

Swimming Policy



King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: November 2023

Approved by Governors: November 2023

Reviewed by Governors: December 2024, December 2025

Next Review Due: December 2026

Contents	Page Number
Introduction	2
Welcome to School swimming	3
<u>Section A</u>	
Roles and Responsibilities	5
Training	6
Contact Details	7
Safeguarding	7
<u>Section B</u>	
MonLife School Swimming Provision	9
Inclusion	10
School Swimming Curriculum	10
Recommendations of Safe Teaching	12
<u>Section C</u>	
Provision of Transport to Leisure Centres	14
Guidelines for general safety of pupils and staff	14
Health and Hygiene	16
Operating Procedures	17

Introduction

This policy is for schools regarding the safety of pupils who receive swimming instruction under the supervision of the Local Authority. This document replaces all previous Monmouthshire policies and guidance relating to MonLife school swimming provision.

It is intended to indicate a safe working practice that must be adopted by staff concerned with pool activities and set out a high-quality learning experience through the teaching of swimming safely.

This document is concerned not only with the safety of swimming pool users, but also with the safety of staff employed to deliver and pool employees.

This policy is in addition to the Leisure Centre School Swimming Normal Operating Procedures (NOP's) that are provided by the individual Leisure Centres.

Staff must also be aware that this policy should be read in conjunction with other establishment / LA policies, guidelines or advice that may be relevant to the overall planning of a visit, e.g. health and safety, safeguarding, inclusion, critical incident plan, accident reporting, first aid, charging policy, transport, volunteering.

It is the responsibility of the establishment to ensure that all staff involved in MonLife school swimming provision whether managing or leading them read and understand the policy and any revisions or updates are communicated effectively.

Therefore, communication and consultation between School and Leisure Centre Management Team is paramount to ensuring pupils receive appropriate swimming provision in a safe environment.

This policy is reviewed (and updated as necessary) every three years from issue or following an accident or incident on a visit or significant changes to Swim Wales guidance.

Welcome to School Swimming

We would like to welcome you to school swimming and provide you with as much support as possible. This is an overview of the policy providing key information;

Before your first swimming lesson, a register of the children attending must be provided to the MonLife Swimming Instructor, as well as a copy brought on the day of your lesson.

Before arriving at the Leisure Centre please ensure that all children have removed their jewellery. Children will be unable to swim if they have not removed all jewellery.

Upon arrival at the site, all adults responsible for supervision of the children must sign in at our Reception, and the team will then inform you if the Changing Rooms are ready for you to make your way through.

School Teachers are responsible for supervising the pool changing rooms and must report any first aid incidents or concerns immediately to the Duty Officer.

School groups must remain in the changing rooms until called onto the poolside by the MonLife Swimming Instructor.

MonLife's Swimming Instructor must be informed of any pupils who may require special consideration e.g. medical conditions, injuries, illness, language barriers or additional needs.

If a child requires medication, it must be clearly labelled with their name and taken onto the poolside. It is the responsibility of the school Teacher to supervise this.

Parent helpers, who do not actively assist with lessons, must wait in the viewing area if available.

School teachers should dress appropriately for poolside, wearing the appropriate clothing such as sports clothes and correct poolside footwear (flip flops/pool shoes). All outdoor footwear is to be removed.

The number of children in the session must not exceed 36, there will always be one MonLife Swimming Instructor and Lifeguard on poolside.

There should be two competent school staff on the poolside (one of which can be an approved parent/volunteer helper), who are confident in delivering the lesson. If this is not feasible on the day of your lesson, please contact the appropriate Leisure Centre as soon as possible.

On your schools first lesson, all children will be assessed against the National Assessment by MonLife's Swimming Instructor. Those children who pass the National Assessment will be taught by the schoolteachers. Those who have not, will be taught by MonLife's Swimming Instructor. *Please note that this is dependent upon the group size and agreement of both parties.*

If you have any concerns whilst at the Leisure Centre then please ask to speak with the Duty Officer, who will be more than happy to discuss any matters with you.

We recommend that children bring the following items to their swimming lesson;

- One-piece Swimming costume or Swimming shorts (must be above the knee)
- Towel
- Hair band or swimming hat (long hair must be tied back)
- Medication (if required)
- Shorts and T-shirt (when required)
- Goggles (if they choose)

It is the responsibility of the schoolteacher and MonLife's Swimming Instructor to ensure the appropriate resources are in place prior to the lesson commencing.

Health and Safety

Fire Alarm

- If during your lesson the Fire Alarm should sound, all children will need to exit the pool immediately.
- The Lifeguard will lead the situation, and all children will be asked to line up by the emergency exit.
- If you are in the changing rooms, then you will need to make your way back onto the poolside unless directed by a member of staff otherwise.
- The Duty Officer will confirm if a full evacuation is needed, at which point all children will be issued with a fire foil blanket and directed to the fire assembly point.
- The Duty Officer will inform the Lifeguard as to when it is safe to re-enter the water if it has been a false alarm.

Pool Safety Alarm

- If the pool alarm sounds, this indicates to the whole team that the lifeguard is undertaking a rescue, and the pool is to be cleared of all swimmers immediately.
- Please await further instructions from the Swimming Instructor or Duty Officer.
- The Duty Officer will then inform you, as to when the children can re-enter the water.

Contacts

For further information please refer to MonLife's School Swimming Policy. If you have any queries regarding school swimming, please contact the appropriate Leisure Centre below:

AbergavennyLeisureCentre@Monmouthshire.gov.uk

CaldicotLeisureCentre@Monmouthshire.gov.uk

ChepstowLeisureCentre@Monmouthshire.gov.uk

MonmouthLeisureCentre@Monmouthshire.gov.uk

Section A

Roles and Responsibilities

Visit Leader (VL) (Lead school staff member)

The Visit Leader has overall responsibility for the children/staff in relation to:

- Transport to and from the Leisure Centre
- Supervision of learners in the Leisure Centre building
- Changing room management

The visit leader has responsibility of the children but will work under the direction of the MonLife swimming instructor/lifeguard while in the swimming pool.

To ensure accountability and to avoid potential confusion, a single VL should be designated. If this role changes during a visit, a clear handover should be made.

The key requirements for VL are that they must be competent to lead, confident and accountable. VL should have the ability to lead to the level demanded by the visit, and have sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Training for visit leaders is provided by MonLife's Outdoor Advisory Service and is highly recommended for those new to the role (Please refer to the Outdoor Learning and Off – Site Visits Policy 2022).

Visit Leaders must follow this policy and related guidance and undertake and complete the planning and preparation of the visit, including risk management. They should brief group members (young people and staff) and parents/carers and ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

Headteacher/Manager

Headteachers/Managers must ensure that the establishment has adopted this policy and that all relevant staff are notified of any updates to the policy or guidance involving visits to MonLife Leisure Centres.

Headteachers/Managers are responsible for ensuring that establishment staff are competent for the roles allocated to them, and that there is a robust system in place for approving leaders and approving plans for activities and visits.

For any further relevant information and training regarding off-site visits to school swimming provisions, please refer to the Outdoor Learning and Off-Site Visits Policy 2022.

Training

Primary Schools

It is not essential for the Primary School Swimming Instructor to hold a lifeguarding qualification or perform any water-based rescue. However, they will be expected to be familiar with the Normal Operating Procedures for the pool and will be expected to carry out emergency procedures set out in the Emergency Action Plan or as instructed by the Leisure Centre Team.

MonLife swimming instructors delivering on this provision will hold, a minimum of Level 2 Swimming Instructor qualification. To aid with the quality of lessons, when available MonLife will offer Swim Wales training to school staff.

MonLife will endeavour to provide teacher training/CPD opportunities for schoolteachers who assist with the delivery of swimming lessons on an annual basis. These will be communicated to schools when available.

Comprehensive Schools

Comprehensive School staff are not required to hold a lifeguarding qualification or perform any water-based rescue. However, they will be expected to be familiar with the Normal Operating Procedures for the pool and will be expected to carry out emergency procedure duties set out in the Emergency Action Plan_or as instructed by the Leisure Centre Team.

