**SCHOOL SWIMMING LESSONS NOP**

**(Normal Operating Procedure)**



IMS Section:

Operations

OPs-OP45

**1.0 Changes from Last Issue**

Minor grammatical and terminology changes throughout document.

* + 1. The School Swimming Co-ordinator / Swimming Lessons Lead. Minor change in responsibilities relating to new model.
    2. The Swimming Teacher. Minor changes to responsibilities taking self lifeguarding into account.

3.2.1 Administration. Changes to registers issued to schools.

3.2.7 Pupil swim wear section modified.

3.2.10 Jewellery section modified.

3.2.11 Ratios and Class Descriptors. Updated ratios relevant to the new model.

3.2.12 Exceptions / Emergency Cover section modified

3.4 Access to Deep Water section modified

3.5. Qualifications. Updates on relevant qualifications for swimming teachers and self lifeguarding.

3.6.3 First Aid Incidents. Modified to reflect self lifeguarding.

**2.0 Objective and Scope**

* + 1. It is the objective of the premises to ensure that swimming pool activities are controlled to maintain a safe, enjoyable and beneficial service.

2.1.2 To define the responsibilities of GLL staff and School Teachers pertaining to the operation of school swimming lessons delivered by GLL.

* + 1. This procedure identifies the processes designed to control the operation of school swimming lessons delivered by GLL.
    2. Duties detailed within this procedure as being the responsibility of a ‘Swimming Teacher’ relate to any GLL employee with an alternative job title but who works in a Swimming Teacher capacity and is qualified to do so (for example - Recreation Assistant, Leisure Assistant, Duty Manager, Customer Service Advisor)
    3. Key abbreviations:
* RLSS – Royal Life Saving Society
* NPLQ – National Pool Lifeguard Qualification
* STA – Swimming Teachers Association

**3.0 Procedure Detail**

* 1. **Summary of Main Responsibilities**
     1. Schools

Schools will be made aware at the time of booking that they are fully responsible and accountable for the following:

* Providing suitable and adequate levels of supervision to ensure they maintain a duty of care to pupils at all times
* Ensuring they undertake their own risk assessments
* Ensuring that the contract is fully completed, signed and dated and returned to the premises before the lessons commence. Full payment should be made in advance
* Overall responsibility for ensuring a full register of all pupils attending lessons is provided in advance
* Ensure that they have their own system in place for recording any accidents or incidents which may take place whilst away from their school environment and on the premises
  + 1. General Manager
* Overall responsibility for ensuring the procedures and arrangements detailed within this document are suitable, sufficient and reflective of the individual swimming pool and conditions at the premises
* Overall responsibility for ensuring that all staff are trained and competent in their duties, are fully inducted, issued with the NOP and familiar with local conditions as well monitoring Swimming Teacher performance including attendance at ongoing training
* Provision of adequate resources to enable the swimming lessons to be sufficiently staffed
* Overall responsibility for ensuring there is a signing in and out system available at reception for all staff and schools which enter the building
* Overall responsibility to ensure the contracts from the schools have been fully completed dated and signed prior to swimming lesson commencement.
* Overall responsibility for ensuring full payment has been taken from the school before the date of commencement
* To ensure that schools have been issued with **OPs-OP45b (School Swimming Lessons – Instructions for Schools Procedure)**

3.1.3 Duty Manager

* Allocating a sufficient number of lifeguards to the swimming pool during their shift, recorded on **OPs-F5 (Poolside Matrix)**
* Monitoring the operation of the swimming pool during the course of their shift
* Ensuring appropriate checks are undertaken on relevant swimming pool equipment, in line with the Pools NOP
* Monitoring swimming pool water quality, and taking appropriate action in the event of levels falling outside of defined parameters
* Ensuring access to the swimming pool hall is controlled at all times, including at times when the swimming pool is not in use, in order to prevent unauthorised access
  + 1. Lifeguard
* Undertaking lifeguarding duties during swimming lessons in accordance with their qualification and ongoing training, and to operate at all times according to the details and instructions contained in this NOP and other relevant procedures.

