

Swimming Guidance Pack

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INTRODUCTION

National OFSTED reports have queried the effectiveness of current arrangements for teaching children to swim in school. We have been working hard to help improve the standards, effectiveness and uptake of school swimming in South Gloucestershire. This pack has been designed to explain how the school swimming provision works, what we offer and what you need to know.

Swimming and the National Curriculum

Swimming is part of the National Curriculum, the curriculum states that:

- All schools must provide swimming instruction either in key stage 1 or key stage 2.
- By the time children go to secondary school they should be able to swim 25m and undertake other swimming challenges.
- Learning to swim is fun, provides health benefits and could save a child's life.

The great thing about swimming is that children of any age, size or ability can take part.

The Benefits of Swimming

- It keeps a child's heart and lungs healthy, improves strength and flexibility, increases stamina, improves balance and posture
- There is the opportunity to be with friends and grow in confidence
- Swimming opens doors to other sports
- It is a life skill, once learnt, rarely forgotten
- Swimming provides challenges outside the classroom
- IT MAY SAVE A LIFE ONE DAY!

Sports Premium Funding

Some or all of your sports premium funding could be used to support swimming activities within school, for example you could use it for:

- Top-up swimming (block weeks), intensive swimming sessions
- Additional swimming teachers to reduce teacher/pupil ratio
- Training eg ASA online, 'Introduction to Swimming' Course
- Increasing the number of sessions that you book
- Supplement the transport budget

Further Help and Support

Please contact Integra Schools in the first instance with any swimming queries, if we cannot answer we will contact the relevant Swim Manager and get your answer to you ASAP. Contact us at schoolsSwimming@southglos.gov.uk or on 01454 862617/5152.

THE POOLS WE USE

Circadian Trust

Circadian Trust is a charitable Trust that operates Active Lifestyle Centres in South Gloucestershire, in partnership with the Council. Circadian Trust aims to increase participation and physical activity levels within the local community across the county.

They operate 5 swimming pools (and Active Lifestyle Centres) in Bradley Stoke, Kingswood, Longwell Green, Thornbury and Yate. All Lifestyle Centres also offer the option of 'dry side' sports, giving you the opportunity to use their sports halls and equipment. Please contact us at Integra if you would like more information about this.

Integra Schools

Integra Schools (previously Traded Services) have been involved in arranging schools swimming for a number of years. The service now sits with school support so we have an understanding of how things work in schools and will do all we can to meet your needs.

We are here to support you and facilitate pool and transport bookings, relieving the workload from yourselves.

PLANNING SWIMMING FOR YOUR SCHOOL

Changing room supervision

Our Lifestyle Centres have a variety of changing facilities. You will need to send enough male/female support staff to satisfy your supervision criteria.

Bradley Stoke / Kingswood / Longwell Green and Yate Active Lifestyle Centres

Segregated male and female group changing rooms are provided for schools. The rest of the changing area is village style (private cubicles in a unisex changing area), meaning that other customers use individual cubicles to change.

Thornbury Active Lifestyle Centre

Separate male and female changing is provided as part of the general customer changing rooms. There is no segregated school changing area. The disabled changing area can be made available by arrangement to alleviate the changing issues.

Teaching Ratios

In Circadian pools a maximum of 40 children are taught in a class using half of the space in our main pools.

Swim England guidelines state that up to 20 children can be taught by one swimming teacher, depending on ability. In order to achieve high quality teaching we prefer to have lower ratios. The information below shows the suggested ratios to allow you to assess how many helpers you need to send with your classes to ensure an effective learning environment.

We recommend 12 children per teacher/helper, so for a full class we would recommend 3 helpers from the school. Please ensure that you bring along enough support from the school. **It is imperative that teachers support Centre staff in order for the children to get the most out of their lessons.**

Should you only have a few non-swimmers, it may be possible to effectively teach this number with only 2 assistants from the school. Teaching ratios and group arrangements will be confirmed with the swimming teacher, after the initial swimming lesson.

All school swimming includes provision for Special Needs, but this will impact on the relevant ratios. Our swimming Managers can offer extra advice about all of this and please let us know before your first session if you are sending along children with SEND.

What we can do to help you

Our job is to develop your children's' swimming abilities. We follow Swim England's Learn to swim pathway to provide a high quality and consistent approach to swimming across the region. This has the advantage of linking school swimming development directly with our other lessons in the evenings, weekends and school holidays.

We look after you on poolside

All school swimming lessons are overseen by our qualified swimming teachers, and we also have qualified lifeguards on poolside for added safety, all swim teachers are lifeguard trained. All centres are staffed by fully trained first-aiders and we operate extensive, regularly audited emergency procedures.

If you have special needs

We pride ourselves on our provision for people with special needs. There is extensive equipment for accessing the pools. Our lifeguards are all trained to operate this equipment so we can help at any time. Please speak to the Swimming Manager about specific issues before lessons are planned.

On your first lesson

Your swim teacher(s) will carry out an initial assessment of all the children during their first lesson. Based on this, as well as the size of the pool, they will work with you to decide on the most appropriate split into groupings. Teachers will need to bring a list to inform the teacher of what standard the pupils are at.

Assessment sheets

In order to reduce the amount of time taken up in lessons with paperwork, we would be grateful if once groups are organised, you could complete the Assessment Sheet for all the children in the group.

At your last lesson

You may need to remind the swim tutor that it is your last session. The swim tutor will carry out badge testing and a Key Stage 2 Assessment for all the children. This will allow you to see who has achieved the KS2 target of swimming 25m with a recognised swimming stroke. It will also be used to help in preparing for additional programmes that will support the provision of swimming.

Badge testing

The testing of distance badges takes into account stamina and strength as well as the ability to swim front crawl, back crawl and breast stroke with good style and in an environment without undue stress. The teachers will stop a test if they feel the child is under stress or is incapable of finishing the distance safely. The children love to get the badges so this is an important part of the lesson structure for building fun as well as confidence.

Once your children have been assessed you can speak to the reception staff at any Active Lifestyle Centre to order their badges. There will be an additional cost for this and they can update you on what that will be.

WHAT YOU NEED TO DO

Help and support from you is required so that we can provide the best swimming experience possible and maximise every child's opportunity to learn. Please come along with an expectation to support the swim tutors on the poolside.

Be ready on poolside

All children must have a shower and go to the toilet before waiting quietly on poolside. Each lesson lasts for 25 minutes, so we need the children changed and standing on poolside ready to start the lesson at the allocated time.

TRANSPORT

When you book your swimming Integra Schools will work with the Integrated Transport Unit (ITU) to arrange your transport to and from the pool. The ITU will complete a formal tender process to ensure that we get you the best price.

The school is responsible for ensuring that all children are ready to board the vehicle safely (at both the pool and school ends) at the agreed time.

If a school is late coming out to meet the vehicle, the vehicle may have left. This is due to the wider transport arrangements where a provider is booked to collect another school immediately after. Delaying your vehicle will have a knock on effect on other schools. Where this occurs and it is the school that is late out, the cost of the bus and pool will be expected to be paid for by the school.

If the transport is late the school should contact Integra Schools on **01454 862617/865152** so it can be chased. If the swimming session is subsequently cancelled, the cost of the pool will usually be borne by the transport provider.

The school must ensure that the previously agreed passenger numbers are adhered to. On occasions the provider may use a larger vehicle, but this does not mean that a larger vehicle will always be used unless booked formally through Integra Schools.

Transport for pupils with special needs can be arranged when booking swimming lessons through Integra Schools. Please notify us at the time of booking if you would like to use this service.

It is worth noting when booking swimming lessons that transport for lessons at the start and end of the school day usually incurs a higher cost as this is when the transport providers are most in demand.

GENERAL GUIDELINES ON MANAGING SCHOOL SWIMMING SUMMARY

Swimming is a statutory part of the National Curriculum. It is about learning, having fun and enjoyment. We provide fully qualified lifeguards and duty staff, but you can really help by following the guidelines below, ensuring a safe environment conducive to learning.

1. The area offered to schools varies at each site. Please refer to your relevant pool information to confirm that your site will meet your requirements.
2. If you wish to use the small (learner) pools, arrangements must be made with the swimming managers in advance, as it may not always be available.
3. A maximum of 40 children can be accommodated in the main pool, with support.
4. Each group of swimmers must have an adult in charge, preferably on the poolside. All teachers and helpers should be with their children at all times and support swim tutors with the swim session.
5. Please ensure that girls are aware that they must wear a one-piece costume and boys must be in trunks (not Bermuda shorts as they could drag them down in the water). Experience shows that the incorrect style of swim wear could hinder their learning.
6. For safety reasons no jewellery (including earrings) should be worn and hair must be tied back.
7. For reasons of hygiene, all swimmers should shower and go to the toilet before swimming and all helpers should note that outdoor shoes are not permitted on poolside.
8. Goggles may be worn – we strongly suggest they are labelled with the child's name and their school.
9. Pupils may swim with a verruca unless their doctor advises otherwise.
10. Children who are not swimming are welcome on poolside with appropriate behaviour and supervision.
11. All teachers and helpers should carry a whistle to alert pool staff to any incident with two sharp blows, and also wear suitable clothing and shoes for working on poolside.
12. At the start of every session schools should declare to the lifeguards on duty and the swimming teacher, of any relevant medical conditions that a pupil may be known to suffer from.
13. Active Lifestyle Centres will give schools as much notice as possible if their swimming lesson has to be cancelled for any reason.

14. Badge Testing - should be completed by a qualified Swimming Teacher, NOT helpers or unqualified staff.

RISK MANAGEMENT

School staff are responsible for completing their own risk assessment before their first swimming lesson.

School staff/swimming teachers should be suitably qualified and experienced and have a sound knowledge of pupils:

- Ability
- Behaviour patterns
- Medical conditions
- Confidence levels

Effective communication between school staff/swimming teachers and pool staff is essential.

Context

School staff/swimming staff and pupils should be familiar with the layout of the facilities being used. Pool depths and any potential risks should be clearly signposted and pupils' attention drawn to them.

Teaching aids should be readily accessible.

Organisation

- Group sizes should be appropriate
- Additional supervision should be provided where necessary
- Activity levels should be appropriate for the pupils involved
- The same high level of supervision required in structured swimming lessons should also apply to informal play activity sessions
- Regular head counts should be carried out (i.e. onto and off the poolside, and during swimming sessions).

Teaching positions should enable observation of maximum numbers and maximum space.

Pupils should be monitored for signs of fatigue, stress, fear and cold.

It is the responsibility of the school to ensure that an appropriate risk assessment is carried out.

EMERGENCY PROCEDURES –

These cover all Active Lifestyle Centre Swimming Pools (run by Circadian Trust)

ALARMS

There are two Alarms. Both alarms, when sounded, will ring continuously and flash:

PROCEDURES TO FOLLOW FOR ANY INCIDENT:

FIRE ALARM:

1. The alarm will sound and its red beacon will flash.
2. The Lifeguards will ask all swimmers to vacate the pool.
3. The teacher will accompany children to the Emergency Exit located adjacent to the teaching pool.
4. When the children are assembled Teachers should count their groups to ensure no one is missing.
5. No one must go into the changing area to collect clothing – Centre Staff will check changing rooms.
6. Centre staff will advise on any further action necessary. If instructed, leave the building via the fire exit, foil blankets will be issued.

POOL ALARM:

1. The alarm will sound and its red beacon will flash.
2. The Lifeguards will ask all swimmers to vacate the pools and stand well back from the edge.
3. Any further instructions will be given by Centre Staff, once the situation has been assessed.

ALL Active Centre poolside staff are qualified Lifeguards, and any rescue will be carried out in accordance with their National Pool Lifeguarding training.

All minor accidents must be reported to a member of staff who will take the appropriate action.

TEACHER TRAINING

CPD Overview

To ensure the best possible opportunities for our young people to develop their swimming skills, a CPD package has been designed to support school staff when at the swimming pool.

The swimming pool will provide at least one qualified swimming teacher, who will take overall charge of the swimming lessons. The aim of this CPD provision is to help school staff to deliver effective swimming tuition alongside the pool teacher. In order to do this we recommend the following guidance:

Introduction to Swimming Course

As part of South Gloucestershire's swimming development programme it is hoped that this short 2 hour Introduction to Swimming course is the minimum standard for any school staff (teachers, teaching assistants, parents etc.), who teach/coach/support on poolside. It is not aimed at staff who undertake supervision or changing room roles.

The course will cover:

- Basic safety knowledge
- Guidance on teaching beginners
- Guidance on teaching recognised strokes

The course will involve a theory section with some practical work on poolside (you will not be required to go in the pool unless you have volunteered). Therefore please bring appropriate clean footwear to wear on poolside. This course is non-assessed and is not accredited to Swim England, although a certificate of attendance will be issued.

1. All staff who attend the pool should attend the Integra Schools **Introduction to Swimming** course. In addition each school should ensure that at least one member of staff attends EVERY year to ensure changes to emergency and other procedures are understood and communicated to relevant school staff.
2. Ideally each school should have at least one person who holds (or is working towards) one of the following Swim England qualifications. However, it is highly recommended that all staff should hold this.
 - Swim England Level 1 Swimming Assistant
 - Swim England Level 2 Swimming Teacher
 - Swim England Swimming Assistant

A number of the above courses are run in our local area on a regular basis and pools can put on courses on request, please contact us for more details.

CONTACT DETAILS

INTEGRA SCHOOLS

Stacey Phillips / Rachel Huke:

Tel: 01454 862617 / 01454 865152

Email: SchoolsSwimming@southglos.gov.uk

Swim England: www.swimming.org/swimengland

Active Lifestyle Centres: www.activecentres.org

CIRCADIAN TRUST SWIMMING MANAGERS

Bradley Stoke Active Lifestyle Centre:

Alice Streeting Tel: 01454 279925

Email: alice.streeting@circadiantrust.org

Kingswood Active Lifestyle Centre:

Tracey Mallett Tel: 01454 279935

Email: tracey.mallett@circadiantrust.org

Longwell Green Active Lifestyle Centre:

Gemma Pritchard Tel: 01174 032516

Email: gemma.pritchard@circadiantrust.org

Thornbury Active Lifestyle Centre:

Georgie Hardwick Tel: 01454 279945

Email: georgie.hardwick@circadiantrust.org

Yate Active Lifestyle Centre:

Holly Payne Tel: 01454 279957

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