



Shardlow Primary School

Aspire Achieve Thrive



Swimming Policy

Approved by:	Local Governing Body
Date:	October 25 - TBC
Minute no:	Out of Committee
Version:	V3
Review cycle:	Every 3 years



Version Control

Version	Date	Author	Changes
2	March 2021		Reviewed by M Davis . DCC COVID guidance inserted
3	September 2025	J Dale	Updates to DCC guidance and reformatting.

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1. Intent

- 1.1 At Shardlow Primary we aim to provide all pupils with the skills and knowledge to become confident and competent swimmers. We emphasise the importance of the role swimming lessons can play in teaching children about water safety, health and wellbeing.
- 1.2 As a school we are proud to teach all children essential long term life skills for which we see water safety as paramount, considering our proximity to the River Trent, the Trent and Mersey canal and several locks. At Shardlow our motto for water safety is 'SAFE' (Stay Away From the Edge) as promoted by the Canal and Rivers Trust. The Sport Premium funding allows us to provide our pupils in KS2 the opportunity to swim all year round and introduce year 2 during the summer term.

2. Implementation

Procedure

- 2.1 The following procedure is in place:

Registering	Classes are registered as normal in class and entered on the swimming register. Lead teacher must bring the swimming folder and check that the required documentation is in the folder. (Pupils who are not going swimming are recorded as S for staying at school and must not be included in final count) Teacher must complete the electronic register and take one with them along with a contact list.
Departing	A head count must be conducted by the lead teacher as children embark the bus or minibus. We use the transport provided by Derbyshire County Council. The lead teacher must check that all pupils have their seatbelt on before the bus departs. (Pupils are not to sit in the centre of the back row). Supporting adults to ensure that a first aid kit including sick bag is on the bus and minibus.

Arriving	Children must be counted off the bus. Supporting adults to wait on the pavement until all children are off the bus before setting off to the entrance. Children to walk in pairs. Adults to ensure that they are on the roadside of the pavement and that they are assessing the risk of moving cars at all times. When entering the lead teacher must sign all pupils in.
Changing before the lesson	Before entering the changing rooms the lead teacher must check that all cubicles are clear and there are no other adults in the changing room. (Eliminating pool staff) There must be two members of school staff in the changing rooms with a group of children at all times. They must wait in the communal areas for children to leave their cubicles unless urgent help is required. The lead teacher must wait at the entrance to the pool in order to do a head count before entering the poolside and preventing any pupils from entering poolside unsupervised. (In the case that the lead teacher is getting changed they must pass this responsibility on) Supporting adults to help children with any arising issues and support with general organisation of belongings. If any children require an intimate care plan then all staff attending the swimming session must be aware of this and action it accordingly where required.
Poolside	See group organisation for details about pool side groups. Lead teacher is responsible for disseminating the swimming documents to group leaders. Group leaders are responsible for completing the registers and assessments for their group. Lead teacher is responsible for doing a head count to ensure that all pupils enter the changing rooms.
Changing after the lesson	Lead teacher must wait outside the changing rooms to conduct a headcount as children finish getting changed. If lead teacher is getting changed they must pass their responsibility on to another adult. Supporting adults to help children with any arising issues and support with general organisation of belongings.
Returning	Lead teacher to wait outside changing rooms until all pupils are ready before setting off to the bus. Children to walk in pairs. Adults to ensure that they are on the roadside of the pavement and that they are assessing the risk of moving cars at all times. When arriving at school all pupils to be counted off the bus. Lead teacher to ensure that all pupils are in the school building before entering the school themselves as the gate will not be padlocked at this time. Supporting adults to do a sweep of the bus in case anything has been lost and support children getting off the bus.

Permission

- 2.2 The Parent Permission/Data form must be received completed prior to the swimming session. The lead teacher must review the forms and inform pool staff of any arising issues.

Swimming kit

- 2.3 Parents are advised about what kit is required (see Uniform Policy) for swimming and children are also briefed about their kit before lessons commence and on their first lesson. If kit is deemed inappropriate, the child's parents should be informed by a teacher/teaching assistant from the school. In the case of pupil premium children, some support may be available to help with the cost of purchasing kit. This should be discussed with the parents and headteacher in advance.

