

# Cottenham Primary School



## SWIMMING POOL POLICY

Dated:	Spring 1 2025									
Reviewed by:	Premises, Health and Safety Committee									
Next Review date:	Spring 1 2026									
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation</td><td>Gender reassignment</td><td>Marriage/civil partnerships</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected:</p> <div><input type="checkbox"/></div>	Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation	Gender reassignment	Marriage/civil partnerships
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### **Statement of Intent**

At Cottenham Primary School, we are committed to supporting our pupils to learn how to be able to swim competently and confidently. Swimming is a valuable life skill and the teaching of it aims to contribute to the personal and social development of pupils, alongside promoting their health and wellbeing. The school follows the requirements of the national curriculum in its provision of swimming instruction.

## **1. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2013) 'National curriculum in England: physical education programmes of study'
- DfE (2022) 'PE and sport premium for primary schools'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy
- Intimate Care Policy
- Health and Safety Policy

## **1. Roles and Responsibilities**

The governing board will be responsible for:

- Ensuring the school meets its requirement to teach swimming and water safety in line with the national curriculum.
- Monitoring and evaluating the effectiveness of the school curriculum in relation to swimming and water safety.
- Ensuring relevant training for the delivery of, and supporting the delivery of, swimming lessons is available for staff.

The Headteacher will be responsible for:

- Ensuring all those involved in the provision of swimming, including third-party staff, are appropriately qualified, capable and competent to fulfil their roles.
- Determining the number of staff and volunteers needed to ensure safe supervision levels for swimming lessons.
- Ensuring all relevant staff read and understand their responsibilities under this policy.

The PE subject lead will be responsible for:

- Undertaking a Swimming Risk Assessment to ensure appropriate procedures are in place to control hazards.
- Reporting annually to the governing board on the impact of the school's swimming provision.
- Ensuring all staff are aware of their responsibilities for swimming lessons.
- Ensuring records are kept of pupils' swimming progress.

Teaching Staff will be responsible for;

- Planning, teaching and evaluating swimming in line with national curriculum requirements.
- Preparing schemes of work appropriate to the age, ability and needs of the pupils being taught.

Teaching and Support Staff will be responsible for:

- Observing and managing behaviour during swimming lessons.
- Supervising pupils to and from the pool and in the changing rooms.
- Undertaking regular head counts of pupil at the beginning, during, and at the end of swimming lessons.
- Supporting the teacher with the delivery of lessons, as appropriate.
- Familiarising themselves with the pool venue's rules and emergency procedures.
- Ensuring all pupils, including those with SEND and any other additional needs, are able to take part in lessons and achieve their best.
- Ensuring the health and safety of pupils at poolside and in the pool.
- Taking prompt action in response to any medical or other emergency in the pool.

## **2. Curriculum**

The school will teach pupils to:

- Swim competently, confidently and proficiently over a distance of at least 25 metres.
- Use a range of strokes effectively, e.g. front crawl, backstroke and breaststroke.
- Perform safe self-rescue in different water-based situations.

The school will aim to ensure that by the time a pupil is ready to move to secondary school, they are comfortable in water, understand the dangers of water, and know how to stay safe in and around water. Pupils will be taught about different water environments and different types of situations that could occur, e.g. falling into a river, experiencing rough tides. Where appropriate for certain lessons and activities, pupils will be organised in groups in relation to their ability, the size of the class and the number of staff available to supervise.

### **3. Attainment and Progress**

The class teacher will monitor pupils' attainment, progress and outcomes for swimming. Pupils who attain the minimum swimming, stroke and rescue requirements quickly will be provided access to other appropriate activities to help them develop their skills further and stay engaged.

Where possible, the school will provide pupils in Year 6 who have not met the desired standards with the opportunity to attend extra-curricular top-up lessons using the primary PE and sports premium. The school will publish on its website the percentage of pupils within Year 6 who meet the national curriculum requirements for swimming and water safety as part of its reporting requirements for the PE and sport premium. The percentage will be based on records from pupils' most recent school swimming lessons; if pupils have received subsequent swimming lessons in their own time, this will not be taken into account.

### **4. Supervision**

The PE subject lead will undertake a Swimming Risk Assessment to determine the number of staff and volunteers that accompany pupils on swimming lessons and the appropriate staff to pupil ratio. The risk assessment process will cover the use of changing rooms. The risk assessment will consider:

- Specific needs and challenges presented by pupils, e.g. behaviour, experience and SEND.
- Experience, skills and competency of school staff.
- Working conditions at the pool, e.g. specific challenges to supervision.

The following recommended ratios will be used as a starting point for determining pupil to staff ratios for swimming lessons in line with the risk assessment's outcome:

Recommended minimum swimming lesson pupil to staff ratios		
Ability	Baseline staff:pupil ratio	Quality delivery ratio
<b>Non-swimmers and beginners</b> (pupils that cannot swim 10 metres comfortably, with or without floatation aids)	12:1	8:1
<b>Improving swimmers</b> (pupils that can swim 10 metres comfortably and safely)	20:1	12:1
<b>Mixed ability groups excluding beginners</b> (all pupils can swim 25 metres comfortably)	20:1	12:1
<b>Competent swimmers</b> (pupils that can swim at least 25 metres comfortably and unaided and can tread water for two minutes)	20:1	15:1
<b>Swimmers with SEND and additional needs</b> (each pupil's needs should be considered independently)	8:1 with 1:1 support where required	6:1 with 1:1 support where required

At least two members of school staff will be present on poolside for all swimming lessons. Adequate supervision will be maintained in changing rooms by staff of the same gender wherever possible and pupils will be made aware of safety rules to follow. Pupils will be monitored closely as they walk to and from the pool area. Pupils will be clearly instructed not to enter the pool until they have permission. If a pupil needs to leave the pool for any reason, all staff will be made aware of this and will ensure the pupil remains adequately

supervised. Staff will ensure they have a good understanding of the rules and guidelines for use of the pool and the changing areas, including emergency procedures. The teacher will ensure pupils know how to use safety and teaching equipment correctly, and staff will monitor pupils to ensure appropriate use.

Incidences of misbehaviour will be handled in line with the **Behaviour Policy**. Third-party staff will be able to issue appropriate warnings and sanctions to pupils during lessons. Pupils endangering themselves or others will be made to leave the pool.

## **5. Safeguarding**

Staff will follow relevant procedures in the school's **Safeguarding and Child Protection Policy** for swimming lessons.

All supervising adults will understand that physical contact with pupils should only take place if it is essential and in clear sight of other staff. Examples where physical contact may be necessary include demonstrating correct swimming technique, to treat or prevent an injury, and to assist with personal care where required. All instances of physical contact will be explained to the pupil, with permission asked unless it is an emergency.

## **6. Pupils with SEND, Medical Conditions and Additional Needs**

The school will ensure that all pupils are able to participate in swimming lessons and will be supported to achieve as best as they possibly can. Each pupil with SEND, medical conditions or additional needs, e.g. EAL pupils, will have their situation considered independently to determine the pupil:staff ratio required for swimming lessons and necessary adjustments. The SENCO will liaise with the teacher to ensure appropriate measures are in place and provide advice as required on specific needs of the pupils.

## **7. Parental Involvement**

Parents will be informed in advance of when their child will be starting swimming lessons and what this will involve, including kit requirements and pupils' expected standards of behaviour. Parents will be made aware that swimming is provided free of charge as part of the curriculum and their child cannot opt out of the lessons unless stipulated in an EHC plan or through a doctor's note. Regular updates on progress and attainment will be provided to parents. Information on how their child is meeting the national curriculum requirements for swimming will be included in end of year reports and at parents evening.



Parents will be informed that they are not able to attend at poolside for swimming lessons as this can distract pupils and cause health and safety and safeguarding issues.

## **8. Swimming Kit and Equipment**

Parents will be notified in advance of their child beginning lessons of swimming kit requirements. Pupils will need to wear appropriate attire that is tight fitting to take part in lessons. Girls will be asked to wear a one-piece swimsuit and boys will be asked to wear swimming trunks. The school will consider any reasonable adjustments to kit requirements, e.g. to respect cultural or religious needs, in line with the **School Uniform Policy**. Swimming hats must be worn by all pupils. Pupils with long hair will tie it back away from their face. Jewellery is not permitted during swimming and pupils will remove any before lessons begin. Pupils who do not bring swimming kit or are unable to participate in the lesson for any reason will attend the lessons and observe from the poolside.

Clothes worn by staff will be suitable for the possibility of having to enter the pool in an emergency.

