

# Swimming Policy

## Welsh House Farm Community School and Resource Base



**“Inspired to grow and flourish”**

<b>Previous review</b>	September 2017	
<b>Recent Reviewed</b>	July 2019	<b>Approved by</b> Governors
<b>Next review due by:</b>	July 2021	



## **Welsh House Farm Community School Swimming policy**

The purpose of the swimming policy is to provide guidelines to ensure that all staff are able to supervise a safe and enjoyable experience for our children. The policy will provide guidance on the following areas:

- Routines for swimming
- Best practise for changing
- Staff ratios
- Safe guarding

### **Routines for swimming**

Before the swimming sessions begin, the lead teacher will complete a risk assessment identifying risks, plan appropriate measures to reduce risks, record any particular medical needs and staff ratios. In addition, teachers should ensure that the appropriate staff ratio is organised depending on the age and needs of the children. The staff ratio should be in line with LEA guidelines. Those guide lines are as follows:

Age 5-6    1:6

Age 7-11   1:10

Moreover, additional adults will be provided if the needs of individual children necessitate that provision.

### **Organisation**

- In line with the school's current EVC policy, transport will organised and children will be transported by coaches from reputable companies. Where appropriate, additional transport will be organised if the needs of children require this.
- Children will be organised into pairs and seated accordingly. Due to the need to minimise risk, no children will be seated on the front two seats. Children with particular medical needs will be seated near the front of the coach.
- Children will 'fill up' the coach from the front and the back seat should not be occupied unless numbers make is necessary.
- Adults will be seated at the front, back and middle of the coach to ensure that all children can be safely monitored. If needed, an appropriate adult will be designated to sit next to child who has particular medical or behavioural needs. The lead teacher will check that all the children are correctly seated and appropriately secured using the seat belt before the coach moves. When this has been completed, the lead teacher will signal to the coach to begin the journey.
- On arrival, a member of staff should leave the coach first and help form the line safely, while the lead teacher sends children in an orderly manner and then checks the coach is empty.

- On entering the swimming baths the lead teacher will be asked to complete a form outlining how many girls and boys there are as well as identifying how many adults are present.

### **Swimming Changing Rooms**

- Children will change in the rooms allocated for school. **On no account should the children get changed in any facilities where the general public have access.** This includes cubicles.
- Boys and girls will change separately.
- In certain circumstances, adults are needed to participate in the children's swimming activities therefore the designated adults must always change and shower privately.
- An adult will be allocated to supervise each changing room. For KS1 it is good practise for the adult to be within the changing room to assist the children if needed. However, it is perfectly acceptable to supervise the children outside the changing room with the designated changing room doors slightly open.
- Supervision will be organised at the discretion of the lead teacher in consultation with the EVC co-ordinator and this will be determined by age and developmental needs of the children.
- We consider it best practise that female staff should supervise girls and male staff should supervise boys. Where this is not possible, all adults will be responsible for either boys or girls and therefore adults before entering the room should alert pupils to avoid any unnecessary embarrassment.
- Staff should establish a code of behaviour so they are clear about the expectations about their conduct. This should be in line with the school's behaviour policy to ensure consistency.
- Staff should make adequate and sensitive arrangements for changing which take into account the needs of pupils from different religions, beliefs and cultural backgrounds and all other protected characteristics mentioned in law (equality act).

### **What if pupils need assistance with getting changed?**

- Pupils of all ages should be encouraged to be independent as possible. Adults may give support initially through prompting and verbal encouragement before they give assistance.
- Before providing helping with changing, staff should seek assistance from other members of staff. When giving assistance, staff **must** do this in open view and in the sight of other members of staff.

### **Safeguarding and promoting the welfare of children**

Safeguarding and promoting the welfare of children is the responsibility of everyone and therefore swimming procedures and routines must adhere to the principles of the school's Safeguarding policy and all relevant supporting documents. The following documents can be found on the school website:

- Safeguarding policy
- Keeping Children Safe in Education
- Whistle Blowing
- Staff Code of Conduct

While managing swimming sessions, staff must consider the following instructions.

- Ensure all staff are aware of any care issues for individual pupils.
- Assistance should take place openly, not out of sight of others.
- Staff should be aware that children being in a state of undress can make the children feel vulnerable and anxious therefore great care should be taken when managing/supervising pupils – reducing any anxiety to a minimum.

Created by

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Agreed by governing Body on