Changing rooms

- 2.4 The changing area has a mixture of family and individual cubicles. Children are allowed to go into cubicles in single sex groups. It may be identified as beneficial for some children to use the single occupancy cubicles.
- 2.5 No supervising adults are to enter a changing cubicle unless they are with another adult.
- 2.6 No children should use the showers except for medical reasons; in this instance the shower cubicle in the family changing rooms may be used and children must keep their swimming kit on.

Pupils with Special Education Needs

- 2.7 If a child has a statement of Special Educational Needs then the class teacher and any support teachers should consult the P.E lead to agree an individual plan for swimming. In cases where the statement does not affect the child's physical abilities it may be concluded that an individual plan is not necessary.

Health and Safety

- 2.8 A full risk assessment is reviewed annually by the P.E lead with any changes being made clear to staff and signed by each adult that goes swimming. Children are given a health and safety briefing on their first lesson of the academic year.
- 2.9 All staff (including all supporting adults) must also be aware of the swimming pools (West Park Leisure Centre) Operating Procedure Document and Emergency Action Plan, Pool Rules and Special Needs or Medical Conditions of pupils.
- 2.10 Children are taught about water safety following the Derbyshire Water Safety objectives.

Group Organisation

- 2.11 The pupils are split into 3 groups for swimming and taught by the staff identified below:
- Swimming instructors
 - Ockbrook or Erewash teacher (must hold minimum of ASA Primary Teacher Swimming qualification 1 (or be supervised whilst working towards the award.)
 - Other teaching staff or volunteer may accompany the group depending on the required ratios as a 'spotter.'
- 2.12 The lead teacher remains solely responsible for the pupils through the lesson and therefore must intervene with instructors if they are not happy with the practises that are happening in the session.
- 2.13 The maximum teacher to pupil ratio is:
- 1:1 to 1:8 for swimmers with disabilities;
- 1:12 for non-swimmers/beginners (children under the age of 7/KS1 require additional helper in the water);
- 1:20 for mixed ability groups/ improving swimmers/competent swimmers.
- 2.14 Definitions (As defined by the Derbyshire County Council Safe Practice in School Swimming Guidance)
- Non-swimmer: A pupil who cannot swim and needs floatation aids.
- Beginner: A pupil who can swim a few strokes, but not achieve 10 metres.
- Improver: A pupil who can swim 10m on their front and back, but not confident in deep water.
- Competent: A pupil who can swim at least 25 metres competently and unaided. Can tread water for 1 minute.
- 2.15 Depending on the individual plans for children with a statement of Special Educational Needs some children may also have a supporting adult with them. (Minimum of Level 3 teaching assistant qualification)
- 2.16 In the case where group teachers are in the pool an additional adult is needed to 'spot' for the group. The adult must have an up-to-date current DBS and safeguarding checks.

Planning

- 2.17 At Shardlow we follow the Derbyshire Swimming Scheme of Work and set objectives related to achieving the different Wave awards. Please see the Wave and Splash Award document for a detailed breakdown of the objectives covered. Although children may be working towards the same award it is still important to differentiate lessons when needed. It is the responsibility of the P.E. leads to monitor coverage.

3. Impact

Assessment

- 3.1 Pupils are assessed formatively in lessons and these assessments should inform future planning. Achievement is assessed against progress towards the Derbyshire Wave Awards and Water Safety, as well as working towards the Rookie Lifeguard qualifications for 'competent' swimmers. When a child reaches an award their progress is tracked on the swimming tracker, which allows the PE leads to analyse overall progress.

End of KS2 Assessment

- 3.2 At Shardlow Primary School we assess all children at the end of KS2 according to the National Curriculum. Each pupil is required to be able to do the following:
- Perform safe self-rescue in different water-based situations
 - Swim competently, confidently and proficiently over a distance of **at least** 25 metres
 - Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke.