

LiveWire (Warrington) CIC

LiveWire Aquatics

School Swimming
Policy and Guidance

2016 - 2018

DOCUMENT STATUS

Document Ref	LW-LEI-SS-20160704	Version	V3
Prepared by	Ann Burgess	Approved by	KM
Effective from	5 July 2016	Review date	1 July 2018

Document Control Information

Change History		
Version	Date	Details of changes
V3	28.06.2016	Amendments following SLA 2016-17 distribution recommendations. A Burgess, Aquatic Development Manager pg 4 – copy of AfPE manual 2016 NRASTC course – changed from 12 hours to 15 hours NPLQ changed from 38 hours to 39 hour course 9.4.2 qualifications updated by attending bi-monthly training and attend two CPD course each year

If you require this policy in an alternative format please email wmolyneux@livewirewarrington.org or telephone 07730 075966

Contents

1.	Introduction	4
2.	Scope	4
3.	Aim	5
4.	Responsibilities	5
4.1	Overall Employer Responsibility	5
4.1	School Responsibility	5
4.3	Teaching staff	5
4.4	Support staff	6
4.5	Specialist swimming teachers and swimming teachers	6
4.6	Lifeguards	7
5.	Teacher to pupil ratios	7
6.	Supervision of changing rooms	9
7.	Lifeguard provision	9
7.1	Programmed session	9
7.2	Un-programmed session	10
7.3	Mixed programmed and un-programmed session	10
8.	Training Courses	10
8.1	RLSS National Rescue Award for swimming teachers and coaches	10
8.2	National Pool Lifeguard Qualification	11

9.	Qualifications	11
10	Secondary Schools	12
11.	Pool plant operation and pool management	12
12.	Records	13
13.	Risk assessment	14
14.	Teacher positioning	15
15.	Safety equipment	16
16.	Emergency action plans (EAPs)	16
17.	Pool rules	17
18	Diving	18
19.	Child safeguarding and good practice	18
20.	Contacts	20
21.	Websites	20

Appendices

Appendix 1 Sample risk assessment

Appendix 2 Medical form

Appendix 3 Goggles permission slip

1. **INTRODUCTION**

Swimming is an important life skill. In addition it is a highly beneficial activity for acquiring an increased movement, vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible.

Nonetheless, it is one of the few recreational or teaching activities, which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning.

The teaching and learning of swimming and the water safety therefore requires the utmost care on the part of all concerned.

2. **SCOPE**

This document sets out the policies and procedures of LiveWire CIC in relation to swimming pool safety. This policy applies only to those pools managed and operated by LiveWire. The appendices contain model procedures and forms, which must be made specific to each school agreeing SLA swim provision terms in partnership with LiveWire CIC.

Each school whose pupils take part in swimming has a responsibility to ensure that it takes action to safeguard staff and pupils. It should be aware of:

- the Risk Assessment for the pool and session used
- the Normal Operating Procedure (NOP)
- the Emergency Action Plan (EAP)
- conditions of hire – if relevant
- pool rules
- any special needs or medical conditions of pupils

References:

All schools with their own pools should have a copy of HSG 179 “Managing Health and Safety in Swimming Pools” 3rd Edition 2003, obtainable from the HSE Telephone 01787 881165.

All schools should have a copy of “Safe Practice in Physical Education and School Sport”, AfPE 2016, details further guidance on safety issues including swimming. Updates to safety guidance can be accessed on the website: www.afpe.org.uk Telephone 01905 855584

“Safe Supervision for teaching and coaching swimming” CIMSPA is a joint publication from CIMSPA, ASA, IOS and RLSS UK. The guidance is aimed at teachers and coaches of swimmers and at the operators of all swimming pools where teaching takes place. It deals with risk assessment, safety supervision and the safe ratios of pupils to teachers plus the qualifications required for teachers and lifeguards. (2nd edition 2001, reprinted 2012) Telephone 01509 226474.

www.swimming.org outlines the ASA Learn to Swim Pathway as well as other useful information regarding the teaching of school swimming.

This document will be reviewed in line with LiveWire's Business Plan; therefore reviewed in 2018, or following the acquisition of new buildings or refurbishments.

3. **AIM**

The purpose of this document is to provide guidance on safe practice in school swimming at LiveWire sites.

4. **RESPONSIBILITIES**

4.1 Overall employer responsibility

LiveWire Neighbourhood and Wellbeing Community Interest Company (CIC) has responsibility for providing safety in swimming on behalf of WBC primary schools signing up to LiveWire schools SLA. As part of this responsibility LiveWire CIC provides the safety policy, equipment, guidance and procedures for swimming and ensures that its employees receive any necessary training to carry out their delegated tasks.

4.2 School responsibility

The Governing Body should ensure that a nominated member of staff is delegated the responsibility of swimming co-ordinator and applying the swimming pool safety policy and procedures in the school. This will include the proper operation of the school's own swimming facility or use of a third party pool. It also includes monitoring and recording, for the pool and sessions used, of the

- appropriate risk assessments
- pool safety operation procedures (NOP and EAP)
- qualifications and training of staff and maintaining records
- any instructions issued to staff
- conditions of hire or arrangements for use of the pool

4.3 School staff

Teachers have duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. The law has often described this responsibility as equivalent to the standard expected of a reasonable and careful parent. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school during and outside school hours, whether on or off the school site.

In relation to swimming this means that:

- children are appropriately supervised when changing
- pupils are under control at all times
- a headcount is taken before, during and after sessions
- normal and emergency procedures are enforced
- School staff should work in partnership with the swim teachers at each pool and have an overview of the teaching of their children and the conduct of their class

Primary school teachers must accompany the class to swimming because of the special knowledge and duty of care, as mentioned above, they have to pupils.

Class teachers will be expected to sign into the designated swim session stating:

- **the number of pupils in each class;**
- **name of the teacher/s in charge; and**
- **number of supporting adults**

4.4 Support staff

Support staff can be extremely helpful and may be absolutely essential, to support the delivery of swimming in school and in the extended curriculum, whether on or off site. They can:

- support and work beside teachers
- supervise changing
- administer first aid
- look after any unwell children or children who are not swimming

Teachers cannot transfer their duty of care to support staff but where support staff have swimming teaching qualifications they may be involved in the teaching of swimming.

Higher Level Teaching Assistants who have the required specific competencies may replace a teacher who does not, so long as there is always another teacher present on poolside teaching with the group. The pool environment is more isolated than a classroom where they can more easily call upon qualified teacher support if required.

All adults accompanying children to and from swimming facilities should hold current Disclosure and Barring Service (DBS) certification to work with children.

4.5 Specialist swimming teachers and swimming teachers

Specialist swimming teachers are teachers with Qualified Teacher Status who also hold an Amateur Swimming Association (ASA) QCA/RQF swimming teaching qualification.

Swimming teachers will hold a relevant ASA teaching qualification and will be employed by LiveWire CIC or employed by a school to teach in their own pool.

Both have responsibility for ensuring the safe conduct of the class in the water and on the poolside, in line with good practice and their training which includes:

- planning, developing and monitoring the swimming programme
- preparing schemes of work appropriate to pupils' ages, abilities and interests
- co-operating with the class teacher to check numbers of pupils before, during and after each session
- identifying specific groups for each swimming session
- being familiar with the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) for the pool
- being familiar with the emergency equipment provided
- running emergency drills every term with each class taught
- working with the lifeguards on duty

- entering the water and effecting a rescue if necessary

They must hold a current Disclosure and Barring Service (DBS) certificate to work with children.

They will organise non-specialist class teaching staff who maintain their duty of care for the children. Ideally, a specialist or fully qualified teacher should always be present when children are being taught swimming.

4.6 Lifeguards

All LiveWire pool sites provide lifeguards who hold a valid RLSS National Pool Lifeguard Qualification (NPLQ) achieved within the previous two years and kept up to date through a regular monthly programme of training and practice.

Therefore, a qualified lifeguard will be in attendance for those schools who buy into a Service Level Agreement (SLA).

The person responsible for life guarding, rescue and first aid will:

- be familiar with the pool NOP and EAP
- maintain constant observation of the pool and pool users
- carry out rescues and initiate any other emergency action required
- be able to effect a rescue from the bottom of the deepest part of the pool
- administer first aid
- prevent unsafe activities
- ensure that the pool is never left unsupervised whilst in use
- assist in the running of the emergency drills
- secure the pool against unauthorised access when not in use
- communicate with children and teaching staff to achieve the above

Lifeguards must work with school staff and teachers of swimming. Lifeguard instructions for safe conduct in the pool should be followed at all times.

5. TEACHER TO PUPIL RATIOS

5.1 Each pool will have a designated maximum bather capacity appropriate to the size of the pool, which should be specified in the Normal Operating Procedure.

5.2 Irrespective of the ratio there must always be at least 2 supervisors present on the poolside. Pupil/teacher ratios must not exceed 24:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

- **Non swimmers and beginners 12:1**
Young children, normally primary school age who are unable to swim 10 metres unaided on back and front.

- **Children under the age of seven 12:1**
Irrespective of their swimming ability, group size should be restricted.
- **Improving swimmers 24:1**
Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.
- **Mixed ability groups 24:1**
Pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deep-water experience should be considered.
- **Competent swimmers 24:1**
Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.
- **Competitive swimmers 30:1**
Training only with very competent swimmers.
- **Specialist swimming activities – various**
For more information about the appropriate ratios for specialist activities refer to the ASA at www.swimming.org ASA, Pavilion 3 SportsPark, 3 Oakwood Drive, Loughborough LE11 3GF Tel: 01509 618700.
- **Swimmers with disabilities 8:1 (with an appropriate number of helpers)**
Each situation must be considered individually as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group. There are national organisations for specific disabilities from which further guidance may be obtained. Individual risk assessments should be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child.

The Equality Act 2010 ensures that organisations such as Livewire make reasonable adjustments for disabled participants to take part in physical activities. Policies and procedures or physical changes to the environment (i.e. Provision of disabled hoist) may need to be put in place to enable children with disabilities to swim. LiveWire Aquatics programme is fully inclusive and allows participants with varying disabilities and/or learning difficulties to learn to swim with their peers in a mainstream environment.

6. **SUPERVISION OF CHANGING ROOMS**

Whilst schools are using LiveWire pools, they will have exclusive use of the changing rooms.

6.1 Supervision by school staff

Children should be supervised while changing:

- if children are using a mixed sex changing area with cubicles then a member of staff of either gender may supervise
- if using open-plan single sex changing areas then only staff of the appropriate gender should enter the changing room, unless in an emergency
- if children under the age of seven are swimming, a mixed gender group may use an open-plan single sex changing room, if schools do not have the staff (teachers and/or support teachers) of the appropriate number or gender to supervise the children in their own sex changing room. In a public pool this will need to be notified to, and approved by, the pool management.

Teachers sometimes have to operate a remote supervision procedure when gender balance is not appropriate. This can only happen where the children are responsible enough and mature enough to take on a significant personal responsibility whilst changing. In order to protect themselves, two members of staff should operate together when controlling by voice through doorways, or entering changing areas in an emergency.

7. **LIFEGUARD PROVISION**

All schools who buy back into the Service Level Agreement (SLA) will be provided with a lifeguard for their session(s).

A teacher must not be working on her/his own in the pool.

The following will apply in all LiveWire pools:

7.1 Programmed session

In programmed sessions (such as teaching, coaching and other tuition) the degree of control inherently in place is likely to reduce the risks. The necessary safety cover may be provided by a teacher, provided they have the appropriate qualifications to teach and life-save, teaching ratios are appropriate and another competent adult is present.

MINIMUM QUALIFICATIONS -

for Lifeguards: ROYAL LIFE SAVING SOCIETY (RLSS) National Pool Lifeguard Qualification (NPLQ)
for Swimming Teachers and Coaches: NATIONAL RESCUE AWARD FOR SWIM TEACHERS & COACHES (NRASTC)

Where lifeguards are present and responsible for supervising the safety of children being taught, school staff and support staff will not be required to have rescue skills but should understand the basics of teaching swimming.

The life guarding arrangements need to be agreed with the pool management within their conditions of hire.

7.2 Un-programmed session

In un-programmed sessions (recreational swimming – such as end-of-term fun session) the unpredictable nature of children’s behaviour will be such that a higher life guarding standard will be required, as per normal public swimming supervision.

MINIMUM QUALIFICATION: RLSS NATIONAL POOL LIFEGUARD QUALIFICATION (NPLQ)

Un-programmed sessions should not be run unless an NPLQ lifeguard is in place, supported by teaching staff working as part of a lifeguard team to supervise pre-determined zoned areas in line with the NOP for the pool. School staff and support staff will need to be trained to do this and should work under the direction of the qualified pool lifeguard staff.

7.3 Mixed programmed and un-programmed sessions

Where the pool is in shared use and clearly divided between programmed and un-programmed swimming activities, suitably qualified teachers may provide both the teaching and lifeguard cover – but only for the programmed area of the pool.

MINIMUM QUALIFICATION: RLSS NRASTC qualification

Where shared use is not in defined areas then the standard of life guarding provision should be as far as for an un-programmed session.

MINIMUM QUALIFICATION: RLSS NATIONAL POOL LIFEGUARD QUALIFICATION (NPLQ)

8. **TRAINING COURSES**

A drill should be run with every class (pupils and teachers) at every pool on the first lesson of each term to practice an emergency evacuation of the pool and to ensure familiarity with the pool alarm and emergency procedures.

8.1 RLSS National Rescue Award for Swimming Teachers and Coaches

This qualification is a mandatory requirement for all ASA swim teachers assigned to delivery of school swimming under the terms and conditions of LiveWire SLA to schools.

The NRASTC is a 15-hour RLSS/ASA training course which includes theory and practical work and covers the competencies and skills to enable teachers/supervisors to deal with an emergency in a pool. A section is devoted to first aid and it has a validity of two years.

The RLSS NRASTC will cover:

- Risk assessment and Pool Hazards
- Pool Safety Operating Procedures including NOP and EAP
- Class Management and Safety
- Recognition of a pupil in difficulties
- Emergency Action/Response/First Aid
- A rescue using reaching equipment
- A water rescue from the bottom of the deepest part of the pool at which they work

8.2 National Pool Lifeguard Qualification

This is a 39-hour RLSS qualification designed to equip lifeguards to supervise public recreational swimming, to implement safe practice, to operate the EAP and perform first aid if required. To maintain their qualification the NPLQ qualified lifeguard must also undertake regular monthly ongoing training and skills practice.

9. **QUALIFICATIONS**

The ASA National Curriculum Training Programme Module 1 provides basic technical knowledge, awareness and understanding of some of the health and safety issues and guidance in how best to assist the designated teacher of swimming.

9.1 It is essential that for all school swimming lessons a class teacher always accompanies the class to the pool.

9.2 School teachers, Teaching Assistants (TAs), Higher Level Teaching Assistants (HLTAs) who cannot swim should not teach swimming but have a pastoral role on poolside.

9.3 Ideally the best qualified swimming teacher should teach the least able pupils. However, this will need to take into account the ability of all staff in the team to effect a rescue (if necessary) at the depth of water at which they are working.

9.4 In LiveWire pools

9.4.1 Specialist teachers or teachers of swimming will hold as a minimum qualification:

- ASA Level 2 Teacher Certificate and
- RLSS NRASTC certificate obtained within the past 2 years

9.4.2 ASA swimming teachers must keep their qualifications updated by attending bi-monthly training provided by their employer (LiveWire) and attend at least two CPD courses every year.

9.5 Class teachers assisting

9.5.1 The class teacher retains the responsibility for teaching and learning and therefore should play an active role in assisting teachers on the poolside. However, in order to teach a small group of six to eight pupils, under the supervision of the swim teacher, they must have a minimum qualification of

- ASA National Curriculum Training Programme (NCTP) Module 1 (6 hour duration)

Class teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances, a lifeguard and swimming teacher must always be present.

All class teachers must attend either the next progression of their qualification as designated by the ASA or to attend a LiveWire Aquatics CPD workshop every two years.

Where a PE specialist teacher is conducting a swimming lesson without an ASA swim teacher present, that teacher must be qualified to do so and must never work alone.

