



Nottingham

City Council

Sold Services to Schools – School Swimming

SAFE PRACTICE IN SCHOOL SWIMMING



Reviewed 2023

1. INTRODUCTION

1.1 Swimming is an important life skill. In addition, it is a highly beneficial activity for acquiring an increased movement literacy and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities and inclusion for those with additional physical and learning needs. 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.

1.2 We owe it to our youngsters to give them the best chance to learn to swim, as well and as early as possible as swimming is also a skill that saves lives. The National Curriculum Learning Outcomes are to be able to perform a safe Self rescue in water-based situations, be able to swim a range of strokes over 10 metres and swim a distance of 25 metres confidently, competently and proficiently.

1.3 Nonetheless, it is one of the few recreational or teaching activities that 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 water safety therefore requires the utmost care on the part of all concerned.

1.4 The purpose of this document is to provide guidance on safe practice in School Swimming.

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

- The Risk Assessment for the pool and sessions used
- The Service Risk Assessment
- The Normal Operating Procedure (NOP)
- The Emergency Action Plan (EAP)
- Conditions of hire - if relevant
- Pool rules

1.6 Any special needs or medical conditions of pupils that should be reported via email to the service prior to attending including any sharing Risk Assessment documents.

1.7 This document sets out the policies and procedures of Nottingham City Children's Services in relation to swimming pool safety. The Appendices contain model procedures and forms, which must be made specific to each school pool.

References:

All schools should have a copy of [“Safe Practice: in Physical Education, School Sport and Physical Activity” AFPE 2020](#)

The government curriculum website may also be of help.

Refer also to the DfES & DCMS “Swimming Charter” - support for swimming as a strand of National PE, School Sport and Club Links Strategy (PESSCL)

2 RESPONSIBILITIES

Nottingham City Council

2.1 Nottingham City Council has responsibility for ensuring safety for swimming in schools lessons where it is the employer. As part of this responsibility the City Council provides the safety policy, guidance and procedures for swimming, and ensures that its employees receive any necessary training to carry out their delegated tasks.

In academies the Trust (Multi Academy Trusts) or Academy Governing Body (single academy) holds this responsibility.

2.2 School responsibility

The School’s Governing Body should ensure that a nominated member of staff is delegated the responsibility of swimming coordinator and applying the swimming pool safety policy and procedures in the school. This includes the monitoring and recording, for the pool and sessions used, of:

- Appropriate risk assessments
- Pool safety operating procedures (NOP & EAP)
- Qualifications and training of own staff and maintaining records
- Any instructions issued to staff
- Conditions of hire or arrangements for use of the pool/service provision.

2.3 Teaching staff

Teachers have a 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
- Adequate staffing levels must be in place and pupils are under control and supervised at all times
- A headcount is taken before, during and after sessions
- Normal and emergency procedures are enforced and followed
- Teachers have an overview of the teaching of their children and the conduct of the class.
- Information for individual care plans provided to Swimming Teachers and the service prior to first swimming lesson.
- Primary school teachers should accompany their own class to swimming whenever possible because of the special knowledge they have of their pupils.
- School staff who are not being used as observers should support and assist the Swimming Teacher in the delivery of lessons.
- Teaching staff who are teaching swimming should ideally hold a minimum qualification of Swim England's National Curriculum Training Programme support teacher of school swimming.

<http://www.swimming.org/schoolswimming/national-curriculum-swimming-training-for-primary-school-teachers/>

Adults other than teachers

Adults other than teachers (AOTTs) 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.
- Observer

2.4 Swimming Teachers

Swimming Teachers will hold a relevant teaching qualification and are employed through the School Swimming Services

They have responsibility for ensuring the safe conduct of the class in the water and

on 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 curriculum requirements
- Co-operating with the class teacher to check numbers of pupils before, during and after each session
- Setting up equipment for the need of the delivery.
- Identifying specific groups for each swimming session
- Being familiar with and follow the pool safety operating procedures for the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool.
- Being familiar and training to use with the emergency equipment provided
- Running emergency drills every term with each class taught
- Working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others.
- Entering the water and effecting a rescue if necessary.
- Swimming Teachers must keep their qualifications updated by attending courses, relevant to their Continuing Professional Development. Swimming Teachers are personally responsible for maintaining regular training in respect of their Lifeguard or lifesaving qualification requirements.
- Hold a Safeguarding and Child Protection qualification or equivalent.
- Hold a current enhanced DBS check. They must be vetted by the DBS to work with children.
- They will organise school staff and volunteers who maintain their duty of care for the children. Ideally a fully qualified Swimming Teacher should always be present when children are being taught swimming.
- 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.