All Comprehensive School children must complete a pool assessment carried out by the School Teacher on their first swimming lesson. A register of the children present along with medical records and results of the pool assessment will be recorded. The school will present this register at the beginning of every lesson, to the centre Duty Officer.

Children will be put into current ability groups and taught in a part of the pool appropriate to their ability.

The swimming lesson will be delivered by the school PE teacher. Training will be offered to schools when available.

Lifeguards

The Leisure Centre will provide a RLSS NPLQ qualified lifeguard to supervise all school swimming lessons (both Primary and Secondary).

All lifeguarding arrangements will be coordinated through the Leisure Centre.

The lifeguard has overall responsibility for the supervision of the swimming pool, health, safety and wellbeing of all swimming pool users and staff delivering the school swimming provision, whilst in the swimming pool.

In the event of any emergency incident within the swimming pool hall the lifeguard will take overall control of the situation and act in accordance with the Leisure Centres Emergency Action Plan.

The lifeguard will not be included in any pupil teacher ratios and will not assist in teaching of the swimming lesson.

Contact details

All contact numbers given in this policy are correct at the time of going to print. However, contact numbers can change and it is important that any contact telephone numbers relied upon by the Visit Leader e.g. emergency (base) contact or other staff members are checked for accuracy before travelling to the leisure centre.

For general advice regarding Leisure Centre visits for MonLife school swimming provision, please contact your relevant Leisure Centre Manager:

Michelle Witch (Abergavenny Leisure Centre) – 01633 644800

MichelleWitch@Monmouthshire.gov.uk / AbergavennyLeisureCentre@Monmouthshire.gov.uk

Joe Killingley (Caldicot Leisure Centre) – 01633 644800

JoeKillingley@Monmouthshire.gov.uk / CaldicotLeisureCentre@Monmouthshire.gov.uk

Helen Dymond (Chepstow Leisure Centre) – 01633 644800

HelenDymond@Monmouthshire.gov.uk / ChepstowLeisureCentre@Monmouthshire.gov.uk

Nicholas Butler (Monmouth Leisure Centre) – 01633 644800

NicholasButler@Monmouthshire.gov.uk / MonmouthLeisureCentre@Monmouthshire.gov.uk

For any enquiries regarding the delivery of MonLife school swimming provision, please contact MonLife's Sport Development team: Sport@Monmouthshire.gov.uk.

Safeguarding

The Leisure Centre Manager and staff recognise their responsibility to safeguard all our users in our care. If there are any concerns regarding the welfare of a child who has attended MonLife Leisure Centre's in conjunction with MonLife's school swimming provision, staff will fulfil the designated safeguarding protocols and a Duty to Report form will be completed.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of our users and to report any such abuse that we discover or suspect.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of leisure centre users, and staff, and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the guidance in the *Wales Safeguarding Procedures*
- Respecting the UN Convention on the rights of the child (UNCRC)
- Nurturing, protecting and safeguarding all of our users
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any local authority guidelines in relation to safeguarding children and adults in need of protection.
- Supporting parents and families.
- Sharing information with partner agencies where this is necessary to safeguard and promote the well-being of children.

We recognise:

- Monmouthshire Children's Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Safeguarding is everyone's responsibility.
- We will review this statement and our policy and procedures annually.
- Wherever possible Primary and Secondary pupils should not be using the changing rooms together, and under no circumstances should male and female pupils share the same changing facilities.
- Head Teachers should ensure that there is at least one teacher/ helper to assist with appropriate supervision in the changing rooms.
- All parent helpers involved with any supervision of pupils must undergo a DBS, 2 references and child protection training.
- This is to include parents who assist on transportation pool side and those who assist in the water.
- For further information and guidance on the Authority's safeguarding and child protection policy please contact one of the following safeguarding leads:

The Lead Officer for Safeguarding in Education for Monmouthshire County Council is:

Heather Heaney

Phone: 01633 644392

Email: HeatherHeaney@monmouthshire.gov.uk

MonLife Safeguarding leads can be contacted as follows:

Tracey Thomas (MonLife's designated Safeguarding Lead) -

TraceyThomas@monmouthshire.gov.uk / Mobile: 07818 016924

Section B

MonLife School Swimming provision

Schools have a duty to provide a broad and balanced curriculum to enable learners to make progress towards the Area of Learning and Experience, Health and Wellbeing. Safety is an integral concept across the Curriculum for Wales. Swim Wales strongly recommends that schools and providers emphasise the importance of learning to swim and developing water competence skills not just for the associated health and wellbeing benefits but specifically for the potential to prevent drownings and save lives.

