



SWIMMING POLICY

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1. INTRODUCTION

Swimming is a highly valued part of the curriculum at Park Lane School. All pupils will have access to pool activities according to their needs and abilities and, where appropriate, will have swimming instruction. Great emphasis is placed on every child gaining confidence in the water so that pool sessions become an enjoyable activity for every child as well as a learning experience. This can only be achieved through a positive, calm, reassuring approach in order to develop a sense of confidence and competence in every child, helping to overcome initial apprehensions and fears. Children should be encouraged to be sensitive to the needs of others so that pool sessions can be enjoyable and safe for **EVERYONE**.

To achieve this, all staff must be familiar with the following poolside rules, normal operating procedures and emergency action plan which are in line with Cheshire East County Swimming Guidelines.

This policy applies to both sessions in the School Pool and at Macclesfield and Congleton Leisure Centres. However, guidelines provided by Macclesfield and Congleton Leisure Centres must be adhered to when at those venues.

The rules about “observers” applies to the School Pool and Macclesfield Leisure Centre. At Congleton Leisure Centre the school purchases the duties of 2 lifeguards. At Macclesfield Leisure Centre the school has one lifeguard provided by the Centre.

The Head teacher is responsible only for those swimming sessions which are supervised by Park lane School staff. Other users will, however, have to sign that they take responsibility for their own group and receive a copy of this Policy.



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2. RESPONSIBILITIES

1. The swimming instructor is responsible for the safety of pupils for each Session. The class teacher is responsible for the behaviour of pupils.
2. The class teacher is responsible for the safety of pupils for sessions when The swimming instructor is not present.
3. There may be occasions when the class teacher or Therapist deems it appropriate for a classroom assistant to take an individual pupil into the pool. The prior permission of the Head teacher must be obtained and the rules about Observers still applies. There should be a minimum of 2 staff in the pool building.
4. All staff are responsible for ensuring all tissues and other cleaning products are disposed of in the bins and are not left on benches or floors
5. All staff are responsible for ensuring that pupils only use their own towel.
6. One member of staff who is in the water should ensure all pool toys and equipment that have been used by pupils and staff are rinsed off in the pool before removing them.
7. The pool must be cleared if contaminated by faecal matter or vomit. Faeces is dangerous to all, vomit may be due to the child drinking a lot of pool water. All to shower after these type of incidents.



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3. POOLSIDE RULES

1. No outdoor shoes to be worn on the poolside. It is recommended that adults who are supervising around the pool and in the changing areas should have a change of footwear and that if staff choose to walk around barefooted, they do so in the knowledge that there is a greater chance of slipping and that extra care should be taken when lifting or working with pupils. Plastic overshoes are available at pool entrance.
2. No running along the poolside.
3. Goggles must not normally be worn during swimming instruction.
4. No diving in the pool.
5. Staff to remove jewellery and wear rash vests and shorts
6. Staff to always shower after swimming, pupils also where appropriate

Be aware of Hazards:

Slippery floor.

A walled pool (lifting, access and exit issues).

Depth of water (shallow).

Equipment incorrectly stored (limiting ease of access all round pool area).



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4. MEDICAL CONSIDERATIONS

1. Children with open sores, diarrhoea etc. must be excluded from the water.
2. Swimming is inadvisable for at least an hour after a full meal.
3. If in doubt about a child's medical fitness, consult with the school nurse or Head teacher.
4. In the event of a child with physical disabilities and/ or an unsafe swallow taking in water by mouth and /or nose please ensure the nurse or a trained first aider are called immediately.
5. In the event of any incident that occurs in the pool which affects the health and wellbeing of a pupil or member of staff the head teacher must be informed as soon as possible after the event. An Accident /Incident report must be completed as fully as possible.
6. A pupil should not be allowed to swim for 48 hours after being given medication to promote bowel movements.



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5. NORMAL OPERATING PROCEDURES FOR PARK LANE SCHOOL

- The school pool is to be **LOCKED** at all times when not in use.
- Keys must always be located in the designated place, i.e. on the keyboard in the office (if pool is contaminated, give the key to a member of office staff or directly to site manager)
- Children must be accompanied at all times.
- No one may enter the water unless a suitably qualified person is present (e.g. IOS/RLSS Certificate or qualified first aider or attended the Park Lane School pool safety course).
- All staff must be aware of emergency procedures which are on Policy Viewer and stuck on pool wall
- The observer must have the radio with them at all times, check it is charged and test it is connecting to the office or SLT by calling and saying “testing poolside radio” and waiting for a response
- The pool is cleaned every other day by the new external cleaning company. The pad bins should be emptied by them every day, please report if this is not happening.

Surveillance:

- (a) **At least 1 observer must be on the pool side at all times. If there are 2 observers present they should position themselves on either side of the pool. They should not be standing/sitting together.**
- (b) The observer(s) must not undertake other duties e.g. dressing and undressing until everyone is out of the water.

No one member of staff must be left alone in the pool area with pupils.



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6. EMERGENCY ACTION PLAN

- The lead person to assess the situation and carry out the following procedure:
- Radio to office/SLT for immediate assistance “pool emergency, pool emergency”
- Observer to make telephone contact with the school nurse and Head teacher.
- Instruct observer to call ambulance, if necessary
- Instruct qualified person to carry out first aid/resuscitation procedures.
- Clear pool as safely as possible.
- Record the incident/accident on IRIS and notify the Head Teacher.

N.B. This action plan to be clearly displayed in the school pool area.

In the event of a fire within the school building.

When you hear the fire alarm make contact with the Reception immediately to ascertain where about the fire is and whether there is a need to evacuate the pool. You will be told clearly the cause of the fire, where it is and if you need to evacuate.

If the fire alarm has been set off inadvertently, e.g. by a pupil, you will be informed.

The walkie-talkie is kept on docking station in cupboard in changing room. This must be replaced after each session.

Operation: Switch on (button on top).

Press button on side close to the aerial and release when message ends.

In case of evacuation wrap pupils in towel and then wrap foil blanket on top of the towel. This makes the foil blanket more effective in keeping pupils warm.



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Appendix

Suggested programme for Park Lane Pool Safety Course

Session 1:

Dry Hazard awareness.

 Normal operating procedures and emergency action plans.

Session 2:

Wet Rescue principles
 Retrieval of an unconscious body.
 Removal from water.
 Spinal injury handling.
 Reaching and wading rescues.

Session 3:

Dry Resuscitation using mannequins to include one and two man C.P.R.

 E.A.V. and action for vomit.
 E.A.V. for suspected spinal injury.
 First Aid - especially choking.

There will be an opportunity for questions and answers at each session.

Each session should last about 1 hour.

Additional practice may be required to reach a satisfactory level of competence in all aspects.

Emergencies are rare occurrences so training in the future will be necessary to maintain skill levels - once a year.

This is condensed into 2 sessions to enable this to be incorporated into a yearly up-dated review schedule.