2.5 Lifeguard Provision

Someone must always have the responsibility for lifeguarding / rescue and resuscitation, and must be suitably trained and qualified. Ideally, the lifeguard should be provided by the

Department of Leisure & Community Services and, therefore, will hold a current National Pool Lifeguard Qualification.

If the school staff member is acting as lifeguard, the minimum qualification they must hold is the Rescue Test for Teachers. The School Swimming Manager is responsible for ensuring this qualification is current.

Lifeguards

Pool operators have a responsibility for the safety of all who use their pools. Whenever children swim, there must be someone present with appropriate life guarding, rescue and first aid skills; this must be a qualified pool lifeguard (NPLQ) or (NRASTAC) a qualified National Teachers and Coaches Rescue Award Swimming Teacher.

The person responsible for lifeguarding, rescue and first aid will:

Be familiar with the pool NOP & EAP

Maintain constant observation of the pool and pool users Keeping the water areas under constant observation. Be vigilant and be seen to be so.

Carry out rescues and initiate any other emergency action required.

Be able to affect 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,

Always position yourself so that you can observe as much of the pool as possible

Assist in the running of emergency drills

Secure the pool against unauthorised access when not in use

Lock up all pools to prevent any access whilst unused.

Communicate with children and / or teaching staff to achieve the above.

For lifeguard validation of the qualification, there is a requirement for all National Pool Lifeguard Qualifications to undergo regular training to keep records up to date, in accordance with the qualification requirements.

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

N.B. A teacher of swimming who is also responsible for lifeguarding should not work alone. Another person should assist with teaching a group of children or assist the teacher with a rescue and first aid, as well as looking after the rest of the children in the event of the teacher having to affect a rescue.

2.6 Lifeguard Qualifications

The Council will accept the following qualifications as evidence of competence to lifeguard pool hire sessions:

RLSS (UK) National Pool Lifeguard Qualification.

National Rescue Award for Swimming Teachers and Coaches (NRASTC). This is acceptable for **programmed sessions only**. It is **not acceptable** for unprogrammed sessions.

The Lifeguard qualifications in 1 and 2 are valid for a period of two years only. Any qualification, which is over two years old, is invalid and should not, under any circumstances, be accepted.

It is Council policy to promote a high standard of lifeguard expertise and in order to achieve this, all Lifeguards will be encouraged to train regularly (at least once per month) in lifeguard techniques, resuscitation, CPR, defibrillation and first aid. Lifeguards will also be required to maintain, as current, an RLSS (UK) National Pool Lifeguard Qualification, in accordance with the issuing authority. Thus, a re-test will apply bi-annually. To be eligible for the re-test the LG should have recorded a minimum of 20 hours LG training across the syllabus of the RLSS (UK) NPLQ at the time of and prior to the re-assessment and since the last NPLQ certificate was issued.

Training will be arranged by the Council, however, lifeguards employed by the Council should be aware that they have an individual responsibility to maintain a current qualification and thus to attend training arranged once per month. Lifeguards that have not trained within the last month will be subject to an informal discussion with the AM to find out the reasons they did not train and to remind them of their obligations. Lifeguards that have not trained for two (2) consecutive months will be subject to a fact-finding meeting with the AM and the issue of a Management Instruction Letter. Lifeguards that have not trained for three (3) consecutive months will be referred to the General Manager and be subject to the completion of a LG Competency Test before they can work as a swimming pool LG. They will also be subject to and if necessary, referred for Disciplinary Action by the Assistant Manager.

Colleagues qualified to the level of RLSS (UK) National Pool Lifeguard Qualification may be expected to work at any of the City pools, as required. Any lifeguard colleagues working at the Harvey Hadden Sports Village must have successfully completed the depth test to the deepest part of the swimming pool. This should be repeated on a three-monthly basis and the result recorded.

