatedly without good reason.
- You should establish a clear code of behaviour and make sure students understand your expectations about their behaviour while they are unsupervised.
- Children and young people should know who to talk to if they have concerns about the behaviour of a member of staff or other young people. If concerns are raised these should be taken seriously, and the nominated child protection lead should take appropriate action.

Younger children

- An adult may need to remain in the changing room in order to maintain good behaviour; but being in close proximity and students being aware of this may be enough.
- You should establish a clear code of behaviour and make sure students understand your expectations about their behaviour while they are changing.
- Children and young people should know who to talk to if they have concerns about the behaviour of a member of staff or other young people. If concerns are raised these should be taken seriously, and the nominated child protection lead should take appropriate action.

Children and young people who need help getting changed

- Ensure all staff and volunteers are aware of any intimate care issues for individual children and young people and understand the school's policy for assisting children who are disabled or require additional support.
- Encourage children of all ages to be as independent as possible - consider prompting and giving verbal help and encouragement before offering physical assistance.
- Be especially careful when helping children with underclothes and swimming costumes. If it's necessary to give a child assistance, adults should always do so openly and in sight of others.

Appendix B -

Jewellery can only be worn in the pool for religious reasons. If parents do not complete the form below children wearing jewellery will be either requested to remove it or will be unable to swim.

Jewellery P.E and Swimming Parental Form

As part of school health and safety we request that children do not wear jewellery whilst attending P.E or swimming lessons. However, we do understand that for some children there is a religious reason for the jewellery. For pupils to be able to wear jewellery we would ask that parents complete the information below.

Name of Child _____

Class _____

Reason for wearing jewellery-

Type of Jewellery- e.g. Necklace, bracelet etc

By signing this form, I accept that the school have requested that my child does not wear jewellery during PE or swimming sessions but due to the reasons above I request that permission is given. I will not hold the school liable for any injury or damage caused as a result of my child wearing the above-named jewellery.

Date - _____

Parent's Name - _____

Parent's Signature - _____