Swim Wales and supporting stakeholders have adopted the concept of 'water competence' as a shift in how swimming and drowning prevention is viewed, particularly in relation to curriculum aquatic experiences and activities.

Outline of competencies.

Learners should:

- Be given opportunities to develop confidence in the water and skills of water competence; be taught how to rest in water, how to float and to adopt support positions.
- Be taught a variety of means of propulsion using either arms or legs or both and develop effective and efficient swimming strokes on front and back.
- Be taught the principles and skills of water safety and assess the nature, visibility and location of water hazards in a variety of conditions and know the Water Safety Code;
 - Stop and think – always swim in a safe place, spot the dangers, or know the dangers.
 - Stay together with a friend or family member.
 - Float – if you are in trouble in the water, float until you feel calm and then think what to do next.
 - Call 999 or 112 – if you see someone else in trouble in the water call 999 or 112 immediately.
- Be taught survival skills appropriate to their competence in the water and be encouraged to evaluate their own abilities and limitations.
- Evaluate how well they and others perform and behave against criteria suggested by the teacher and suggest ways of improving performance.
- Sustain energetic activity for appropriate periods of time in a range of physical activities and understand the effects of exercise on the body.
- Have sufficient opportunities during their education to learn and develop swimming and water competence skills and confidence.

Inclusion

'The Equality Act 2010 defines several protected characteristics: age, disability, gender reassignment, pregnancy and being on maternity leave, race, religion or belief, sex, sexual orientation. It is illegal to discriminate against someone because of these characteristics, and an employer or establishment must make reasonable adjustments to its facilities or services to include them'.

Visits to MonLife school swimming provision should be available and accessible to all, irrespective of medical or additional learning needs. When planning a visit, it should be recognised that there is an entitlement to participate and that reasonably practicable measures must be taken to include every group member to allow them to participate fully and gain the benefits. This may involve using a different venue or using additional supportive aids or services.

Occasionally, it may be impossible to make reasonable adjustments and therefore a decision needs to be made, so that the rest of the class or group do not miss out. Any exclusion decision should not be taken lightly and should involve consultation with those who have responsibility for them, e.g. class teacher, ALNCo, parents/carers, social worker. Alternative ideas should be discussed so that the learner does not miss out completely on the learning opportunity and decisions should be documented.

The Leisure Centre Manager should be consulted when undertaking the risk assessment particularly if a need for changes to the environment is identified.

The risk assessments will need to look closely at the provision for safe access and egress to the leisure centre, changing room facilities and the swimming pool, including instruction and support.

School Swimming Provision – Delivery and Curriculum

MonLife is committed to the delivery of Swim Wales Nofio Ysgol curriculum. MonLife swimming instructors will aim to establish a good working relationship between themselves and school staff. The purpose of the MonLife School Swimming provision is to deliver high quality professional school swimming lessons with a focus on water safety.

The MonLife swimming instructor will coordinate all pool side activities and school staff will be expected to assist in the lessons with guidance provided by MonLife's swimming instructor.

The school swimming provision will include:

- Timetabling of lessons, including flexible options of delivery where possible, i.e weekly lessons or intensive blocks of lessons,
- Curriculum for Wales, AOLE Outcomes,
- Risk Assessment and Health & Safety for all activities conducted on the site,
- School Swimming Policy,
- Education and Teacher training & support,
- Water safety messages and National Campaigns including RLSS Drowning Prevention Annual Campaign,
- The organisation and delivery of summer swimming festival as part of MonLife's Primary School and transition festival provision.

School swimming lessons are normally scheduled between 30 – 60 minutes (timings are agreed based on consultation with MonLife Leisure Services) depending on the age and ability of the learner.