All City Council Lifeguards will be expected to gain the RLSS (UK) National Pool Lifeguard Qualification. There is no exemption from this RLSS (UK) National Pool Lifeguard Qualification. Those who cannot gain the RLSS (UK) National Pool Lifeguard Qualification should not be regarded as Lifeguards and may only work on the poolside in addition to the scheduled staffing requirement. Existing staff that cannot attain the RLSS (UK) National Pool Lifeguard Qualification or that have allowed their qualification to lapse or are deemed 'Not Competent' by a Trainer/Assessor should not work as a swimming pool lifeguard until such time that they achieve compliance with this qualification requirement. Where an employee has failed to achieve the required level of qualification, the Health, Safety and Training Manager should inform the General Manager as this may constitute a breach in their contract of employment and be subject to disciplinary action. In this circumstance, the employee should be given a training plan and a maximum of 28 days to achieve the RLSS (UK) National Pool Lifeguard Qualification or to be deemed competent by an RLSS (UK) Trainer/Assessor. The Assistant Manager may at this point begin disciplinary action.

Swimming teachers/coaches/instructors/aquarobics instructors etc that are taking programmed sessions will be able to hold the RLSS (UK) National Rescue Award for Swimming Teachers and Coaches (NRASTC) as a minimum. This is acceptable for **programmed sessions only i.e. teaching swimming/aquarobics etc.** It is **not acceptable** for unprogrammed or public swimming sessions. If this award is used as the LG standard for a swimming or other lesson then free or unprogrammed swimming must not be introduced into the session, even for short periods, unless a NPLQ qualified LG is present. These staff should also be encouraged to train regularly in LG techniques and attend the LG training provided. Thus, a re-test will apply bi-annually. To be eligible for the re-test of the NRASTC the Teacher/Instructor should have recorded a minimum of 6 hours LG training across the syllabus of the RLSS (UK) NRASTC prior to the re-assessment and since the issue of last NPLQ certificate. The training records of these staff should be monitored regularly and they should attend a minimum of one (1) training session at least every 6 months. Failure to achieve this should trigger an informal discussion with the AM. Subsequent failure to attend will mean they become subject to a competency test, referral to the Manager and the beginning of Disciplinary Action started by the Asst. Manager.

2.7 Awareness of Physical Hazards

Accident prevention is the primary role of the Lifeguard and customers should be protected from any physical hazards relating to the design of the pool. To ensure this,

you should be aware of the location of all hazards. Some hazards are general to all pools; others are specific to a particular pool.

Some of the common problems are outlined below:

- *Pool Entrance*

Non-swimmers entering the poolside where there is deep water.
Persons wishing to dive into shallow water after entering the pool hall.
Changing room congestion resulting in pushing, slipping, etc.
Changes in floor level
Spillages of soap/shampoo etc

- *Poolside*

Slippery floors can be a problem at all swimming pools. Each pool will have a schedule for floor cleaning. It is vital that this schedule is followed to prevent the build-up of body fats or other dirt etc. Following completion of the cleaning schedule this should be recorded in the appropriate fashion and the record securely kept.

- Poolside guttering can cause changes in level and trip hazards.

Broken or chipped tiles can cause injury to bathers. If you are aware of any broken or chipped tiles or other floor surface then you should report this without delay to the Supervisor or Asst Manager. Supervisors or Asst Managers should arrange for repair asap and if necessary isolate the area to render safe whilst awaiting repair.

- *Drain Covers and Inlets*

Bathers fingers and hair have been known to become caught in these. In the worst cases, this results in drowning. Diving to the grids should be prevented. If you notice any problems with the inlets, outlets or drain covers then you should report this to your Supervisor or Asst Manager asap.

- *Pool Trough/Gutter*

Non-swimmers moving towards the deeper end can use these.

- *Steps*

The condition of steps and handrails should be checked regularly and reported if defective. Steps should be used correctly.

Care should be taken when placing accessible steps into the pool to help prevent damage to the poolside. Any damage howsoever caused should be reported immediately.

- *Water Depth*

Lifeguards should be aware of water depths and changes in water depths.

2.8 Responsibility

As the person on pool duty, **Lifeguards** are responsible for the safety of all bathers. It is the 'person on the spot' who is required to give evidence to the coroner in the event of a death. Ensure you are aware of normal operating and emergency procedures. Your first duty is to attend to the **SAFETY** of bathers and you are responsible for general discipline in the pool.

3. Teacher Pupil Ratios

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. For teaching purposes, the ratios are specific to the ability of the groups.

Pupil / teacher ratios must not exceed 20:1 and, for the vast majority of cases in primary school swimming, should be less than this. The following maximum ratios are based upon safety considerations rather than teaching requirements:

Adult and baby groups 12:1

One teacher to twelve pairs of adults and babies / toddlers under the age of five.

