



Glenmere Langmoor Academy Swimming

CONTENTS

	Page No
1 Introduction	1
2 The Place of Swimming in PE and School Sport	2
3 The Programme of Study	4
4 Planning and Organising the Swimming Programme in your school:	6
➤ Before Starting the Programme	
➤ Role and Responsibility	
➤ Organisation and Procedures	
➤ A Code of Conduct	
➤ Emergency Procedures	
➤ Medical Considerations	
➤ Requirements for Teaching Swimming	
➤ Insurance	
5 The Swimming Lesson	16
6 General Safety in Swimming Pools on School Sites	18
7 Swimming Awards	19
8 Exemplars and Resources	20

1. INTRODUCTION

Guidance Notes for Teaching Swimming have been written to support our academy schools and assist with the provision of high quality swimming programmes within their Physical Education curriculum. They will however be of value to anyone involved with school swimming and water safety particularly at Key Stages 1 and 2 and should complement the delivery of swimming as part of the PE, School Sport and Club, the National Swimming Charter and The National Swimming Plan.

Swimming is a compulsory area of study at Key Stages One and/or Two.

Whilst the overall aim should be for every pupil to have the opportunity to learn to swim, the objective in providing a swimming programme should be to make a substantial contribution towards completing the National Curriculum order for Physical Education emphasising:

- (i) The development of water confidence;
- (ii) Personal survival skills;
- (iii) Life-saving skills;
- (iv) The development of basic stroke techniques.

2. THE PLACE OF SWIMMING IN PE AND SCHOOL

The Swimming Charter

Further guidance of the above area has been issued in the form of the Government's 'Swimming Charter'. The Charter provides advice and case studies for everyone involved in school swimming and water safety and covers the following areas:

- Timetabling for Swimming
- Transport to and from off-site pools
- Better use of budgets
- Ways to encourage reluctant swimmers
- Teaching children with special educational needs
- Encouraging children from minority groups to participate

The National Plan for Teaching Swimming

This plan is designed to assist swimming teachers/ teachers whose own experience and training will enhance the implementation of the plan. It focuses on three main areas:

- Skill development
- Stroke development
- Understanding and awareness

It also encourages the development of water confidence, the teaching of several strokes, the standards expected and provides guidance on assessment against clearly identified outcomes.

Pools delivering school swimming should be using the Plan when formulating their schemes of work.

The PE National Curriculum

The National Curriculum states that pupils should:

Key Stage 1

Move in water (for example jump, walk, hop and spin, using swimming aids and support)

Float and move with and without swimming aids

Feel the buoyancy and support of water and swimming aids

Propel themselves in water using different swimming aids, arm and leg actions and basic strokes

Key Stage 2

Pace themselves in floating and swimming challenges related to speed, distance and personal survival

Swim unaided for a sustained period of time over a distance of at least 25m

Use recognized arm and leg actions, lying on their front and back

Use a range of recognized strokes (for example, front crawl, back crawl, breaststroke, breaststroke, sculling, floating and surface diving)

Swimming must be taught at KS2 unless the KS2 programme of study has been covered at KS1. Swimming may be taught as an optional area of activity at Key Stage 3 and 4.

3. THE PROGRAMME OF STUDY

The programme of study sets out what should be taught within the activity throughout the key stages and provides the basis for planning schemes of work.

The knowledge skills and understanding in the programme of study identifies the aspects of physical education in which children make progress. The teaching of swimming should ensure that when evaluating and improving performance connections are made between the following aspects.

- Acquiring and developing skills;
- Selecting and applying skills;
- Evaluating and improving performance;
- Knowledge and understanding of fitness and health.

Key Stage 1

If schools choose to teach swimming at Key Stage 1, the following non statutory guidelines may be used.

Pupils should be taught to:

- a) Move in the water (for example jump, walk, hop and spin, using swimming aids and support);
- b) Float and move with and without swimming aids; and
- c) Propel themselves in water using different swimming aids, arms and leg actions and basic strokes.