Swim Wales suggests the following as good practice:

- Year 6 Swim from September to October half term for approximately 7 weeks
- Year 5 Swim from October half term through until February half term for approximately 13 weeks
- Year 4 Swim from after February half term through to Whitsun for approximately 12 weeks
- Year 3 Swim after Whitsun through to the summer holiday for approximately 6 weeks

Assessments

Learners will be assessed at the beginning and end of their block of lessons. The assessment will be carried out by the MonLife Swimming Instructor and recorded in accordance with the Data Protection and Record Keeping policy (outlined below).

CURRICULUM SWIMMING AND WATER SAFETY DATA COLLECTION – SEPTEMBER 2023 ONWARDS UNTIL REVIEW

Swim Wales, in consultation with Water Safety Wales, have considered what it takes to be a 'safe' swimmer and what competencies a swimmer may need to be able to perform to be safe in, on and around water.

Regardless of what school year group a child is in, data must be collected using the criteria below. As the National Governing Body for Swimming and Aquatics in Wales, the following award has been developed to gather data and insight on the swimming and water competency skills of primary school aged children in Wales. This data collection is linked to the internationally recognised skills of water competence and to the Nofio Ysgol School Swimming Framework.

General Notes:

- During delivery each element should be delivered separately to aid learning and confidence.
- Components 1 and 2 to be completed wearing clothes (shorts and t-shirt) and without goggles (unless there is a medical requirement) and without swimming hats.
- To achieve the Nofio Ysgol Gold Award, all three components must be successfully completed.
- Competency to be confirmed by a Swimming Teacher holding the Swim England Teacher Certificate or equivalent.
- This data collection should complement the aquatic experience of pupils. This experience should focus on the development of skills of water competence as recommended in the Nofio Ysgol Framework, Water Competence Cymru and the Water Smart Delivery Plan.

NOFIO YSGOL GOLD AWARD

1. Perform a jump in entry, then float for 15 seconds and climb out without using the steps. (minimum depth of water 1.0m, maximum freeboard 0.38m)
2. Swim 25 metres then tread water for 30 seconds whilst signalling for help.
3. Identify the key water safety messages.

*Components 1 and 2 to be completed wearing clothes (shorts and t-shirt) and without goggles (unless there is a medical requirement) and without swimming hats. The only exception to this circumstance is when schools must be sensitive to the needs of children from different faiths.

To be assessed at 'passing' the Nofio Ysgol Gold Award, all components must be successfully completed.

School Swimming Festivals

MonLife is committed to the delivery of the school curriculum and national assessment to achieve healthy and confident individuals, as we aim to increase the number of children who are learning how to enjoy water safely. The vision for sport in Wales is that everyone can have a lifelong enjoyment of sport. MonLife will deliver annual school swimming festivals that fulfil the aspirations of Sport Wales.

All such events will adhere to safety procedures, together with the safety and operational requirements of the individual Leisure Centres.

Recommendations of Safe Teaching

The following are aspects intended as simple guidelines to ensure safe participation in MonLife's school swimming provision:

Instruction - Top Cards and resources will be provided to schools by the MonLife Swimming Instructor. Guidance and support will be provided throughout the lesson to schoolteachers.

Equipment - All teaching aids (floats etc) will be ready prior to the beginning of the session. Pool storage areas should only be accessed by leisure centre staff.

Safety in General - All health and safety guidance must always be adhered to. Schools are not to enter the pool hall unless a lifeguard is present. The lifeguard has overall responsibility for the safety of the lesson. Schools should only carry out roles/responsibility they are authorised to do.

Maintain an Effective Teaching Position - All staff should be in a visible position in which they can be seen and always heard. Groups should never be left unattended. If staff have to leave the immediate area, then the learners must be removed from the water and sat on the pool side as instructed by and under the supervision of the lifeguard.

Key Delivery Points - The aim of aquatic experience is to ensure every child has a basic knowledge of swimming and water safety and develops skills of water competence. School Swimming lessons should provide an engaging and purposeful experience of the aquatic environment where skills of water competence are taught, experienced, learnt and applied to the differing water environments where swimming may take place.