9.6 TAs and HLTAs

9.6.1 Where TAs or HLTAs are assisting with a swimming lesson they must be qualified to do so and hold a minimum of

- ASA NCTP Module 1

9.6.2 TAs and HLTAs will be expected to develop their skills with supplementary training or to attend a LiveWire Aquatics CPD course every two years.

9.6.3 Support staff

Where an adult other than a teacher assists with swimming they should be given a clear understanding of what is expected of them.

10. **SECONDARY SCHOOLS**

10.1 It is expected that there would be a specialist teacher or swimming teacher and that the role of the class teacher and other accompanying school staff will be to work under the direction of that person.

10.2 In Secondary Schools, specialist PE teachers may choose to deliver their own swimming lessons. However, they should only do so with a qualified lifeguard present and additional NPLQ support must be present on poolside.

10.3 Secondary School teachers must hold ASA level 2 teaching certificate and two yearly CPD attendance to refresh and update their qualification.

10.4 Secondary School teachers must have undergone centre induction.

11. **POOL PLANT OPERATION AND POOL MANAGEMENT**

11.1 Pool plant operators

The person setting up the safe systems of work in the pool should be fully trained and aware of both pool plant safety and pool operational safety.

11.2 Pool managers

Persons designated with responsibility for the management of the operation of the pool should be qualified to manage staff involved in operating the pool and should be authorised to control the use of the pool.

11.3 Schools are not required to satisfy themselves as to the qualifications of those managing the pool and plant at pools where they swim, but if there is any concern with regard to pool safety (including the clarity and quality of the pool water) this should be reported to the Duty Manager on site at the time.

11.4. LiveWire pools are checked by the Warrington Borough Council Environmental Health Officers.

12. RECORDS

- 12.1 Records of all qualifications of those involved in the teaching of swimming must be maintained, kept up to date and available for inspection if required. The person responsible for this is the designated person in charge of school swimming (Aquatic Development Manager).
- 12.2 Records of incidents and accidents that occur in the swimming pool or pool area should also be maintained and should be available for inspection. An annual review of these will assist with the review of the risks associated with school swimming.

12.3 Summary of minimum qualifications

Role	Teaching Qualification	Lifeguard Qualification
Specialist Swimming Teacher	ASA Teacher Level 2	RLSS National Rescue Test for Teachers and Coaches NPLQ lifeguard must be provided by the pool
Class teacher assisting a specialist swim teacher	NC Module 1 or equivalent. Update every 2 years	None with NPLQ Lifeguard
TAs and HLTAs	ASA NCTP Module 1	None with NPLQ Lifeguard
Lifeguard for un-programmed sessions		RLSS National Pool Lifeguard Qualification NPLQ
NB Lifesaving and life guarding qualifications are valid for 2 years		
Plant Operation	Foundation Pool Plant Operators Course CIMSPA National Pool Plant Operators Course CIMSPA	
NB Pool Plant Operators qualifications are valid for 3 years		
Pool Operation	CIMSPA Operations Certificate or equivalent; leading to Supervisory Management Certificate or equivalent	

12.4 Further information of swimming teaching qualifications

ASA qualifications and courses are available at an introductory level for teachers wishing to gain a teachers' award.

- **ASA National Curriculum Training Programme Module 1 (6 hours)**
Designed to equip a qualified teacher to work under a specialist swimming instructor or holder of the Primary School Teachers Certificate to teach swimming

- **ASA National Curriculum Training Programme Module 2 (11 hours)**
Tops up the Module 1 course and equips the teacher to teach without additional supervision – does not cover any rescue or lifesaving
- **ASA Primary School Teacher Certificate for the Teaching of Swimming (17 hours)**
Covers both of the above
- **ASA Level 1 Certificate in Teaching Aquatics (32 hours)**
To assist an ASA Level 2 Teacher working with small groups
- **ASA Level 2 Certificate in Teaching Aquatics (64 hours)**
Competent to organise a programme and organise others

FULL DETAILS AVAILABLE ON LINE www.swimming.org

12.5 Further information on pool plant operation

HSG 179 'Managing Health and Safety in Swimming Pools' 3rd contains guidance on pool plant operation. A copy of this has been provided to all schools. Further copies can be obtained as required (see section 2).