Key Stage 2

In swimming activities and water safety at key stage 2 pupils should be taught to:

- (a) Pace themselves in floating and swimming challenges related to speed, distance and personal survival;
- (b) Swim unaided for a sustained period of time over a distance of at least 25m;
- (c) Use recognised arm and leg actions, lying on their front and back;
- (d) Use a range of recognised strokes and personal survival skills (for example, front crawl, back crawl, breaststroke, sculling, floating and surface diving).

4. PLANNING AND ORGANISING THE SWIMMING PROGRAMME IN OUR SCHOOLS

All pupils should have the opportunity to learn to swim. Swimming should be encouraged as an important part of the physical education provision in our schools but an appropriate balance must be maintained with the other activities within the Physical Education curriculum.

Before Starting the Programme

1. It is essential that any teacher or member of staff involved in the teaching of school swimming has the appropriate qualifications. It is also important to ensure that these qualifications are renewed in accordance with the National Governing Body recommendations on renewal periods;
2. Prior to going swimming and before attempting any practical lesson, appropriate time should be given to appropriate preparatory groundwork for both the teacher and the pupils.
3. It is important to check the following:
 - i. There is a written scheme of work for swimming that is used by the teacher and/or instructor – suitable for the age and ability of the pupils;
 - ii. If a swimming teacher/instructor is used, their scheme of work may suffice, but the school/academy will request to see it and check to ensure that it is appropriate to meet the needs of their pupils.
This should include individual lesson plans as it is important that each lesson is planned to keep the pupils active, to give variety and maintain interest without causing exhaustion
 - iii. Available pool time is used for instruction and not recreation;
 - iv. That there is an appropriate provision for teaching/instruction with adequate life-guarding;
 - v. Which ends are shallow or deep, and their respective depths;
 - vi. The pupil/teacher or instructor ratio;

- vii. The emergency procedure at the pool and arrangements for emergency evacuation;

This will include noting the position of the nearest telephone, pool alarm (if fitted), arrangements for emergency evacuation and life saving aids such as poles, ropes and buoys around the pool;

- viii. The arrangements for roping off areas, particularly the shallow end;

- ix. That there is appropriate supervision of the changing areas.

Roles and Responsibility

It is important to understand that:

- **From leaving the classroom until returning, the duty of care in swimming lessons remains with the teacher;**
- School staff accompanying pupils to and from the swimming pool are responsible for the welfare of the pupils. This includes class discipline and behaviour;
- School staff should always be closely available to assist in the changing rooms;
- At swimming pools where swimming instructors operate to assist the school staff, a good working relationship should be established. The role of the swimming instructor is to complement the skills and experience of the school staff in the delivery of the swimming programme;
- It is necessary for swimming teachers and instructors to understand that the school is responsible for monitoring the progress of the pupils, whether they are directing the session or not;
- It is highly desirable that the accompanying member of school staff is capable of teaching or supervising a group of children within the class;
- Teachers and other members of school staff accompanying pupils to swimming pools where an instructor is not available must be competent to teach swimming;
- Schools often use pools on premises other than their own and by law the pool manager must ensure that the facilities are safe and present no risk to health for visiting groups. This applies equally when schools use swimming pools belonging to other schools, or when school pools are used by outside agencies or groups of individuals. In all cases where the pool is used for the teaching of swimming, it is regarded in law as a place of work;
- It is the responsibility of the head teacher or the delegated representative to give careful consideration to variations in the pupil/teacher ratio, the size and design of the pool, the depth, clarity and temperature of the water as well as age and competence of the class;
- As they become competent swimmers, group sizes may change.
- When the group exceeds an acceptable pupil/teacher ratio in the water then there should be at least two qualified adults present to supervise;
- It is advisable to reduce the group size when the pupils' age, intelligence and experience and the working environment aggravate the control of such groups;

- With infants and pupils with physical difficulties the number of pupils per adult should be reduced accordingly;
- The help of other adults (sensible parents/Teaching assistants/auxiliaries) is desirable and very useful;
- Pupils with serious medical problems need clearance through the written permission of parents before they can be allowed to participate in school swimming programmes and may need individual/extra adult support.