Non-swimmers and beginners 12:1

Young children, normally primary school age, or adults being introduced to swimming who are unable to swim 10 Metres unaided on back and front.

Children under the age of 7 12:1

In this instance pupils in Key Stage 1 should be in a group size of fewer than 12 due to their inability to understand instruction and their learning / developmental stage.

Improving swimmers 20:1

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 20:1

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 20:1

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.

Swimmers with disabilities 1 - 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 a 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 must be undertaken so that the teacher in charge of swimmers with disabilities can be aware of the particular needs of each child.

The Disability Discrimination Act ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment may need to be put in place for children with disabilities to swim.

Observer ratio: a minimum of one observer is required per standard pool.

It is recommended that there be one observer per teaching group but where two groups are working alongside each other, or in areas clearly visible from one point, one observer may be adequate. In cases where there are three or more teaching groups in one pool, there must be at least two observers.

Lenton and Portland pools require one observer for group due to the delivery.

Please be aware that an excessive number of observers can create problems if there is insufficient room on the poolside.

4. SUPERVISION OF CHANGING ROOMS

4.1 Children should be supervised whilst 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 AOTTs) of the appropriate number or gender to supervise children in their own-sex changing room. In a public pool this will need to be notified to, and approved by, the pool management.

4.2 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 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.

4.3 Ideally children will change in separate “school changing areas” as it is not desirable for members of the public to share changing provision with school pupils. Pool operators should be asked, wherever possible, to make arrangements for separate areas or times to enable this to happen. Where this cannot be achieved appropriate supervision, arrangements need to be agreed between the pool and school.

4.4 Where changing takes place in open plan public single sex changing rooms and the school is unable to provide staff of each gender, a specific arrangement must

be made with the pool management to provide a suitable member of staff to patrol the changing area whilst children are present. This member of staff must have child protection training. To ensure that the allocated member of staff is not left alone with a single child all children must wait until everyone is together before moving off. All staff used to supervise changing rooms should be vetted by the Disclosure and Barring Service (DBS Check).

5. RECORDS

The employer is responsible for ensuring all records of qualifications and training of those involved in the teaching of swimming are maintained, kept up-to-date and available for inspection if required.

Records of incidents and accidents and near misses 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.

Records of pupils' achievement should be collated by the Swimming Teacher. Copies of these records must be sent to school.swimming@nottinghamcity.gov.uk at the end of block of lessons.

6. RISK ASSESSMENT

Each pool and each session, the children and staff participating will all have unique features that make particular demands upon safety. Each session must therefore be dealt with individually.

The Pool Manager should arrange an induction course on the NOP and EAP to ensure that all staff are clear about how the pool operates and the role they will have to play in an emergency. In this the case, as the service is separate to the operations of the Centre, the School Swimming Manager will:

- Ensure the risk assessments for each school session have been carried out by the teacher in charge of the session.
- Record staff training in the implementation of the NOP and EAP. It is important that arrangements are made for a practical induction whenever new staff attend at the pool. It is the responsibility of the school to inform the pool of any new staff attending.

Hydrotherapy pools

Water-based activity in hydrotherapy pools requires higher levels of supervision, often on a one-to-one basis in the water. These are not deep-water pools and so, for teachers and physiotherapists, a basic rescue test is an appropriate qualification for life guarding the pool. Adults in the water are only able to supervise the swimmer they are assisting and should not be

counted in the supervising ratios. The lifeguarding duties must be carried out by qualified people on the side of the pool.

Physiotherapists should have completed a course in managing hydrotherapy activities.

There are no required national qualifications for teaching swimming activities to children who have severe learning difficulties. A variety of skills are required, stemming from an assessment of each child's individual requirements. Schools with hydrotherapy pools should establish an apprenticeship programme for new teachers to work with experienced staff before they take full responsibility for swimming sessions. This induction can take place within or between schools.

6.3 Using pools on Educational Visits, Open Water and Swimming / Paddling in the sea.

Please refer to the Children's Service Off-Site Visits Policy for information on swimming and paddling on educational visits.

6.4 Swimming attire

6.41 It is the responsibility of the school to ensure that swimwear is appropriate for the lesson.

Swimmers should wear acceptable swimwear, which ideally has been designed specifically for swimming, i.e. a properly recognised swimming costume.