13. **RISK ASSESSMENT**

13.1 Each LiveWire site and each session must be dealt with individually and a site specific risk assessment undertaken (Appendix 1)

13.2 School teachers must advise swim teachers of all relevant precautions, e.g. social behaviour difficulties, medical conditions, etc. (Appendix 2 – Medical Form)

13.3 Each school must have their own risk assessment for taking their pupils to and from the pool.

13.4 Swimming attire

13.4.1 Pupils should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that water logged clothing can create. Sensitivity is required to ensure:

- the correct balance when cultural demands require looser fitting garments
- the need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning
- all jewellery must be removed prior to the lesson

13.4.2 Pupils should not be excluded from swimming because of verruca or similar foot infections.

13.4.3 The use of swim goggles are permitted in school swimming, parents/carers who request the uses of goggles must complete a goggles permission slip. Parents/carers should also be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion. The following paragraph would be a suitable insert in a letter to parents:

'Please ensure that goggles are of a good quality. Please read the manufacturer's instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities'. (Appendix 3 – Goggles permission slip)

14. TEACHER POSITIONING

- 14.1 The swimming teacher in charge of the group should be teaching from the side of the pool where the whole group can be seen and from where feedback can be given on the performance of each pupil in the group.
- 14.2 There may be some circumstances in which it is appropriate for the teacher or a TA or HLTA to be in the water supporting individual children under the supervision of the swim teacher in charge.
- 14.3 The TA or HLTA must wear appropriate swim attire, i.e. one piece swim costume or swim shorts and tee shirt
- 14.4 The teacher or assistant in charge of a group should ensure that at all times they can see all the pupils and NEVER turn their back on a group or position themselves so that pupils are behind them.
- 14.5 If there is a glare on the pool surface and the bottom of the pool cannot be clearly seen, the window letting the light in must be coated or obscured and/or teachers should move to a position so that anything on the bottom of the pool can be seen.
- 14.6 Teachers with a pastoral role (normally teachers who are non-swimmers themselves) and are not involved in teaching swimming should none the less be positioned such that they are able to support the swimming instructor in the control of children but not so as to be in the way of those working on poolside.
- 14.7 Outdoor shoes are strictly prohibited on poolside. Teachers should change into suitable footwear to be able to move easily around the poolside and not bring outdoor dirt onto the pool surround on their feet.
- 14.8 Teachers should wear clothes suitable to the humidity and temperatures of the pool and appropriate for teaching swimming.
- 14.9 Teachers and lifeguards should all be equipped with a whistle and familiar with the standard signals used in most pools, to either use their whistle correctly or respond to a whistle communication from someone else:
 - **One short blast** calls for attention of pool users
 - **Two short blasts** calls for the attention of a lifeguard or member of staff
 - **Three short blasts** indicates a lifeguard taking emergency action
 - **One long blast** calls for the pool to be cleared

15. SAFETY EQUIPMENT

- 15.1 All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.
- 15.2 There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water.
- 15.3 Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.
- 15.4 Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.
- 15.5 All signs should be compliant with the Safety Signs Regulations 2012.
- 15.6 A pool divider, usually a BOOM, should normally be positioned to separate deep from shallow water when non-swimmers are present.
- 15.7 All pools should be able to be locked off and isolated to prevent unauthorised access when not manned. Failure to achieve this is a major cause of accidents in school and private pools.
- 15.8 In LiveWire pools it is the responsibility of LiveWire centre management to ensure that there is a first aider on site.
- 15.9 Accidents where a pupil is hospitalised must be reported on the accident report forms of the pool being used and the school should request a copy for their own records under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
- 15.10 In the event of a pupil injury arising out of normal participation in an activity and not related to failings in the organisation or management of the teaching environment or faults in the premises are no longer reportable (RIDDOR 2013)

16. EMERGENCY ACTION PLANS (EAP)

- 16.1 An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include:
- overcrowding
 - disorderly behaviour
 - assault
 - lack of water clarity
 - fire
 - bomb threat
 - structural failure
 - emission of toxic gases
 - serious injury to swimmer

- discovery of a casualty in the pool
- 16.2 The procedure should explain how to clear the pool and/or evacuate the building/site, the roles of all staff involved, how to call for help and what help to give to the people involved.
- 16.3 All staff likely to be involved in this procedure and all outside user group leaders who may be affected needs to be trained to ensure their effectiveness in an emergency. This explains the need for all user groups to be aware of the EAP and in a public pool this is an excellent reason for running evacuation drills when the public are using facilities.
- 16.4 Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.
- 16.5 All school classes are to be advised of emergency procedures during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.