Safe	Lessons follow the PSOP for the facility and take into consideration any measures identified in the swimming lesson risk assessment. Learners are all always observed.
Fun, engaging and varied activities	Teachers use a variety of progressive activities, games, themes, and scenarios to make their lessons engaging and memorable. Resources are utilised such as Water Smart Plan and messaging, LTSW Games Resource.
High activity level	Pupils should be physically active for sustained periods of time. All pupils should be physically active for at least 80 per cent of the lesson. This includes lessons that predominantly focus on assessing pupils' progress. Being physically active means increasing heart rates and getting out of breath. Teachers should use group organisation methods (for example – waves, cannon, chain) and available space to encourage and maximise activity.
Lessons are planned – Scheme of work and individual lessons	Lesson planning is critical to effective delivery and learning taking place. Lessons should be planned to respond to individual learner progress. Scheme of Work produced for the block of lessons.
Lesson structured appropriately	Each lesson has the following components: Safe entry; Warm up; Main Theme; Contrasting Activity; Concluding Activity / Cooldown; Safe exit.
Positive and encouraging delivery	Delivery is positive, encouraging, and empathetic, providing support for those participants who might be nervous or new to the aquatic environment. Relevant teaching points provided and reinforced. Progress is recognised and acknowledged.
Skill development	The focus of School Swimming is on the learning and progression of skills of water competence. Focus should be on pupils achieving skills and strokes that will make them safe in and around water rather than focusing on technique and outcomes.
Effective communication	Verbal and non-verbal methods utilised effectively.
Support	Teachers observe performance, provide feedback and corrections – without this intervention there will be no progress.

Section C

Provision of transport to Leisure Centres

Headteachers should ensure that all visits to their designated Leisure Centre for School Swimming provision are compliant with Monmouthshire County Council's 'Outdoor Learning and Off-site Visits Policy – 2022'.

Teachers are responsible for the behaviour of children when alighting and leaving the bus. This includes throughout the journey, and this should be considered within schools' risk assessment.

Every member of staff who accompanies pupils to swimming lessons must familiarise themselves with these guidelines and all schools should ensure that their nominated coach operators are also conscious of these arrangements.

Each Leisure Centre site will have dedicated drop off and pick up point for coaches which provide a safe and organised route for pupils to enter the Leisure Centre building. The Leisure Centre Manager will circulate this information to the relevant schools.

Parent helpers who accompany children on transport must meet the volunteering policy and complete a DBS, 2 references and child protection training.

Guidelines for general safety of pupils and staff

Upon your first visit to your designated MonLife Leisure Centre, all Primary and Comprehensive school classes will receive and practice an Emergency Drill at regular intervals, i.e., termly, throughout the academic year. Primary School Swimming Instructors are required to deliver a safety talk to all schools upon their first visit to the provision.

The Emergency drill must cover pool accidents, lighting, fire and emission of toxic gases in a way that would ensure the safe evacuation of pupils from the water immediately and safely. The Emergency evacuation signal should be known to all Supervisors.

The drill should be recorded in the school's swimming log kept by the instructor.

Safe supervision should be adhered to:

- Before arriving at the Leisure Centre please ensure that all children have removed their jewellery. Children will be unable to swim if they have not removed all jewellery.
- Upon arrival at the site, all adults responsible for supervision of the children must sign in at our Reception, and the team will then inform you when the changing rooms are ready for you to make your way through.
- School Teachers are responsible for supervising the pool changing rooms and must report any first aid incidents or concerns immediately to the Duty Officer.
- School groups must remain in the changing rooms until called onto the poolside by the MonLife Swimming Instructor
- MonLife's Swimming Instructor must be informed of any pupils who may require special consideration e.g., medical conditions, injuries, illness, language barriers or additional needs.

- If a child requires medication, it must be clearly labelled with their name and taken onto the poolside. It is the responsibility of the School Teacher to supervise this
- Parent helpers, who do not actively assist with lessons, must wait in the viewing area if available.
- School Teachers should dress appropriately for poolside, wearing the appropriate clothing such as sports clothes and correct footwear such as trainers/pool shoes.
- The number of children in the session must not exceed 36, there will always be one MonLife Swimming Instructor and Lifeguard on poolside.
- There should be two competent school staff on the poolside, (one of which can be an approved parent helper) who are confident in delivering the lesson. If this is not feasible on the day of your lesson, please contact the appropriate Leisure Centre as soon as possible.