It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that loose-fitting swimwear creates in waterlogged clothing and should conform to safety, safeguarding, cultural and teaching requirements. 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 and guidance is delivered to pupils.
- For recognised medical, cultural and religious reasons, clothes that the individual is comfortable in should be allowed as long as they meet the standards below. T-shirts are permitted if they are not too baggy and heavy when sodden with water.
- The standard for any swimwear allowed in the pool is that it should be clean, decent, hygienic, maintain modesty and safe. Any approach to discuss issues to do with swimwear should be treated with sensitivity and common sense.

6.42 Unacceptable Swimwear

Cut-off jeans, tracksuits etc, baggy shorts or transparent costumes etc are not permitted.

Unhygienic or dirty clothing or swimwear is not allowed.

Clothing that gets very heavy when wet is not allowed for safety reasons.

Mermaid Costumes

These are not allowed

Goggles should not be worn by children by default. However, children who swim frequently or whose eyes are susceptible to irritation or require prescription goggles may request to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion.

6.43 Goggles may be worn providing they are fitted correctly and are not swapped between users; a consent form signed by parents or legal guardians should be handed in at school which states the pupil can apply the goggles correctly; and use will depend on the nature of the activity. Face masks which cover the nose area must not be worn.

6.44 Long hair should either be tied back or worn under a Swim cap.

6.45 Jewellery – Nottingham City Council School Swimming Service recommends a no jewellery policy. This is to prevent injury to the individual and to other swimmers, and loss.

6.46 Medic alert bracelet or Talisman are permitted, as to remove this would itself create a risk to the individual. They should, however, be covered by a sweatband or similar worn over it to prevent injury.

6.47 Footwear such as flip flops must not be worn by pupils onto poolside as they create a trip hazard to those walking around on the poolside. Children with mobility issues are able to wear poolside shoes where required.

7. MEDICAL CONDITIONS

7.1 Medication should be brought onto poolside and staff should be made aware of any medical conditions which may present themselves.

HPECS guidance Exclusion table 13th Feb 2023

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.

Infection	Exclusion period	Comments
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT) .
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents .
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT .	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT .
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT . For more information, see Managing outbreaks and incidents .
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days	In an outbreak of

Infection	Exclusion period	Comments
	after onset of jaundice (or 7 days after symptom onset if no jaundice).	hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are

Infection	Exclusion period	Comments
		important to minimise spread. Contact your UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases , please contact your UKHSA HPT .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB).	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread.

Infection	Exclusion period	Comments
	<p>Exclusion not required for non- pulmonary or latent TB infection.</p> <p>Always consult your local HPT before disseminating information to staff, parents and carers.</p>	<p>Your local HPT will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	<p>Preventable by vaccination.</p> <p>After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.</p>

7.2 Secondary Drowning Information

Secondary drowning occurs when fluids enter the lungs, either after uncontrolled submersion in water or after choking on water. Acting as an irritant inside the lungs, the fluid can damage the lining of the air sacs, which then prevents oxygen transfer into the blood supply. See Appendix 1 for full details and letter which is to be sent back to school.

7.3 Epilepsy and secondary drowning

In all cases where a pupil has had an epileptic fit in the water they must be conveyed to hospital as the risk of secondary drowning is increased. If an individual risk assessment has been completed by the school in conjunction with the parent, then this requirement may be negated. RIDDOR reporting is NOT generally required if the condition is already diagnosed.

8. Normal Operating Procedures (NOP)

- a. Schools will need to be aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe and be aware of the EAP to know what to do in an emergency.

- b. Staff will need to be trained to follow the safety rules included in these

procedures and should practice emergency procedures at the start of each term with the children in their classes.

- c. Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a period of at least one year.

9. Teaching position

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.

There may be some circumstances in which it is appropriate for the school teacher or a classroom assistant to be in the water supporting individual children, following a careful risk assessment of all the potential factors at play (depth of water, pupil ability, use of flotation aids, size of pool, number and age of pupils, life guarding arrangements).

Teaching in the water and the handling of children.

“In the situation where the teacher has responsibility for groups comprising more than two pupils the recommended teaching position is from the side of the pool as this provides the best position to oversee the whole group in terms of safety and to provide appropriate feedback on the performance of each person in the group. This does not preclude a teacher being in the water to assist pupils either on a 1:1 or 1:2 basis or as an assistant to the class teacher. In fact, for groups of more than two pupils a fully qualified teacher on the poolside supported by an assistant in the water may be ideal.