17. **POOL RULES**

- 17.1 The pool rules should be explained to all pupils before their first swimming lesson. Pupils should be reminded at the start of each term, ideally when the emergency procedures are tested and checked with pupils.
- never go into the pool until a member of staff is present
 - do not enter the water until instructed to do so
 - no running on the poolside
 - no chewing gum or eating sweets or other food on poolside
 - no shouting or whistling
 - no jumping in or diving in, except under instruction
 - no pushing others in
 - no holding others under the water or deliberately splashing them
 - no jewellery to be worn
 - no outdoor shoes on the poolside
 - swim caps to be worn if requested
 - to leave the pool on one long blast of the whistle
 - all instructions from staff to be obeyed promptly
- 17.2 The NOP for lifeguards to follow to ensure that they remain vigilant at all times should also be adopted by school staff who in a supporting role.
- never leave the poolside unattended
 - never turn their backs on the pool or engage in any behaviour which results in not watching the pool when on lifeguard duty
 - divide the area up into zones and use techniques to constantly scan the area, counting heads, watching out for vulnerable or weak swimmers
 - keep alert, move position to check all areas – sit, stand, patrol
 - rotate off poolside at regular intervals to maintain levels of attention

18. **DIVING**

Additional hazards are created when swimmers are allowed to dive into the pool. These need to be carefully managed:

- teaching diving should only be undertaken by an ASA Level 2 qualified teacher
- no diving shall be permitted in less than 1.8 metres of water depth or with less than 7.6 metres forward clearance
- only standing dives from the poolside are permitted

19. **CHILD SAFEGUARDING AND GOOD PRACTICE**

19.1 LiveWire follows the recommendations and guidelines set out in Warrington Borough Council's Children's Services.

Each school and pool being used by the school should establish a protocol identifying the relationship between their respective procedures; ideally this should be within the conditions of the SLA.

19.2 LiveWire Aquatic Development Manager is the designated member of staff responsible for child protection.

19.3.1 All persons working with children and involvement in a regulated activity must have a current DBS Disclosure.

19.4 Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise children and that children are safeguarded from members of the public.

19.5 When supervising children changing or assisting them with their swimming, pool and school staff should avoid physical contact with children unless it is:

- essential to develop a swimming skill or technique
- to treat an injury
- to prevent an injury
- to meet the requirement of the activity (e.g. Lifesaving)
- to lift or manually support a child with disabilities

In these circumstances the adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission. If children have disabilities they and their carers need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

19.6 Where children sustain an injury and any first aid is administered the parents/carers should be informed as soon as possible. Accidents and incidents, which occur at one of LiveWire's pools, should be recorded by pool staff on the appropriate forms, witness statements should be included. The incident must be reported directly to both Head teacher and Aquatic Development Manager by telephone in the first instance. Schools should request copies of any reports and retain them for their records.

- 19.7 In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the child should be informed as soon as possible.
- 19.8 All staff should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view.
- 19.9 Parents should refrain from entering the leisure centre/ pool area to speak to the swimming teachers and any queries, concerns or complaint must be made in writing to the Head teacher who will, in accordance with school swim policy and guidance document, liaise with LiveWire Aquatic Development Manager to provide feedback as required.