Changing Rooms

The changing areas of a group use facility can be problematic, because of various group use, related numbers, and time available for cleaning.

School staff will be made aware of cleaning activities, wet floors and maintenance hazards occurring during use.

If schools are unable to provide staff to supervise both male and female changing areas, the Head Teacher must advise the Leisure Centre Manager before leaving the school and confirm the school and Governing Body are satisfied with the arrangements in place. There is no guarantee that the leisure centre will have staff available to undertake this role and it is the responsibility of the school and visit leader.

In the event that the leisure centre has staff available to support this, this will only include periodic checking of the changing rooms and the member of staff will not be expected to remain in the area for the whole time the learners are changing.

Data Protection and Record Keeping

For any schools attending a MonLife Leisure Centre, all staff should adhere to the Data Protection and Record Keeping procedure as outlined in the Outdoor Learning and Off-Site Visits Policy 2022.

As part of the statutory monitoring and reporting of MonLife's school swimming provision, the following data will be collected:

- The level of achievement in swimming related activities before children leave Primary School
- Annual statistics publicised on key performance indicators including percentage pass rates
- Number of pupils engaged in Primary School Swimming provision
- Continual evaluation of the impact recorded through teacher consultation and case studies.
- Number of WG National Curriculum Awards completed by schools
- Number of children who have attended water safety workshops across a variety of settings.

Information will be gathered via a method that is effective, secure, and stored electronically. Any mandatory reporting that MonLife is required to submit to stakeholders will not contain identifiable information.

Photography

Unless agreed between leisure centre and school no photography will be allowed on site. Head Teachers should discuss with the Leisure Centre Manager arrangements for swimming festivals, similar events, and additional promotional materials authorised by MonLife's Marketing team. It should be confirmed that there is parental consent for any images captured.

Health and Hygiene

All pupils must shower before entering the swimming pool.

Swim Wear

All pupils should bring their own swimming costumes and towels to the Leisure Centre, in line with the below:

- Girls' swimwear should be one piece, no bikinis.
- Boys swimwear should preferably be trunks or swim shorts (above the knee) no long board shorts.

Any circumstance which falls outside of the above guidance needs to be discussed between the leisure centre and headteacher to provide a reasonable adjustment. The adjustment would need to ensure that it safeguards all participant.

Under no circumstances should pupil's request swimming costumes, hats or goggles from Leisure Centre lost property. Leisure Centre staff will be under strict instructions to refuse such requests.

Teaching staff should ensure that pupils with long hair must have their hair tied back or wear a swimming hat provided by the pupil or the school.

Medication

Pupils with medical conditions that require carrying emergency medication may be admitted to organised swimming lessons in accordance with the following guidelines:

- Written permission of pupils parents/ guardians must be obtained by the Head Teacher.
- Each child is considered on an individual basis to ascertain what level of supervision is most suitable. In all cases; teachers / swimming instructors / lifeguards must be informed of individual cases and advised accordingly.
- Children who are required to carry emergency medication who do not have it with them should remain at school and not attend the Leisure Centre. All medication must be clearly marked and readily available for use on the poolside.
- Up to date information on medical requirements should be communicate to MonLife swimming instructor upon arrival.

Athletes Foot and Verrucas

Athletes Foot and Verrucas spread quickly and therefore, pupils with these conditions should have them medically treated prior to swimming.

Pupils with a verruca infection should be allowed to participate in swimming lessons on the condition that the infected area is adequately protected by a secure dressing or a verruca sock. It must be emphasised that this is only a short-term measure.

Wearing Jewellery

All schools have a no jewellery policy and therefore all jewellery must be removed and left at school. The wearing of plasters to cover jewellery is not acceptable.

The only exception to this circumstance is when schools must be sensitive to the needs of children from different faiths. Any jewellery worn for religious/medical reasons should be brought to the attention of the Leisure Centre staff on arrival.