Organisation and Procedures

- An explanation of the organisation and procedures to be followed when swimming should be given to the pupils at the start of their swimming programme. This should be continually reinforced throughout.

It should include the following:

- i. Pupils should be encouraged to leave their clothes tidy in the changing rooms and not dropped on the floor;
- ii. Pupils should not be allowed to share towels nor exchange footwear with other pupils;
- iii. Toilets must be used before swimming and this should be part of the educational process for pupils;
- iv. It is sometimes appropriate to ensure that younger pupils blow their noses before swimming;
- v. When available, showers should be used before and after swimming;
- vi. Pupils should, where necessary, be shown how to dry themselves thoroughly, paying particular attention to hair, ears and feet;
- vii. Teach the pupils the geography of the pool. They should be aware of the deep and shallow ends, rules of the pool and appropriate behaviour;
- viii. All signals from staff, especially those indicating stopping or getting out of the water, need to be clearly identified, explained and learned by the pupils.

A Code of Conduct

A code of conduct, similar to the one below, should be explained to all pupils before their first swimming lesson:

- (i) Never go on to the poolside until a member of staff is present;
- (ii) Never enter or leave the water until the teacher/instructor gives permission;
- (iii) No running on the poolside;
- (iv) No chewing;
- (v) No shouting or whistling;
- (vi) No diving or jumping, except under supervision;
- (vii) No pushing others into the water;
- (viii) No wearing of jewellery during swimming and diving activities;
- (ix) No outdoor shoes allowed on the poolside;
- (x) Swimming caps to be worn if requested;
- (xi) All signals from staff to be obeyed promptly, especially those indicating stopping or getting out of the water;
- (xii) Swimming kit should be brought to school in a separate waterproof bag and taken home and dried thoroughly before the next lesson;
- (xiii) Children must be encouraged not to wear the swimming kit, to be worn at the pool, during the day at school;
- (xiv) Clothing worn for life-saving and personal survival activities should be freshly laundered.

Emergency Procedures

- Teachers, instructors, helpers, observers and pupils should be familiar with the pre-arranged emergency procedure, no matter what swimming pool is being used;
- The pre-arranged emergency procedure should include some signal control to effect emergency clearance of the pool. Whatever system is adopted (whistle or pool alarm), the pupils should, on occasions, be asked to demonstrate that they fully understand the emergency procedures. It is important that everyone should know where the nearest telephone, pool alarm (if fitted), and first aid equipment are situated;
- The suggested sequence of action for an emergency procedure is as follows:
 - i. Loud audible alarm to clear the pool (either one long blast on a whistle or pool alarm);
 - ii. The nearest qualified adult to the casualty starts the rescue;
 - iii. The second adult supervises the pupils to keep clear;
 - iv. The rescuer can be given help to bring the casualty on to the poolside where appropriate further action should continue.

Medical Considerations

Careful consideration must be given to pupils with medical problems, especially epilepsy, whose parents wish them to take part in school swimming. Parents of pupils with serious medical problems should provide written permission from a doctor before the swimming programme begins.

Parents of epileptic pupils should have consulted with their General Practitioner about school swimming. It is essential that teachers/instructors keep an extra eye on such pupils and are prepared to remove them from the water immediately if they are in difficulty. It is appropriate that the teacher/instructor adopts a 'pairing' or 'buddy' system for all swimming lessons.

This means that all pupils would be expected to swim in pairs, thus providing additional safety for all swimmers without drawing particular attention to the epileptic pupil.

Teachers should be sensitive to temperature changes, particularly for asthmatics.

It is not necessary to give pupils regular foot inspections but parents should be informed if any obvious blemishes are found.

The two common conditions which spread easily at swimming pools are *Tine Pedis* (athlete's foot) and verrucae (plantar warts).

Tinea Pedis is a fungus infection which occurs most frequently between the toes but sometimes on the sole of the foot and is more active in damp conditions. Any pupil with rawness or excessively white soggy skin between the toes or with a large number of blisters on the sole of the foot should be advised to seek treatment.