## **9. Illness and First Aid**

Parents will be made aware that children with diarrhoea or vomiting should not attend school until they have not been sick or had diarrhoea for at least 48 hours. Pupils with these symptoms will not be allowed to take part in swimming lessons and parents will be asked to collect their child. Pupils with verrucae will be able to take part in swimming lessons – over-the-counter treatments must be worn for a layer of protection over the verrucae.

Where a pupil requires first aid to be administered during a lesson, parents will be informed as soon as possible. Details of the incident will be recorded and retained by the school in line with the **Children with Medical Conditions Policy, including the Administering of Medicines and First Aid Policy**. If a pupil needs to be taken to hospital, a representative from the school will accompany them.

## **10. Transport**

No transport is required as the pool is on the school site. Children will walk to the pool from their classrooms.

## **11. Funding and Training**

The governing board will ensure the school's core budget provides a comprehensive swimming and water safety programme. Where necessary, the PE and sport premium will be used to make additional and sustainable improvements to the school's provision, e.g. through funding CPD for staff, providing top-up lessons for Year 6 pupils, arranging additional activities for strong swimmers.

Swimming lessons will be provided for free and parents will not be required to pay costs associated with facilities and teaching. Teaching staff will possess the necessary knowledge, skills and competence to plan, teach and assess all elements of the national curriculum. Where relevant, staff will be supported to undertake CPD for school swimming, such as through the Swim England National Curriculum Training Programme, to assist the delivery of swimming lessons.

## **12. Monitoring and Review**

This policy will be reviewed annually by the governing board, in liaison with the Headteacher and PE subject lead. Any changes or amendments to this policy will be communicated to all staff members.

### **13. Swimming Pool Procedure**

The following documentation outlines the Normal Operating Procedure (NOP) for the maintenance and use of the pool. It has been adapted from the model policies provided by the ISRM National Pool Carers' Certificate Course Manual and the Cambridgeshire County Council Safety in Swimming Pools Manual.

#### **CHEMICAL STORAGE, USE AND MAINTENANCE, POOL DETAILS AND PLAN**

##### **Chemicals in the store**

The following chemicals are deemed safe for use in the pool and should be stored in a locked, water-tight environment.

Table 1.1

Disinfectants	Granules - Sodium dichlorisocyanurate dihydrate Tablets - Trichloroisocyanurate
Ph Correction	Sodium Bisulphate
Oxidiser/Coagulant	Aluminium Sulphate
Algaecide	Sunspot Algaecide

Any other chemicals should have a full risk assessment conducted before use in the pool and this policy adjusted as a result.

##### **Target Chemical Levels**

The table below (2.1) sets out the target levels of various chemicals in the pool.

Table 2.1

Free Chlorine	8.0mg/l
Combined Chlorine	No more than half Free Chlorine Value
pH	7.2
Cyanuric Acid	0 – 100mg/l
Alkalinity	100 – 140mg/l
Calcium hardness	100mg/l
Total Dissolved Solids (TDS)	1000mg/l above current tap water level

The following table (2.2) sets out chemical levels that would require temporary closure of the pool. Appropriate action should be taken and the pool retested until acceptable levels are achieved.

Table 2.2

Free Chlorine	Below 4.0mg/l or above 10 mg/l
pH	Below 7.4 or above 7.8
Cyanuric Acid	Above 200mg/l

The following table (2.3) sets out when and how often the chemical tests should be carried out. The Daily and Weekly Water Test Results form should be filled in after every test and compared to target levels. All tests should be carried out by a qualified and competent person (ISRM National Pool Carers Certification as a minimum requirement). Appropriate action should be taken if results are unsatisfactory.

Table 2.3

pH and Chlorine	Every 2 Hours
Cyanuric Acid	Once a week
Alkalinity	Once a week under stable conditions, more often if unstable
Calcium Hardness	Once a week
Temperature	Every 2 Hours
Bacteriological Sampling	Once a month

### **Maintaining Pool filters**

Backwashing should be carried out at least once a week, more often if water test results indicate that it is required or if filter pressure raises 0.5bar above the normal operating level.

### **Pool Temperature**

The ideal temperature for the pool is between 28°C and 30°C.

### **Details of Pool**

- Pool Length 14.44m
- Pool Width 7.2m
- Pool Depth 1.0m ave
- Volume Water 93.57m<sup>3</sup>
- Maximum Bathing load 20 (based on ISRM guideline of 3m<sup>2</sup>per swimmer)

SWIMMING POOL AREA PLAN



## **POTENTIAL RISKS (as identified by Governors' Risk Assessments)**

See Premises, Health and Safety Committee minutes and Risk Assessments.

## **SAFETY IN SWIMMING POOLS**

### **Emergency Alarm Procedures**

A 2-way radio is situated in the pool area and is checked on a daily basis. The Emergency Assistance measures should only be used in the event of serious incidents in the pool area which requires immediate on-site attention of the Headteacher/Site Manager/Other SLT member.

A first aid kit is available in the pool area. It is the responsibility of the first aider responding to an accident to make a note of any resources used and inform the Assistant School Business Manager so that they can be replaced.

### **Awareness of Risks**

As far as is possible, staff must be aware of the main hazards affecting safety and those bathers more at risk. The following are factors that have been associated with fatalities or serious injuries:

- Poor health problems (heart trouble, asthma etc.)
- Alcohol or food before swimming
- Youth and inexperience
- Weak or non-swimmers straying out of their depth
- Unauthorised access to pools intended to be out of use
- Diving into insufficient depth of water
- Unruly behaviour and misuse of equipment
- Unclear water, preventing casualties from being seen
- Absence of, or inadequate response by, staff in an emergency
- Items near the edge of the pool where a fall could lead to injury

### **Clearing of the pool at the end of a session**

Teachers should not leave the pool area until all swimmers have left the pool. Once the pool is closed, the poolside should be hosed down by the Site Manager.

### **Supervision during school swimming sessions**

"School swimming" means:

- structured and controlled swimming lesson, which is taught as a programmed session
- a minimum supervision for each group of two adults, one of which is resuscitation trained

**UNSUPERVISED SWIMMING IS NOT PERMITTED.**

## **RULES**

- No more than 20 children in the pool at any one time.
- No running in the pool area.
- Children are prohibited from entering the store shed, chemical stores and pump room.

- Disorderly behaviour will result in immediate removal from the pool
- No swimming may take place if lightning is a possibility

## **EMERGENCY PROCEDURES**

In the event of an emergency such as: outbreak of fire (or sounding of the alarm to evacuate the building), bomb threat, structural failure

### **Procedure**

- Calm exit from the pool
- Line up at gate – roll call completed
- Walk in orderly fashion onto the rear playground – roll call completed

In the event of an emergency such as: emission of toxic gases

### **Procedure**

- An ambulance and emergency services should be called immediately
- Calm exit from the pool
- Line up at gate – roll call completed
- Walk in orderly fashion onto the playground – roll call completed

In the event of: a serious injury to a bather, discovery of a casualty in the pool

### **Procedure**

- An ambulance should be called immediately
- Calm exit from the pool
- Two adults to stay with the casualty who should be removed from the pool if this is a safe thing to do. Otherwise, support the casualty and await help.
- Line up at gate – roll call completed
- Walk in orderly fashion onto the playground – roll call completed

In the event of: bodily fluids such as vomit, diarrhoea, blood in the pool

### **Procedure**

- Immediately evacuate the pool
- Call the Site Manager
- See specific Emergency Action Procedures (EAP) below.

## **Emergency Action Procedures**

### **Faecal Contamination**

If any amount of loose excreta (diarrhoea), is introduced into the pool water by any person, then the following action must be followed;

1. Evacuate all swimmers from the pool immediately, and ensure that the pool remains closed until point 11
2. Increase the chlorination of the pool water by raising the normal free chlorine level to the recommended level in table 2.1
3. Ensure a coagulant is introduced
4. The pool should be closed and treated for **6 turnover periods**. This could involve closure of at least 24 hours
5. Test and record disinfectant levels throughout the pool
6. Vacuum the pool floor to remove any solid material and collect, using a scoop, any floating large solids
7. Backwash the filter prior to re-use and top up pool water level



8. Allow the filter media to settle by running water to drain for a few minutes after the backwash process is complete
9. Circulate the pool for a further **eight hours** to remove any withheld oocysts through any imperfections in the backwash process
10. Re-test the pool water and, if results are satisfactory open the pool – only when free chlorine and pH levels are within the ranges in table 2.1

### **Blood and Vomit**

1. If substantial amounts of blood or vomit are spilled into the pool, it should be temporarily cleared of people, to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water. Chlorine and pH levels should be within the recommended ranges before the pool is re-opened
2. Any blood spillage on the poolside should not be washed into the pool or poolside drains. Instead, it should be dealt with as it should anywhere else on the school site
3. All materials used to clear up a spill should be cleared and placed into the yellow bin in the medical room for incineration