3.1.5 The School Swimming Co-ordinator / Swimming Lessons Lead

* Development and delivery of the schools swimming programme within the premises
* Management and development of the workforce involved with delivering the schools programme
* Provision of adequate resources to enable the swimming lessons to function fully
* Provision of a system for inspecting and maintaining swimming lesson equipment
* Promote GLL’s 3 year model for school swimming. 30hours of lessons over this period to achieve all KS2 school swimming outcomes
* Regularly review the premises school swimming provision and delivery models to ensure they are meeting the recommended curriculum requirements
* Collate all results for each school classes to show total amount of pupils who have achieved each KS2 swimming outcome. Centres must keep records of total numbers, not any personal information on participants
* Respond to all enquiries and to provide information where necessary
  + 1. The Swimming Teacher
* To arrive 10 minutes before the lesson starts
* To ensure the correct equipment is on poolside and that it is cleared away at the end of the lesson
* To ensure effective communication regarding pool layout and lane rope requirements to the lifeguards
* To wear correct uniform
* To deliver a briefing talk to pupils at the start of their first lesson
* To take a class register before the commencement of any lesson and work with the School Teacher to update if a new pupil attends
* Communication to the Duty Manager of any circumstances that may affect the normal delivery of lessons
* To team teach to ensure the organisation, grouping and delivery of lessons that enable pupils to achieve as much as possible
* To ensure that the lesson starts and finishes on time
* To follow the set schemes of work for delivery, adapting to the needs of the class
* Have a clear understanding of the BETTER School Swimming model and levels
* To have up to date assessment records of pupils’ progress throughout the BETTER School Swimming levels
* To teach a safe, progressive and fun lesson, that promotes water safety skills
* To give guidance to any School Teacher who wishes to engage in the delivery of a school swimming lesson. Refer to **OPs-OP45b (School Swimming Lessons – Instructions for Schools Procedure)**
* To ensure that every pupil receives a positive welcome and experience
* To understand all pupils’ needs and requirements and to make contact with every pupil at least once during the session
* To monitor the session carefully, especially where a pupil appears unfit or tired
* To monitor pupils during the lessons and modify delivery dynamically to suit pupils individual needs and abilities.
* To be approachable and available to answer questions from pupils and class teachers at all times
* To ensure school teachers receive accurate results relating to pupils final achievement by the end of the block of lessons
* To ensure pupils receive School swimming certificates at the end of the block of lessons
* To follow staff absence procedures as detailed in **LD-SH-POL-2 (Staff Handbook – Casual)** and **LD-SH-POL-1 (Staff Handbook – Full Time)**
* Where applicable, to provide self lifeguarding cover during school swimming lessons, ensuring delivery from poolside and recommended ratios are adhered to
  + 1. The School Teacher

At all times, the duty of care remains with the School Teacher. It is essential the School Teachers remain on poolside to provide a duty of care and assist the Swimming Teachers where suitable or advised.

The term ‘duty of care’ can be defined as:

*A legal obligation to safeguard others from harm whilst they are in one’s care*

All other responsibilities of the School Teacher are outlined in the requirements **OPs-OP45b (School Swimming Lessons – Instructions for Schools Procedure)**. All centre staff involved in the delivery and organisation of school swimming should be aware of all the responsibilities outlined in this document.

**3.2** **Overview**

3.2.1 Administration

Schools are responsible for undertaking their own risk assessments. This requirement is outlined in **OPs-OP45b (School Swimming Lessons – Instructions for Schools Procedure)** (whilst GLL premises undertake their own risk assessments, these are internal documents relating to the premises only, and cannot replace the schools own risk assessments)

Prior to the commencement of a course of lessons, the school **must** provide the centre with a full Schools Swimming Register.

Register can be found in the **Better Schools Swimming Documents (OPs-F79)**

3.2.2 Arrival at the Premises

All School Teachers and Swimming Teachers are required to sign in and out at reception.

Upon arrival at the premises, the School Teacher should report directly to the reception desk where the receptionist should provide the School Teacher with the signing in book for schools.

3.2.3 Changing Facilities and Supervision

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 the 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.

Once the school pupils are changed and showered they are to be assembled in a line / group prior to entering the pool hall and escorted in a safe manner directly to the swimming lesson meeting point by the School Teacher.

It is the School Teachers responsibility to ensure that no child enters the pool hall unaccompanied / or is left on poolside unaccompanied either before, during or after the lesson.

The Swimming Teacher must ensure that they are on poolside ready for the class prior to the pupils entering the pool hall. If for any reason the Swimming Teacher is not present, a member of the premises staff should be contacted immediately by the School Teacher. All pupils and School Teachers must remain within the changing area until a member of staff investigates the situation and provides clear communication on how to proceed.

* + 1. General Requirements

It is the responsibility of the Swimming Teacher to ensure that a register is taken before any pupils enter the water. The School Teacher may be asked to assist in taking the register.

