

# **SCHOOL SWIMMING LESSONS - INSTRUCTIONS FOR SCHOOLS**



## 1.0 Introduction

GLL is a Charitable Social Enterprise. We provide community services and spaces which are better for everyone. Our people invest time, energy and effort into helping and improving communities through the services we offer - and with great results. This document will help you get the most from your school swimming lessons, please read it carefully.

We recognise our responsibility as a leisure operator in assisting schools to deliver the National Curriculum; we would remind all schools, school teachers and assistants that the duty of care remains with the school.

These instructions are designed to help schools and School Teachers get the most from their swimming lessons, and remind schools of their responsibilities and what is required when attending a swimming lesson at their Better Leisure Centre.

## 2.0 Objective and Scope

- 2.1 It is our objective to ensure that Schools Swimming Lessons are operated smoothly and efficiently.
- 2.2 The school has an active part in the delivery chain.
- 2.3 This document sets out the schools roles and responsibilities as part of the Schools Swimming Lesson programme.

## 3.0 Procedure Detail

### 3.1 The Schools Responsibilities

#### 3.1.1 Overall

- Overall duty of care remains with the school and School Teachers.
- Maintaining discipline and addressing behavioural management issues.
- To conduct their own risk assessments for both transport and supervision.
- Have their own procedure and arrangements for the recording of accidents and incidents.
- To provide the appropriate number of School Teachers or assistants to adequately supervise the pupils in your care.

#### 3.1.2 Prior to Lessons Commencing

- To agree the type, dates and times of lessons.
- To agree the numbers of pupils.
- To sign and return the Schools Swimming Lesson contract **PRIOR** to the first lesson.

- To submit the register of pupils prior to the first lesson with all required details
- To make payment prior to the first lesson (or on the day of the lesson where an alternative local arrangement exists).
- To ensure relevant support is provided for any pupils with disabilities or any additional learning needs. Where pupils receive additional support in the classroom the same support is required in the water.
- To ensure that pupils with any special requirements are discussed with the General Manager prior to the commencement of the lesson programmes
- To make transport arrangements.
- To familiarise themselves with access arrangements and the premises layout of the Better leisure centre.
- School teachers should consider their clothing for the lesson to ensure they are able to be actively involved. Swimming pools are warm environments. Sports wear is ideal, together with the use of training shoes or plimsolls on the poolside.
- To inform pupils of the equipment that they require for the swimming lessons, this includes:
  - Swimming costume
  - Towel
  - Swimming hat
- The school and School Teachers should be aware of any medical history relating to the pupils, and make a prior assessment that it is appropriate for them to swim.

### 3.1.3 On Arrival for the Lesson

The premises will provide, where possible, group changing facilities. Where this is impractical, school pupils will change in either the male or female changing rooms. School Teachers must ensure that they check the gender of the changing room before entering. Where village changing rooms are only available option, schools will be able to use specific areas using the cubical changing facilities. Whatever the circumstances, changing rooms should be adequately supervised by the School Teacher or other designated member of school staff.

Responsibility for the supervision of the school pupils whilst getting changed before / after lessons remains with the School Teachers to ensure that dignity, decency and privacy is maintained at all times.

All pupils should wear the appropriate swimming attire. This includes correct swimwear and swimming hats (section 3.1.9 – 3.1.12 for specific details).

School Teachers should encourage all pupils to use the toilets and to shower prior to their swimming lessons.

Please be punctual. Our lessons run “back to back” and need to commence and finish on time. We will not be able to extend your lesson if you arrive late.

School Teachers are to escort the pupils to the swimming lessons **MEETING POINT** where they will be met by the Swimming Teacher.

**IT IS THE RESPONSIBILITY OF THE SCHOOL TEACHER TO ENSURE THAT NO CHILD ENTERS THE POOL HALL UNACCOMPANIED, OR IS LEFT UNACCOMPANIED BEFORE, DURING OR AFTER THE LESSON.**

### 3.1.4 At the First Lesson

Prior to entering the pool for the first lesson of each new programme, the Swimming Teacher will deliver a briefing. This will include items such as the pool layout, emergency exits and safety rules. Please listen carefully and ensure your pupils pay attention.