Verrucae are caused by a virus and can occur on any part of the foot, but are more common on the sole. They may or may not protrude above the level of the skin and are generally round in appearance, but they may pass unnoticed by a pupil since not all verrucae are painful. Some verrucae become covered with a layer of hard skin giving the appearance of a corn or callous. There is no justification for excluding wart sufferers from swimming, for modern medical opinion suggests that treatment is required only when the wart is painful. A waterproof rubber slipper can provide an effective barrier between the sole of the foot and the poolside.

Requirements for Teaching Swimming

Particular care should be taken with young non-swimmers who cannot touch the bottom of the shallow end. They should wear appropriate flotation aids and there should be an appropriate increase in the teacher/pupil ratio:

- In deep water there must be as a minimum:
 - i. A teacher or instructor who holds a recognised and approved qualification appropriate to the teaching of swimming in deep water. Additionally, this teacher/instructor must have recognised and approved experience of life-saving appropriate for the depth of water being used, unless there is a separate lifeguard employed for the sole purpose of life-guarding;
 - ii. Another adult who can be summoned to give assistance if required.

NB: If an instructor is used for the teaching of school swimming then the teacher must remain on the poolside to assume the overriding responsibility for the behaviour, discipline and general welfare of the pupils and must be appropriately dressed.

- In shallow water there must be as a minimum:
 - i. A teacher or instructor who holds a recognised and approved qualification appropriate to the teaching of swimming in shallow water. Additionally, this teacher must have recognised and approved experience of life-saving appropriate for the depth of water being used, unless there is a separate lifeguard employed for the sole purpose of life-guarding;
 - ii. Another adult who can be summoned to give assistance.

NB: If an instructor is used for the teaching of school swimming, then the delegated teacher should be appropriately dressed and must stay on the poolside to assure overriding responsibility for the behaviour, discipline and general welfare of the pupils.

- Validation period for swimming qualifications:
 - i. It is the duty of teachers to keep up to date and be aware of changes to swimming provision and health and safety;
 - ii. Teachers or instructors holding any National Governing Body Awards, must renew the life-saving element in accordance with the national governing body recommendations;
 - iii. National Governing Body awards require teachers to attend in-service seminars and courses to update information on a regular basis.
- It is important for teachers to improve their teaching ability by attending appropriate CPD courses.

Insurance Cover

- The academy buy back/has insurance into the County Council which operates a public liability insurance scheme, which covers teachers and other school staff engaged in the teaching of school swimming;
- To ensure that these volunteers are covered by the county insurance scheme, a teacher must always assume the duty of care and accept responsibility for the general welfare of the pupils. It is incumbent on the teacher to assess and assign to the unqualified volunteer only those activities which are consistent with the abilities, experience and knowledge to be expected of such a volunteer;
- When travelling to and from the swimming pool, the head teacher must ensure that the pupils are properly supervised;
- When using buses, it is important to ensure that there is no overloading and, in deciding an appropriate teacher/pupil supervision ratio, consideration should be given to the age and maturity of the pupils.

5. THE SWIMMING LESSON

The information below is intended as a guide for the teacher responsible for the welfare of the pupils:

- i. The teacher/instructor in charge of a group of pupils in the water must instruct and supervise from the poolside and from a position where every pupil can be clearly seen. Where an additional adult is present, it is permissible for this person to enter the water to assist in the teaching;
- ii. From the vantage position chosen by the teacher/instructor it should be possible to carry out any emergency action; including the supervision of the pool clearance by the pupils;
- iii. The teacher/instructor should never turn their back on the group of pupils in the water;
- iv. Sufficient time should be given between eating and swimming;
- v. The teacher's/instructor's appearance should be appropriate to the poolside situation;
- vi. The teacher/instructor should adopt a consistent attitude towards safety at the pool;
- vii. The teacher/instructor should always carry a whistle when working in the pool;
- viii. Counting the pupils before, during and after the swimming lesson is essential;
- ix. Working the pupils in pairs of equal ability in order to check each other's safety is a useful technique to use;
- x. When a pupil leaves the pool for any reason, they must report back to the teacher/instructor before re-entering the water;
- xi. The teacher/instructor should never leave the pupils unsupervised in the water;
- xii. Swimming aids should not be left in an untidy state on the poolside;
- xiii. Any equipment should only be used under the direction of the teacher/instructor;