It is recognised, however, that in some circumstances the teacher will have assessed the risk and may feel it is more appropriate to teach from within the water. This practice should only be considered after carrying out a risk assessment giving careful consideration to all the potential factors. Factors to take into account include pool depth, age, size and ability of pupils and the use of flotation aids. At all times the teacher must be able to clearly see all pupils and be close enough to provide physical support should this be required. In this way it may be practicable to supervise between two to six pupils depending on the previously mentioned safety factors, ratios greater than this should not be considered unless additional helpers are available in the water. If the qualified teacher is teaching in the water an additional observer should be on the poolside to enhance the swimming teacher’s span of supervision that teaching in the water inevitably diminishes.” School staff are encouraged to support and assist lessons where possible.

- Ensure there is a system included within the Pool Safe Operating

Procedure whereby the parent or guardian of the pupil gives permission for the teacher to handle the children for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques.

- The swimming teacher should always wear a distinctive top so that they are easily identified in the water.
- Ensure that any handling of pupils is done within clear sight of parents and others in spectator areas.
- Always explain to the pupil that you are now going to hold him / her and why.
- Swimming teachers must never support pupils in such a way that their hands cannot be seen by the spectators (i.e. beneath the learner).
- Never support a pupil by handling the swimmer's torso.
- Only support swimmers by holding their hands, head, shoulder or equipment
- Additionally, teachers and coaches should NEVER teach or coach a swimmer alone without other adults being present.
- The teacher or assistant in charge of a group must 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.
- When teaching or instructing swimmers in surface diving or underwater swimming the teacher of the group should be positioned on poolside using dynamic risk assessments at the point nearest to that activity, but so that they can also see the rest of the class.
- If there is glare on the pool surface and the bottom of the pool cannot be clearly seen the teacher / lifeguard should position themselves so that the light does not bounce back into their eyes as glare.
- Adults with a pastoral role and who are not involved in teaching swimming should none the less be positioned such that they are able to support the swimming teacher in the control of children but not so as to be in the way of those working on poolside.

9.5 Teacher clothing and equipment

9.51 Teachers should change into suitable nonslip footwear to be able to move easily around poolside and not bring outdoor dirt onto the pool surround on their feet. They should wear clothes suitable to the humidity and temperatures of the pool. They should also take onto poolside water to drink in a clear plastic bottle to ensure they remain hydrated.

9.52.1 Safety Equipment

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.

There should be a suitable range of rescue equipment available on poolside for use. This should be a selection from short reach poles, long reach poles, throw bags or torpedo buoys

Adequate buoyancy aids and first aid and rescue equipment, including a blanket, should be immediately to hand.

Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.

All signs should be compliant with the Safety Signs and Signals Regulations.

A pool divider, usually a rope, should normally be used when lessons are taking place and to separate deep from shallow water when non-swimmers are present.

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.

9.53 First Aid Arrangements

All schools should make or check the arrangements for first aid. It is the responsibility of the pool operator to ensure that there is a first aider on site or to ensure that the school provides their own first aider.

9.54 Defibrillators

All Centre staff are trained on the use of defibrillators and record keeping.

In the event of an accident occurring which requires first aid, this must be recorded on the accident form of the pool being used and the school should request a copy for their own records.

Accidents where a pupil goes directly to hospital from site for treatment should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The exception to this is hospitalisation due to epilepsy in the water when it is a pre-diagnosed condition, has been risk assessed and named control measures were in place.

First aid for minor incidents such as cuts (minor) bumps, bruises, grazes, nose bleeds will usually be led by school staff.

First aid for major incidents requiring treatment or hospitalisation and further medical assistance such as head injury, fracture/dislocation, unconsciousness, epilepsy or seizure, respiratory/cardiac failure, shock, heart attack severe bleeding, and where there is a need for the use of specialist equipment or skills possessed by

the Swimming Teacher/Lifeguard or Centre staff will be led by the team on site.

In such cases, the approach will be a collaboration to ensure the best interests of the casualty **are addressed**.

Where children sustain an injury and any first aid is administered the parents / carers should be informed in line with the school's policy. Details of the incident, actions taken and parental contact should be recorded and retained by the school.