The talk will also cover:

- Waiting quietly at the designated **MEETING POINT**
- Never entering the water - before, during or after the lesson unless instructed to do so by the Swimming Teacher
- Listening carefully and following the instruction of the Swimming Teacher & Lifeguard
- At the sound of a whistle **STOP**, and await instruction
- The importance of walking whilst on poolside, not running
- If pupils feel unwell or need to use the toilet to inform the Swimming Teacher
- To leave the pool immediately when asked to do so
- To have fun and try new skills

### 3.1.5 At the Start of the Lesson

The School Teacher must advise the Swimming Teacher if for any reason there is a pupil whose name is not on the register. In addition, the School Teacher must advise the Swimming Teacher of any pupils with disabilities, medical conditions or any additional needs.

The School Teacher is responsible for ensuring that any new pupil who joins the class after the first week is made aware of the points covered by the Swimming Teacher during the week one briefing.

If for any reason, there is not a Swimming Teacher to meet the class, do not allow the children on to poolside. Please contact a member of staff for further assistance.

The School Teacher must ensure:

- That they remain on poolside (or designated area) and assist with the supervision of pupils.
- That they escort any pupil that requires a trip to the toilet.
- That they are familiar with the location of the emergency exits.

- That they deal with and address any illness or medical issues that may arise.
- That they ensure that pupils are not left unattended at any time
- That they supervise all non participating pupils at all times. Please note that eating, drinking and the use of mobile phones are not permitted in the pool hall.
- That they support Swimming Teachers in the delivery of lessons where asked to do so. This may be in the form of delivery of advanced classes or assisting with assessment paperwork.
- That they ensure where pupils who receive 1-2-1 support in the classroom, they receive the same level of support in the water during lessons. This may be provided by support staff from the school or by the school teacher.

### **3.1.6 Following Each Lesson**

At the end of each swimming lesson, the School Teacher should ensure that all pupils have left the pool, have been accounted for and are escorted back to the changing rooms.

### **3.1.7 Assisting Delivery**

Our School Swimming model encourages the active involvement of School Teachers to assist the delivery of lessons. However, assisted delivery will not replace, but rather supplement the delivery of swimming lessons.

School Teachers wishing to assist in the delivery of lessons should speak to the Swimming Teacher before the lesson commences.

On occasion due to unforeseen circumstances the School Teacher may be asked to assist in the delivery of a lesson. In such cases the School Teacher will always be under the guidance of a swimming teacher.

### **3.1.8 Photography**

Photography or video recording of pupils can only be undertaken with signed consent forms from the school with prior permission of the General Manager.

### **3.1.9 Pupil Swim Wear**

GLL wants all school swimming lessons to be inclusive and accessible to all pupils and our approach on swimwear reflects this. All pupils must wear appropriate and clean swimming attire. We advise schools to ensure pupils wear traditional swimwear appropriate for learning to swim. In certain cases pupils are permitted to wear additional items such as leggings, a tee shirt, rash vest over traditional swimwear or a burkini. This is to ensure that pupils who may have different medical, cultural or gender specific needs are able to participate in lessons.

School Teachers must ensure that pupils are advised on appropriate swim wear prior to attending lessons. Information should be given out to parents/ guardians.

### 3.1.10 Advisory Note on the Use of Swimming Goggles

Whilst it is recognised that goggles can assist the teaching of swimming, they can also provide a distraction. School Teachers are expected to support the Swimming Teacher in encouraging the use or removal of goggles at the appropriate times.

### 3.1.11 Swimming Hats

All pupils must wear swimming hats.

### 3.1.12 Jewellery

Schools should advise pupils to not bring any jewellery to the centre. As with any sporting activity, jewellery should be removed for swimming lessons. If jewellery cannot be physically removed or unable to remove due to religious reasons, it must be secured through taping down or secured under additional clothing.

### 3.1.13 In the Event of an Emergency or Evacuation

#### Evacuation:

- GLL staff will lead any evacuation.
- Follow the directions of GLL staff.
- Do not stop to collect personal belongings.
- At the assembly point, take a register and report any discrepancies immediately to GLL staff.

#### Other Emergency:

- If you see, hear or witness any other incident or emergency situation, report it immediately to your Swimming Teacher or any other member of GLL staff.
- Staff will take charge of the incident – please follow the lead of GLL staff and follow instruction

If you have any questions regarding what to do in an emergency please contact a member of staff

## 4.0 And Finally...

Swimming is an enjoyable activity and a life skill. Enjoy your lessons with us and encourage your pupils at all times.