- xiv. Entry into the water should be in a controlled and safe manner;
- xv. Diving

Teachers/Instructors should be mindful of the dangers inherent in them teaching diving and, accordingly, consideration must be given to the teaching of shallow water entry.

6. GENERAL SAFETY IN SWIMMING POOLS ON SCHOOL SITES

Head teachers of schools with swimming pools are responsible for all aspects of health and safety relating to their use; this includes use by outside users.

Particular attention should be paid to health and safety practice in county swimming pools.

In particular:

- All doors leading to the pool should be locked at all times other than when the pool is in use.
- There should be a variety of emergency aids, which are easily accessible to teachers and instructors.
- Appropriate safety information should be clearly displayed, and this should include water depths and other relevant safety information, for example, the emergency procedures and position of the nearest emergency telephone.
- It is also important to be aware of the water chemistry.

Community use of school pools

The community education staff should be aware of the existing County Guidance Notes for safe practice in swimming pools in addition to the recommendations from the Health and Safety Commission.

The community education staff should make sure that all user groups are aware of the existing codes of safe practice in swimming pools, especially appropriate qualifications and obligations.

All community education staff in the area of the swimming pool should be aware of their responsibilities with regard to health and safety.

User groups should have the opportunity to make a preliminary visit to the swimming pool to become familiar with the equipment, especially the emergency equipment, and also to be made aware of the procedures in the event of an emergency.

When county pools are used out of school hours there should be a specific provision for adequate life-guarding.

Careful consideration should be given to the maximum loading of swimming pools. There is no absolute figure per pool. The age, monitoring and physical size of the pupils should be considered and calculations be based on individual pools. This means, for example, that learner pools could take a greater loading than deep-water pools.

Maximum pool loadings should be specified in writing.

Other users of county pools

From time to time school pools are used by other schools and outside agencies during the school day, but it is still appropriate that the minimum health and safety conditions as specified in this paper, be adhered to.

7. SWIMMING AWARDS

There are a variety of national awards covering all aspects of swimming that are available for teachers to use with pupils of all ages and all abilities.

For full details Head teachers should contact the following:

- The Amateur Swimming Association Awards – contact the ASA, Harold Fern House, Derby Square, Loughborough, Leicestershire LE11 0AL;
- The Royal Lifesaving Society Awards – contact the RLSS, River House, Studley, Warwickshire B80 7NN;
- The Swimming Teachers' Association Awards – contact STA Ltd, Anchor House, Birch Street, Walsall, West Midlands WS2 8HZ;
- Local Leisure Centre.

8. EXEMPLARS AND RESOURCES – see lesson plans on website for examples.....

PRE-SWIMMING CHECKLIST

	Checklist	Notes	Tick
1	You know there is a written scheme of work for swimming that is used by the teacher and/or instructor	<ul style="list-style-type: none"> ➤ It is suitable for the age and ability of the pupils; ➤ If a swimming teacher/instructor is used, their scheme of work may suffice, but the school should request to see it and check ensure that it is appropriate to meet the needs of their pupils. ➤ This should include individual lesson plans as it is important that each lesson is planned to keep the pupils active, to give variety and maintain interest without causing exhaustion. 	➤
2	Available pool time will be used for instruction and not recreation		
3	You know there is an appropriate level of provision for teaching/instruction with adequate life-guarding	<p>Check qualifications Are you happy with the teaching approaches being used?</p>	
4	You know which ends are shallow or deep, their respective depths and have checked they are clearly marked		
5	You feel comfortable with the pupil/teacher or instructor ratio;	<ul style="list-style-type: none"> ➤ You need to carry out a risk assessment and make a judgement about pupil teacher ratios based on the ability, age attitude behaviour etc of the children. ➤ Also consider the pool environment and the competency of the swimming teacher 	➤
5	You know the emergency procedure at the pool and arrangements for emergency evacuation.	<ul style="list-style-type: none"> ➤ This will include noting the position of the nearest telephone, pool alarm (if fitted), arrangements for emergency evacuation and life saving aids such as poles, ropes and buoys around the pool; 	➤
6	You know the arrangements for roping off areas, particularly the shallow end;		
7	You have implemented appropriate supervision of the changing areas.		