Accidents and incidents that occur at a public pool should also be recorded by pool staff on their forms for their records.
All schools should make appropriate arrangements for first aid provision on their visit. Further guidance is available at: <https://oeapng.info/downloads/download-info/4-4b-first-aid>

10. EMERGENCY ACTION PLANS

10.1 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
- Event of power failure

10.2 The procedure should explain how to clear the pool and/or evacuate the building / site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

10.3 All staff likely to be involved in this procedure and all outside user group leaders who may be affected need 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.

10.4 Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

10.5 school classes should run practice drills after the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it. The alarm must be heard and explained in the first lesson.

10.6 Exit doors and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible.

10.7 All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

11. Pool Rules

11.1 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. These pool rules include:

- Never go onto poolside until a member of staff is present.
- Do not enter the water until instructed to do so.
- No running on 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 outdoor shoes on poolside- use overshoes provided.
- Swim caps to be worn if requested.

- Leave the pool on one long blast of the whistle.
- All instructions from staff to be obeyed promptly – listen at all times.
- Keep your hands and feet to yourself.
- Long hair tied back.
- Inhalers / medication to be on poolside for the duration of the lesson should this be a requirement and specific to the individual, no inhaler no swim.

11.2 There may also be rules for lifeguards to follow to ensure that they remain vigilant at all times. Where appropriate these techniques should also be practiced by school staff in supporting qualified lifeguards.

- Never leave the poolside unattended.
- Always secure poolside against unauthorised access when it is not manned.
- 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 every five minutes or so - sit, stand, patrol
- Rotate off poolside at least once in every hour and a half.

12. Diving

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

12.2 No diving shall be permitted in less than 1.8 Metres of water depth or with less than 7.6m forward clearance.

12.3 Only flat horizontal dives should be permitted.

12.4 Diving blocks and stages must conform to Fédération Internationale de Natation (FINA) / ASA regulations. However, these should not normally be used as they require specialist teaching and are subject to prior arrangement with the pool.

12.5 Only fully qualified swimming teachers may teach diving.

13. Child Protection

13.1 The LEA and the school will have their own child protection procedures and so too should the pool. It is important that the pool procedures relates to those of the LEA. Each pool being used by the school should establish a protocol identifying the relationship between their respective procedures.

13.2 Each pool should have a designated person with responsibility for child protection who should liaise with the designated teacher in the event of a concern about a child. The name of this person at the pool should be publicised to school and public users in order that concerns can be reported to them.

13.3 All persons with sole supervision of children should have a DBS Disclosure.

13.4 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.

13.5 When supervising children changing or assisting them with their swimming, pool and school staff and AOTTs 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 perform a rescue
- 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.

13.6 Where children sustain an injury and any first aid is administered the parents / carers should be informed as soon as possible. Details should be recorded and retained by the school. Accidents and incidents that occur at a public pool should also be recorded by pool staff on their forms for their records.

13.7 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.

13.8 Staff and AOTTs 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.

14. Observer Duties

- Observers must be on poolside when pupils enter the pool hall.
- Observers must not leave the poolside until the pool hall is clear of pupils.
- Observers must be fully aware of exactly which pupils they are responsible for observing. Wherever possible, it is advised that observers are not responsible for a group containing their own child.
- Observers must give their full attention to the task of observing throughout the entire swimming lesson.
- Observers must ensure that at all times they have maximum vision of the surface of the water and the bottom of the pool. Allowances must be made for water glare by moving around the pool hall. The observers will be advised by the responsible person on poolside, namely the swimming teacher/ lifeguard, as to the most appropriate vantage points, ensuring that they are able to see to the bottom of the deepest part of the pool. Before taking up duties the helper-observer must be familiar with all the filter points, grid areas and drainage channels located on the bottom or on the side of the pool.
- Observers must be aware of the exact positions of emergency alarms and how to operate them if required, and understand that a long continued blast on the whistle signals emergency only in the event of a drowning alarm system failure. The helper-observer must be familiar with the Emergency Operating Procedure at the pool at which he or she are helping at i.e. where the emergency exits are.
- Observers must understand that they must sound the drowning alarm if there is any doubt as to whether or not a swimmer is in difficulty.
- Observers must be aware that they are only responsible for raising the alarm during an emergency – they are not expected to enter the water to effect or assist in a rescue.

- The observer must be aware that the swimming teacher/ qualified person is responsible for the safety of pupils in the water and all instructions given by the lifeguard / swimming Teacher must be followed.
- Observers must be aware that the drowning alarm should be used in the event of an emergency alongside the horns. Horns and whistles should not be used in place of the drowning alarm except in the event of a drowning alarm system failure.
- If, at any time, the observer is in doubt as to their role, they must seek clarity from persons responsible for School Swimming.
- Observers must be aware of the need to wear suitable clothing at the pool (e.g. sportswear and trainers).
- Observers must understand their duties before going to the pool for the first time and must refresh their understanding at regular intervals.
- Observers should also keep head counts before, during and after the entry and exit of the water.

CONTACTS		
Claire Moores	School Swimming Manager	07903556318

- Observers must be aged 16 or over.
- Observers must be provided with a copy of these duties, as found in Appendix 2

WEBSITES	
Swim England	www.swimming.org/swimengland
QCA lesson ideas	www.nc.uk.net/safeswimming
Royal Life Saving Society	www.lifesavers.org.uk

Institute of Sport and Recreation Management	www.isrm.co.uk
Association for Physical Education	www.afpe.org.uk/
CIMPSPA	https://www.cimspa.co.uk/

FURTHER INFORMATION ON SWIMMING TEACHING QUALIFICATIONS

www.swimming.org / www.sta.co.uk

Dear Parent/Guardian

SECONDARY DROWNING PARENTS INFORMATION

During the School Swimming Session your child has been in a position where he/she has swallowed an amount of water whilst swimming. As a precaution the following guidance is given to you for your information.

Secondary drowning occurs when fluids enter the lungs, either after uncontrolled submersion in water or after choking on the water. Acting as an irritant inside the lungs, the fluid can damage the lining of the air sacs, which then prevents oxygen transfer into the blood supply.

At the same time the body reacts by sending other fluids to the lungs to fight the foreign fluid.

As a result, the lungs fill with fluid and this can cause death if urgent medical treatment is not received.

As your child has either been submerged or has been in difficulty in the water, we have provided details of symptoms to look out for. The chance of the pupil having inhaled the water into the lungs is minimal, as muscle covering the windpipe will normally prevent this from happening, as with the normal swallowing of food.

The symptoms below can occur during any time up to 72 hours after inhalation of the water into the lungs. The following symptoms may be seen:

- Person complains of being abnormally tired
- Possible tightening of the chest or difficulty in breathing
- Bluish of the extremities
- Vomiting
- Coughing
- Uncontrolled defecation of underwear
- Frothing at the mouth and nose

If your child suffers any of the above symptoms, or you are at all unsure, please do not hesitate to seek medical attention after the incident.

Regards,

Nottingham School Swimming Team

Sold Services to Schools



Dear Parent/Guardian

WEARING OF GOGGLES DURING SCHOOL SWIMMING LESSONS



School Swimming Lessons Goggle Usage Information

Goggles are not required for use in school swimming lessons. If a pupil is to wear goggles to their school swimming lessons, parental/guardian consent must be given by returning this form to your child's school.

If goggles are worn, any contact with others might result in additional injury to the eye area of the child.

Feeling confident and safe in the water, and swimming underwater, should not be dependent on wearing goggles. During an aquatic emergency the person in difficulty is not usually wearing goggles.

The ability to perform safe self-rescue without wearing goggles is an important skill to learn.

When swimming goggles are used, they should be made of unbreakable plastic or rubber materials. The British Standard for the manufacture of goggles (BS 5883:1996) includes the requirement that the packaging should contain instructions regarding their putting on and removal. Pupils should be taught to remove goggles by slipping them off the head and not by stretching the retaining band. Where goggles are not properly fitted, they may mist up and affect visibility.

The teacher responsible for the group may require any pupil to remove their goggles for reasons of safety, if they are constantly adjusting, removing and replacing them, if they are ill fitting or filling up with water or for the practice of safe self-rescue skills.

The teacher is not responsible for fitting or adjusting the pupils' goggles. Where a pupil does wear goggles, they need to be able to carry out the task of fitting them independently.

I give consent for _____ (insert pupils name) to wear goggles during their school swimming lessons. I confirm that the goggles worn will conform to British manufacturing standards, are of an appropriate fit and are able to be fitted and removed independently following the manufacturer's instructions.

I understand that the goggles are the responsibility of the above named pupil and not that of the school or swimming lesson provider.

Parent/guardian signature	
Parent/guardian name	
Date	

Please return to the Head Teacher as information will be retained at School.