School staff must inform the Swimming Teacher of any new pupil whose name does not appear on the register and add this to the register. It is the schools responsibility to ensure that any new pupils are identified to the Swimming Teacher and that their details are immediately added to the register.

A minimum of one school member of staff per class must remain on poolside at all times. They should assist in the safe supervision of their pupils whilst they take part in the swimming lesson and also ensure that the necessary discipline and control standards are adhered to at all times.

All pupils not participating in the swimming lesson should be accompanied by school staff to the viewing gallery (or other designated area) and remain there until the lesson has finished. School staff are responsible for the supervision of non participating swimming pupils at all times. Where only one school staff member is present for lessons, they must remain on poolside; this may require non-participating pupils to also remain on poolside. In this situation non-participating pupils must sit away from the pool edge.

If the behaviour of any pupil threatens their safety or the safety of other pupils or staff they must be removed from the water immediately. Overall responsibility for all behaviour remains schools duty of care.

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

3.2.5 Class First Lesson

Prior to entering the pool for the first lesson the Swimming Teacher will deliver a briefing talk to the pupils.

This talk will include items such as the pool layout, emergency exits and rules that the pupils will be expected to observe at all times:

* 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

3.2.6 Use of Equipment and Buoyancy Aids

The Swimming Teacher must communicate to centre staff prior to the start of swimming lessons any specific equipment that may be required to be set up. Any set ups should be carried out prior to pupils arriving on poolside for their class.

Only staff who work at the centre are permitted to set up equipment. Swimming Teachers are responsible for the collection of floats, woggles and other swimming aids from the store area and to ensure they are safely stored away at the end of the lesson.

Where any equipment is used (e.g. floats) Swimming Teachers are responsible for ensuring that pupils use equipment correctly. Swimming Teachers must work as a team to ensure poolside is set up and cleared down for the whole class, not just their own lesson.

3.2.7 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.

3.2.8 Use of 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.

3.2.9 Swimming Hats

All pupils must wear swimming hats.

3.2.10 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 securely through taping down or secured under additional clothing.

3.2.11 Ratios and Class Descriptors

The ratios recommended for all lessons are based on industry guidance. Swimming Teachers should ensure that they refer to this guidance when ability grouping the pupils in their lessons.

|  |  |  |
| --- | --- | --- |
| **Level** | **Entry Requirements** | **Recommended Industry Ratio** |
| Red | For pupils being introduced to swimming in KS1-4 that are not water confident or unable to swim unaided. The level ensures pupils become safe in and around water. | 1:12 |
| Amber | For pupils who are water confident and able to swim between 5-10m unaided. Pupils who have passed all of Red level. | 1:12 |
| Green | For pupils who are water confident and able to swim 10-15m unaided. Pupils who have passed all of Amber level. | 1:20 |
| Blue | For pupils who are water proofed and can swim in deep water. Pupils who are able to swim 25m+. | 1:20 |

It is the Schools responsibility to ensure that pupils who receive 1-2-1 support in the classroom receive the same support in the water. This requires the school support staff or school teacher to enter the water to support pupils if this is required.

3.2.12 Exceptions / Emergency Cover

GLL policy is for 2 fully qualified swimming teachers to deliver to a class of 30. In unforeseen circumstances the ratios may increase to 1:20 where only half of pupils are in the water at one time with one qualified teacher (if the group is mixed ability). Always ensure the Duty Manager is informed.

3.2.13 Free Time

Unstructured free play is not permitted during any lesson. Structured alternative activity is permitted at the end of a block of swimming lessons or when requested by a school, providing it is strictly controlled and supervised by the Swimming Teacher and Lifeguard, and is in line with the school swimming lesson structured model. We do promote the use of fun and structured games with a clear objective, as specified on the Schemes of work.

**3.3** **Diving and Jumping**

Swimming Teachers should be aware of the water depth before each lesson, and apply age, height ability and depth appropriate methods when teaching water entry.

The following depths are the minimum recommended requirements for these activities:

* Jumping should always take place in a depth appropriate the pupil’s ability and with a minimum depth of 1.0m or chest depth, whichever is the greater
* Specialist jumps such as tuck or straddle and surface dives should be taught in a minimum of 1.5m
* Diving is to be only taught to pupils who are in Blue level. Diving is not a requirement for the levels below this
* Diving should only be taught in a minimum of 1.8m pool water depth
* Diving and jumping cannot be taught where the freeboard height (the vertical distance between the water level and the pool surround) exceeds 0.38m
* Diving should only take place where ordinarily permitted

**3.4 Access to Deep Water**

Deep water is defined as any water depth greater than 1.2m. In the delivery of BETTER School Swimming lessons pupils only access deep water under the supervision of the Swimming Teacher following predetermined scheme of work established by the National Aquatics Team.

