



# Kingsway Junior School

*'Developing Confident, Enthusiastic and Happy Learners!'*

## Swimming Policy

Responsible committee	Governing Body
Date Reviewed	Spring 2026
Next Review	Spring 2027
Signed on behalf of the Governing Body	<i>Caroline Loison</i>
Print Name	Caroline Loison

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**KINGSWAY JUNIOR SCHOOL**  
**SWIMMING POLICY**

**SECTION 1 - POOL SAFETY (Follows Herts. County Council Normal Operating Policy, Emergency Action Plan and Risk Assessment)**

1. The pool is locked at all times when not in use.
2. Fences and gates are kept secure. The main electric gate access by intercom only during swimming lesson times and the gates are closed.
3. Depth markings are clearly marked.
4. Water clarity is maintained within safe limits and this is monitored each day by the Caretaker and/or Headteacher or Deputy
5. The temperature is maintained at a reasonable level. We aim to achieve 29deg but this may not always be possible when it is windy or the air temperature is low.
6. A selection of the following is always available on the pool side for safety:
  - safety poles,
  - body hooks,
  - broom handles,
  - buoyancy aids,
  - rope for throwing.

All teachers must have a whistle and a two-way radio with them during sessions.

All staff should wear appropriate clothing and trainers should be worn on the poolside.

**First Aid Equipment:**

This is kept in the girls changing room and should be to the side of the pool during lesson time and returned at the end of the day. There is a blanket and towel in a plastic bag, a box of tissues should also be available. The kit consists of the following.

A plastic box containing:

- Resuscitation guide,
- Vent aid,
- Plastic gloves,
- Wet wipes, tissues
- Individually wrapped plasters.

With the first aid box is a small blue book in which **all** incidents or accidents at the pool must be recorded by the responsible person. This will be checked daily by the site manager and monitored by the Headteacher to see if adjustments in pool procedures are necessary.

**Pool Log:**

The school caretaker maintains a careful, daily log of all chemical dosing and readings at the pool. The relevant COSHH literature is with the log. The Environmental Officer visits regularly and tests the water condition. The pool log must not be taken away.

A Risk Assessment is in place (linked to the Herts. County Council swimming risk assessment) and is kept under review.

- The teachers go through the emergency procedures every season with their children before swimming commences.

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- The nearest phone is in the Main Office immediately opposite the pool. The school's normal chain of responsibility applies.

## **SECTION 2 - SKILLS AND EMERGENCY PROCEDURES**

### **SKILLS:**

An ASA level 2 qualified teacher is to conduct all lessons. With teacher and other adults support where necessary.

### **EMERGENCY PROCEDURES: (Follow Herts County Council Emergency Action Plan)**

If support is needed at the pool, but an ambulance is not required, teachers contact the office via their two-way radios and send a pool supervisor to the office as back up. The office staff will send aid to the pool.

In the event of an emergency, teachers contact to the school office via the two-way radio and send a pool supervisor to the office as backup. The office staff will telephone for an ambulance immediately.

## **SECTION 3 - CLASS ORGANISATION**

### **Pre-lesson preparation:**

Staff to keep to times arranged so colleagues and helpers are not inconvenienced.

A register will be taken by the class teacher to confirm who is swimming before the lesson commences. A head count will be taken by the swimming teacher on entry and exit from the pool.

If there is a good reason why a child is not swimming, he/she should be sent to another class during the session. A note from a parent must be received to explain the reason for any child not taking part in swimming. Children cannot be sat at the side of the pool.

Children should be encouraged to use the toilet and wash their hands immediately prior to each swimming session.

Children should not take unnecessary items to the pool, and their swimming costumes and towel should be in a plastic bag. Children must be discouraged from wearing their costumes to school under their uniforms.

Girls costumes must be one-piece (no bikini-style swim suits) and boys should be encouraged to wear swimming trunks, although short swimming shorts are permissible (no Bermuda-style long shorts).

### **Health and Safety:**

Children should not swim up to at least one hour after consuming food.

Goggles are allowed to be worn. Teachers must talk to children about safe use of goggles.

Because of the risk of injury to themselves and other swimmers, no children should be allowed to swim wearing jewellery of any kind.

All swimmers should be in a good state of cleanliness and wear appropriate bathing costumes.

Children needing to wear their glasses to the pool should bring a hard case to put them in.

Staff should remind asthma sufferers that they must be responsible for collecting their inhalers from the office and having them available at the pool.

Children should be encouraged to blow their noses and use the toilet before going over to the pool.

All hair long enough to tie back must be secured.

All children must wear a swimming hat during lessons; these can be purchased from the school office at a very reasonable price.

Children should be reminded that under no circumstances should they stand on the benches in the changing rooms and they are for sitting purposes only.

### **Grouping:**

At the beginning of each season and periodically through the season, the children's swimming ability should be re-assessed by the swimming teacher. Those at risk should wear armbands and the weakest swimmers kept to the shallow end.

At least **3 adults**, including the person overseeing the class, must be present at any time. In the event of an injury the office must be called to assist. One or more of these adults must act as an observer, at each session, to prevent unsafe conditions from developing. The observer should be stationed half way along one side of the pool and should not be engaged in managing a group at the same time.

### **Pool organisation:**

The class teacher will take the class swimming register prior to entering the swimming pool area. This should be followed by a head count of the children immediately before they enter the pool. A further head count will then be carried out when the children exit the pool.

The use of the whistle to draw attention should be a short, sharp blast. The children should stand still (shoulders under, chin on the water) or tread water and look at the teacher for further instructions.

**DURING AN EMERGENCY SEVERAL SUSTAINED BLASTS ONE AFTER THE OTHER WILL BE USED.** All children should immediately exit the pool via the nearest ladder and await instructions.

**IN THE INSTANCE OF FIRE, THE EMERGENCY WHISTLE OF SUSTAINED BLASTS WILL SOUND.** All children should immediately exit the pool via the nearest ladder and line up in an orderly manner at the side of the pool. The children will be led to the main rendezvous point in the large playground (in line with school fire procedures). The teacher should contact the office via the two-way radio and one adult supervisor will be sent to the office immediately, where the alarm can be raised to the rest of the school and the emergency services can be called.

The first aim of any lesson must to ensure the safety of the children.

No one enters the water until told to do so. **Entry and exit to and from the pool must be made via the steps located at each end unless practicing safe entry by the side as instructed by the swimming coach.**

No diving, including sitting diving or jumping, is allowed as the water depth is insufficient.

No unnecessary splashing will be tolerated during lessons.

No chattering, ducking under or inattentive behaviour should be allowed.

On completion of a task, swimmers should return to the side and look at the teacher for further instructions.

Teachers should always stand in such a position that they can see and be seen by all the class during instruction.

Lessons should be purposeful and energetic. As with all exercise, there should be a brief warm up and a cool down period at each end of the lesson, with an energetic, planned series of activities in between.

If apparatus is used, teachers must ensure that it is all recovered at the end of a session and returned to the appropriate places.

Throwing floats or other items is very dangerous and must not be allowed.

All teachers, classroom assistants and adult helpers have a copy of this policy. There is also a copy of the relevant pages from the Safe Practice in P.E. booklet, Herts County Council Normal Operating Procedure, Herts County Council Emergency Action Plan and Herts County Council Risk Assessment available.