20. **CONTACTS**

Contacts		
Matt Parker	School Sports Manager (interim)	01925 625336 mparker1@livewirewarrington.org
Ann Burgess	LiveWire Aquatic Development Manager	01925 625321

**Please notes: EAPs AND NOPs ARE SITE SPECIFIC
THEREFORE ARE MADE AVAILABLE UPON REQUEST BY SCHOOL HEADTEACHERS**

21. **WEBSITES**

Websites	
Amateur Swimming Association ASA	www.swimming.org
QCA lesson ideas	www.nc.uk.net/safeswimming
Royal Life Saving Society RLSS	www.lifesavers.org.uk
Chartered Institute for the Management of Sport & Physical Activity (CIMSPA)	www.cimspa.co.uk

RISK ASSESSMENT REFERENCE NUMBER: OJH W18						<div>Appendix 1</div> 		
TITLE OF TASK / ACTIVITY: SCHOOL SWIMMING SESSIONS								
ORGANISATION: LIVEWIRE COMMUNITY INTEREST COMPANY			DATE OF ASSESSMENT: 20.01.2016					
DEPARTMENT: LEISURE			REVIEW DATE: 19.01.2017					
LOCATION: ORFORD JUBILEE NEIGHBOURHOOD HUB			VERSION NUMBER: 1					
NAME OF ASSESSOR: ANN BURGESS			SIGNATURE:					
POSITION OF ASSESSOR: AQUATIC DEVELOPMENT MANAGER								
SEVERITY (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. REMOTE	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	NO INJURY	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	FIRST AID	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	3 DAY INJURY	3	6	9	12	15		
4	MAJOR INJURY	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	FATALITY	5	10	15	20	25		

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		STAFF	OTHER		L x S = RR					L x S = RR			
Learning to Swim	Personal Injury, Drowning, Unconscious, Death	✓	✓	<ul style="list-style-type: none">- Lifeguards to follow guidelines as per NOP / EAP- School Teachers on site to supervise children/behaviour.- School attendance's logged via reception on entry.- All swimming	1	5	5	L	Display Guidelines	1	5	5	L

HAZARD	POTENTIAL HARM	PERSONS AT RISK		EXISTING CONTROL MEASURES	RISK RATING			L/M/H	FURTHER ACTION REQUIRED	NEW RISK RATING			RESIDUAL RISK L / M / H
		STAFF	OTHER		L x S = RR					L x S = RR			
				teachers A.S.A. qualified. - Teachers to follow guidelines as documented by Aquatics Manager - Qualified /centre staff to be in attendance at all times during swimming lessons - Extra staff available to supervise pupils during changing if required otherwise school responsibility to supervise. - Regular staff training (bi-monthly) - Qualified staff - Spine Board/Pool Alarms/ Internal telephone for emergency use. - Work within maximum teacher/bather ratio - Rescue equipment available - Ensure correct positioning when teaching from poolside	1	1	5	L		1	1	5	L

[illegible]

AQUATICS

SCHOOL SWIMMING MEDICAL FORM

Please provide us with the following pupil information:

NAME _____

D.O.B ____/____/____

SCHOOL _____

YEAR GROUP _____

TELEPHONE NUMBER_____

MEDICAL CONDITION_____

MEDICATION (IF ANY)

ANY SPECIAL REQUIREMENTS_____

SWIMMING ABILITY:– (please circle)

Non swimmer

Beginner (5 metres without aids)

Improver (10 metres without aids)

Confident (25 metres+/- deep water)

THIS FORM MUST BE HANDED IN TO THE SWIMMING TEACHER ON YOUR FIRST LESSON



SWIMMING GOGGLES PERMISSION FORM

SCHOOL.....

NAME.....

I GIVE PERMISSION FOR MY CHILD TO WEAR SWIM GOGGLES DURING SCHOOL SWIMMING SESSIONS.

SIGNED: (PARENT/CARER).....

LiveWire (Warrington) CIC School Swim policy

9.8.3

Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming.

Please ensure that goggles are of a good quality. Please read the manufacturers instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities.



SWIMMING GOGGLES PERMISSION FORM

SCHOOL.....

NAME.....

I GIVE PERMISSION FOR MY CHILD TO WEAR SWIM GOGGLES DURING SCHOOL SWIMMING SESSIONS.

SIGNED: (PARENT/CARER).....

LiveWire (Warrington) CIC School Swim Policy

9.8.3

Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming.

Please ensure that goggles are of a good quality. Please read the manufacturers instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities.