



# Montgomery Junior School Policy Document

## Swimming Safety Policy

**Revised: January 2019**  
**Version: 2**

### This Montgomery Junior School policy and guidance was

<b>First issued on:</b>	February 2015
<b>This issue was released on:</b>	January 2019
<b>School staff were consulted on this document on:</b>	January 2019
<b>This document was ratified by the Governing Body on:</b>	
<b>Review date:</b>	January 2021

### Ratification

<b>Chair of Governors:</b>	Signed:  Print Name: Sue Faulkner  Date:
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## Swimming Safety

### Our Aims

To meet the requirements of the National Curriculum all schools must provide swimming instruction either in key stage 1 or key stage 2. In particular, pupils should be taught to:

- 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]
- perform safe self-rescue in different water-based situations
- develop the personal and social development of children and their health and wellbeing.

### We will also ensure

- All pupils access swimming safely.
- That all safety procedures and risk assessments are in place and reviewed every two years
- That we support teachers to deliver the swimming curriculum safely.

### How we organise swimming at Montgomery Junior School

All Year 5 pupils participate in swimming lessons. Each class have 10 lessons which last approximately 50 minutes. This counts as a PE lesson. Children walk to the Corporal Budd Swimming Pool which is located 10 minutes away from the school on Berechurch Road, Colchester.

### Roles and Responsibilities

#### The headteacher will:

- Lead the development of this policy throughout the school and provide guidance and support to all staff.
- Ensure that risk assessments, accident reporting and emergency procedures are in place.
- Keep up to date with new developments and resources.
- Review and monitor the policy and procedure.

### **The class teacher will:**

- Oversee the welfare of children walking to and from the pool and in the changing room.
- Count children into and out of the building and recording these numbers so that they are visible.
- Take a copy of the medical register, and pupil medicines, to the pool and notify supervising and teaching staff of any medical needs or conditions.
- Ensure that children remove all jewelry.
- Ensure that long hair is tied back.
- Ensure that children are dressed appropriately.

### **The swimming instructors will:**

- Safeguard the health and safety of pupils.
- Have full ASA Teachers Award (or equivalent) or an STA equivalent as well as a life-saving award.
- Possess a relevant first aid certificate.
- Be aware of emergency procedures to evacuate the water and to seek assistance.
- Teach the children and teachers about the need for safety.
- Be aware of the ages, capabilities and aptitudes of the children.
- Include differentiated activities in their planning.
- Be aware of children's medical conditions.
- Supervise the children when in the pool.
- report all accidents and injuries;
- attend regular training as part of their continuous professional development;
- Assess and record pupil progress
- be kept up to date with new information by the headteacher

### **Children will:**

- Wear the correct uniform and ensure they have their swimming kit in school
- Children are encouraged to be independent in terms of organising their swimming kits.

## **Behaviour**

The swimming pool is a place of work and should be treated as a classroom with the same rules regarding behaviour

## **Attendance**

All parents must ensure that their children attend all allocated lessons. As swimming is a statutory part of the National Curriculum, parents do not have the right to withdraw their children from this statutory element of the National Curriculum, unless the child has an EHCP (Education Health Care Plan).


Parents of children returning from an illness that would prevent them from swimming for a short period of time must provide the school with medical evidence of the illness in order

that they may be excused from the lesson. Should a child not be able to swim for an extended period of time a doctor's letter should be provided.

### Swimming Kit

- Girls should wear a one-piece swimsuit.
- Boys should wear swimming trunks (not baggy 'board shorts').
- Large towel.
- Separate bag for wet clothing.
- All children should wear a swim hat, with girls ensuring that their hair is tied up.
- Jewelry must be removed before the lesson (this should be done at home).
- Permission will be granted for alternative attire on cultural and religious grounds when a request is made.
- We do not encourage beginner swimmers to wear goggles.

### Appendix 1

	<b>STAFF QUALIFICATION RECORDING SHEET</b>  <b>SWIMMING INSTRUCTOR</b>  <b>INDIVIDUAL RECORD SHEET</b>	Form Number: HSF109 Version: 1.0 Date: December 2014 Procedure: HSP 9.60
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<b>School: Montgomery Junior School</b>	
The member of staff below assists in the delivery of swimming activities and has therefore received training / instruction on the safety procedures and information listed:	
<b>Name:</b>	
<b>Procedure/information</b> (may not all be applicable)	<b>Date training/instruction undertaken</b>
<ul style="list-style-type: none"> <li>• General Induction on pool</li> </ul>	
<ul style="list-style-type: none"> <li>• Safety Award Holder qualification (state qualification held and indicate where copy of certificate kept if appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>• First Aid (state qualification held and indicate where copy of certificate kept if appropriate)</li> </ul>	
<ul style="list-style-type: none"> <li>• CPR</li> </ul>	
<ul style="list-style-type: none"> <li>• Explanation of Normal Operating Procedure and where kept.</li> </ul>	
<ul style="list-style-type: none"> <li>• Explanation of Emergency Action Plan and where kept. Must ensure there is full understanding of emergency procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>• Explanation of relevant swimming activities risk assessment and where kept.</li> </ul>	
<ul style="list-style-type: none"> <li>• Explanation of Rescue and Extraction of Casualty from water.</li> </ul>	
<b>Further relevant training/instruction:</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	