Wearing of Goggles

Headteachers should note that certain outcomes of Nofio Ysgol are to be completed without goggles (unless there is a medical requirement to do so).

Masks must not be used under any circumstances.

First Aid Treatment of Pupils

Any first aid required during the leisure centre visit will be administered by trained leisure centre staff.

All accidents must be duly reported to the site Duty Officer immediately and recorded on MCC's accident/dangerous occurrence form. All accidents are monitored, and trends are evaluated through the appropriate MCC departments, and therefore follow up questions regarding any accidents that occur may be required.

Operating Procedures

Supervision

- The teacher and MonLife swimming instructor should be able to see all the pupils and the pool bottom throughout the lesson.
- The teacher or MonLife swimming instructor should not enter the water.
- School staff should only enter the water with the children if essential and agreed in advance.
- Pupils should feel comfortable to report any health and safety issue they witness to the teacher or swimming instructor.
- Pupil/teacher ratio must be confirmed with the Centre reception on arrival at the site and the class must be counted both before and after the lesson.
- Changing rooms must be adequately supervised.
- The register must be completed prior to children entering the water.

Pupil/Teacher Ratio

1:12 for Non swimmers and beginners for Secondary and Primary Schools.

1:20 for mixed ability groups (improvers-competent) for Secondary and Primary Schools

There is a maximum of 36 pupils permitted to be participating in swimming lessons at one time. Where pupils are not participating in swimming lessons, they should not be brought to the leisure centre, they should remain at school.

Exception to the above will only apply to small schools, i.e.: those with less than 40 pupils. This arrangement must be agreed by the Centre Manager before swimming lessons commence.

The teacher must remain on the poolside during each session.

The above ratios are based upon safety considerations rather than teaching requirements:

Improving Swimmers

Swimmers of similar ability to each other who can swim at least 10 metres competently and unaided on their front and back: lessons should be confined to an area of the pool where pupils are not out of their depth.

Mixed Ability Groups

Pupils with a range of ability (improver to competent) but where the least able and least confident are working well within their depth.

Competent Swimmers

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.

Exceptions

Organisational demands will sometimes make a teaching ratio within 20:1 virtually impossible. In these circumstances a teacher with appropriate swimming qualifications can adopt a number of strategies to help with the management of the group e.g another Lifeguard may be provided to supervise on poolside.

Pupils can be taught to work in pairs, immediately halving the number in the water at any one time. The teacher will instruct the resting pupils, who must be out of the water, to constantly observe their partners and to bring any concerns to the immediate attention of the teacher.

This method can only be adopted where they are included in the pools Normal Operating Procedures and school risk assessments, and not where there is: -

- A wide variation in the swimming ability of the pupils
- Language or learning difficulties
- A large water area (more than 250m²)
- Deep water area into which poor ability swimmers could stray and be out of their depth
- Difficulty in seeing beneath the water surface due to glare or reflection.

School staff

Class Teachers/Teaching Assistants will work under the direction of the MonLife swimming instructor/lifeguard, and ensure they are familiar with the Centres Emergency Action Plan and Normal Operating Procedures.

Where a school have teachers who hold a swimming teaching qualification, these teachers should be utilised to accompany children to the pool and assist the delivery of the swimming.

Parent/volunteers can be included in the supervision ratios (must undergo a DBS, 2 references and child protection training).

Please note if Short-term supply / substitute teachers accompany pupils to swimming lessons. They need to receive a safety briefing prior to the lesson starting.

Additional teachers may be provided in agreement with the Centre Management. There will be an additional cost and schools will be invoiced directly as this is not included in the services to schools document.

Potential Drowning Situation

Due to the structured nature of the lessons, it is very unlikely that an emergency would occur. However, if a pupil is in difficulty the Emergency Action Plan for the centre must be initiated by the lifeguard.

The school staff should take control/supervision of the remaining pupils on/in the pool and follow instruction given by the Leisure Centre Staff.

In the interest of safety for all concerned, school staff and/or support staff should never enter the water to attempt to render assistance regardless of considered ability.

The organisation of groups is fundamental to safety and teaching staff should be aware of the total pupil numbers and specific ability group numbers.