**3.5** **Qualifications**

3.5.1 Swimming Teacher

One of the following recognised qualifications are required to deliver the Better Schools Swimming programme. In addition, it is a requirement for all staff who are involved in the delivery of school swimming to have completed the internal CPD on Better School Swimming & Water Safety.

* STA Level 2 Certificate in Teaching Swimming
* ASA Level 2 Certificate in Teaching Swimming
  + 1. Lifeguard & Self Lifeguarding

All swimming Lessons must be lifeguarded or supervised by a suitably qualified swimming teacher.

If the Swimming Teacher holds a current RLSS National Pool Lifeguard Qualification (or equivalent) or NRASTC (or equivalent), the Swimming Teacher may “self lifeguard” their lesson. The following rules must then be applied.

* The Swimming Teacher must be on the side of the pool and not instructing from within the water.
* A maximum of 150mins of self lifeguarding is permitted
* The Swimming Teacher’s ongoing training records must be up to date

General Managers will need to complete their own individual risk assessments and consider the individual risks associated with their pools in relation to School Swimming.

**3.6 Hygiene / Accidents and Incidents**

3.6.1 Hygiene issues

School staff must ensure that pupils are fit to take part in lessons. Swimming teacher’s concerned over pupils fitness during lessons must speak to school staff and take any appropriate action.

For hygiene purposes, school staff should not permit any pupils to swim if they have suffered from food poisoning or diarrhoea caused from an unknown source within the last 14 days.

3.6.2 Accidents and Injuries

Staff must deal with any accidents and incidents promptly and efficiently, and in accordance with their training.

All accidents and incidents shall be managed in accordance with **HS-OP2 (Accidents**, **Incidents and First Aid)** and **HS-OP7 (Blood Borne Viruses)**

School Teachers should make their own record of any accidents or incidents that happen whilst pupils under their duty of care are away from the school premises.

3.6.3 First Aid Incidents

The premises will provide suitable and efficient first aid treatment to any pupil or School Teacher/ support staff requiring it.

In the event of a minor first aid at any time whilst on the premises, the School Teacher or the Swimming Teacher should inform a member of premises staff immediately.

It should be noted that the Duty Manager should be informed immediately of anyone suffering from any form of head injury. As a precautionary measure, pupils who have sustained head injuries will not be permitted to participate in the remainder of the class.

In the event of a major first aid or an incident on poolside, the Lifeguard and Swimming Teacher are responsible for following their training and following instructions given by the Lifeguard and / or Duty Manager. Premises staff will ensure that:

* three whistles are blown on the Lifeguards whistle
* the pool alarm is activated
* that treatment is administered / casualty is removed from any danger
* that the pool is cleared of all other pupils
* that the emergency services are contacted

Throughout emergency situations, the School Teacher should follow instructions given by premises staff and support staff where necessary. The School Teacher must remain with the pupils at all times, and ensure the group remains with them for the duration of the incident.

Where self lifeguarding is taking place, in the event of an in water emergency the swim teacher is responsible for recovering their pupil to the side of the pool, where other staff will assist in the recovery from the water. The Swimming Teacher should follow the basic rules that three whistles are blown before any rescue.

3.6.4 Fire and Evacuation Procedures

The role of the Swimming Teacher during an emergency is of great importance as they are responsible for ensuring the evacuation of the lesson to the Assembly Point. Swimming Teachers should respond to fire and evacuation incidents in accordance with their training and **OPs-OP32 (Emergency Action Plan)**.

**4.0 Associated Internal Documents**

OPs-OP3 (Pool NOP)

OPs-OP45b (School Swimming Lessons – Instructions for Schools Procedure)

OPs-F79 (Better Schools Swimming Documents)

OPs-F80 (Better Schools Swimming Register)

OPs-OP32 (Emergency Action Plan – EAP)

HS-OP2 (Accidents, Incidents and First Aid Procedure)

HS-OP7 (Blood Borne Viruses Procedure)

**5.0 Further Information**

Further information on School Swimming is available on the IMS. Specific enquires should be directed to your Regional Aquatics Manager (or equivalent). For additional support on School Swimming please contact the National Aquatic Team.