PRE-SWIMMING CHECKLIST

- 1 There is a written Scheme of Work;
- 2 There are appropriate individual lesson plans;
- 3 Provision for teaching is appropriate;
- 4 Provision for Life Guarding is appropriate;
- 5 Shallow and deep ends have been clearly identified;
- 6 There is an acceptable pupil/teacher ratio;
- 7 There is a clear and appropriate emergency procedure;
- 8 There are appropriate arrangements for roping off areas of the pool, particularly the shallow ends;
- 9 There is appropriate supervision of the changing areas.

PHYSICAL EDUCATION CO-ORDINATOR CHECKLIST TO MANAGE A HIGH QUALITY SWIMMING PROGRAMME

- Swimming and water safety forms part of the school's action planning target setting and performance management process for the head teacher, senior management team and governing body;
- Guidance notes are available for class teachers and teaching assistants which include risk assessment and lifting where disabled pupils are involved;
- Class teacher's continuing professional development needs are met so they can deliver swimming, either as a teacher or a teaching assistant;
- Young people's swimming records are maintained and transferred between classes and schools;
- Pupils' achievements and progress are recorded and monitored to enable attainment to be reported at the end of Key Stage 2;
- Top up lessons are arranged for those students who cannot meet the 25 metre minimum requirement;
- Cultural issues are dealt with sensitively;
- The needs of disabled children, those with long term medical conditions and those with special educational needs are considered;
- The timetable is flexible enough to make the best use of facilities;
- Meaningful links with local swimming clubs are established to ensure interested pupils are supported;
- Swimming coaches and parents work with the school to support pupils who are identified as talented swimmers;
- Policies are positive and inclusive and provide opportunities for all young people to enjoy the experience of swimming;
- Policies reflect and support the cultural background of the community the school serves and include provision for young people with special educational needs.

Swimming Lessons Half- Term Programme – see detailed lesson plans, on website.....

Week	Aims of Session	Additional Notes
1		
2		
3		
4		
5		
6		
7		

Swimming Lesson Planning Sheet - Example

Date:	Venue:
Ability:	Age:
Length of Session:	Number:
Depth of Pool:	Equipment:
Aims/Objectives:	
Activity	Teaching Points
Warm Up/Introductory Activity	
Main Themes/Activity	
Contrasting Activity	
Session Observations/Comments	

RESOURCES

A.S.A	<u>National Curriculum Resource Pack</u>
Cross, R	<u>Swimming Teaching and Coaching</u>
R.L.S.S	<u>Lifeguard Potential</u>
R.L.S.S	<u>Life-Saving Teachers Guide</u>
R.L.S.S	<u>Life-Saving Water Safety</u>
R.L.S.S	<u>Teaching of Swimming</u>
R.L.S.S	<u>Teaching Water Safety – A Project Approach</u>
R.L.S.S	<u>Water Rescue Skills</u>
A.S.A	<u>National Teaching Plan for Swimming</u>
Department Ed.	<u>Swimming Charter</u>

For more information the following websites may be useful:

For more information on the national strategy for PE, School Sport and Club Links visit:

www.teachernet.gov.uk/pe

For more information on the Professional Development Programme e-mail:

nationalpesscpd@youthsporttrust.org

Advice on transport is available in documents listed at:

www.teachernet.gov.uk/management/healthandsafety/

For guidance on Child Protection visit:

www.teachernet.gov.uk/management/childprotection