

Leeds Schools Swimming Guidelines 2019 - 20

**City Development
Active Leeds**

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Swimming Guidelines

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1. Leeds Schools Swimming Introduction and Rationale

Swimming is an important and mandatory part of the school curriculum. As the majority of schools swimming sessions will take place outside of the school, it is important that both school teachers and parents are aware of the rationale behind the Leeds schools swimming policy and that teachers are aware of the safety issues that swimming presents.

2. Requirements and Opportunities

2.1. Key Stage 1 or 2

In order to undertake the full requirements of Key Stage 2, (Key Stage 1, if schools choose to cover swimming at this stage) ideally all pupils should attend swimming at this level for **2 years** (based on at least **33 weeks** per year for each pupil). In Leeds City Council Swimming Pools, pool time, space, and instructors are available for pupils in these year bands 4 (8-9) and 5 (9-10). **When the timetable for these groups has been met any remaining time will be made available to classes from other year bands. Preferably year 6 pupils (10-11).**

Schools taking children under 8 years of age should contact the centre to discuss the teacher/pupil ratios as for safety reasons younger swimmers need a higher teacher/pupil ratio.

2.2. National Curriculum Key Stage 2 Standard

Pupils should be taught to: swim competently, confidently and proficiently over a distance of at least 25 metres; use a range of strokes effectively (for example breaststroke, backstroke, and front crawl); perform safe self-rescue in different water-based situations. And publish on the schools website, the swimming attainment levels of year 6 pupils for that academic year.

What does this mean? Swim England provide the following table to help aid understanding of each requirement.

Attainment	Criteria Examples
Perform safe self-rescue skills	Floating, treading water, attracting attention, safe self-rescue circuits or scenarios
Use different strokes and swimming skills for different outcomes	Swimming lengths, play water polo, tread water
Swim competently, confidently and proficiently further than 25m	Swim increasingly longer distances using a range of strokes, compete in a race or gala
Talk about how to behave when in and around water and how to help in an emergency	Be able to explain where incidents could take place and what number to call for help

Pupils should demonstrate they meet these elements with certainty, and on more than one occasion. By repeating the attainment objectives, this will help build confidence and ability. When assessing the outcomes, always consider the extent to which pupils' skills and strokes would enable them to get themselves out of trouble if they unintentionally fall in to water or get into difficulty.

2.3. Sport Premium Funding/ Swimming Galas/ Festivals & Intensive Lessons

Sport premium funding can be used towards the cost of the swimming gala/fun swim (See appendix A for charges) or alternatively schools can provide intensive lessons to target those pupils who have not been able to meet the National Curriculum standard requirements. For example target those pupils in Year 6 for an intensive

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set of lessons following the completion of SATS. Alternatively, the first and last weeks of term are not formal weeks of school swimming and therefore can be used as week of intensive swimming i.e. Year 3 pupils due to start in the next academic year can get a head start on lesson. Please contact Sarah Crossley (sarah.crossley@leeds.gov.uk) to discuss options further.

2.4. Extra Sessions

If you wish for your school to swim outside the term dates as stated above then these need to be clearly indicated on the original booking form or via email to sarah.crossley@leeds.gov.uk and the necessary arrangements will be made with the pool. However, please note transport through CTPlus (see below) cannot be arranged for these dates.

As many schools are converting to independent/academies then there is a growing demand to swim outside the standard term dates, where possible centre's will accommodate assuming there is no conflict with holiday programmes.

2.5. Key Stage 3 and 4

Swimming in the secondary school curriculum is available at Key Stages 3 and 4. Also available are opportunities to take the RLSS Bronze Medallion and First Aid courses, which covers the criteria for GCSE PE and can be credited towards the final mark.

2.6. Vocational Qualifications for Year 12 Pupils

There are opportunities for Year 12 pupils to take the STA Award. Also available is RLSS National Pool Lifeguard Qualification. For further information please contact the Aquatics Manager. See **Appendix F**.

3. Swimming in Leeds City Council Swimming pools

3.1. Funding

Funding for swimming based on the above requirements is allocated in your school budget

3.2. Costs

The costs for swimming are in two parts:-

1. Transport (If requested) – Please see **appendix A**
2. Pool hire, instruction and lifeguarding - the number of swimming teachers provided will depend upon the number of children attending. Extra teachers, where available, can also be requested and paid for.

Current charges for pool hire/instruction are included in **Appendix A**. Current charges for transport are included in **Appendix A**.

3.3. Swimming Lesson Bookings

Bookings must be made through City Development, Active Leeds. Booking information will be sent to all schools in January/February of each year.

Swimming sessions are 30 min. duration (standard). Lessons are available up to 33 weeks per academic year.

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Alternatively Armley Leisure Centre and John Charles Centre for Sport offer Primary School Intensive Swimming. Running for one term with three thirty minute swims per week. Research has shown that intensive swimming programmes reap better results (spaces are limited on this programme).

The size of each pool will determine the number of pupils that can swim at any one time. See **Appendix B** for details of maximum numbers.

To cancel session's schools should give at least 3 months' notice in writing (can be done via email to sarah.crossley@leeds.gov.uk) to City Development, Active Leeds.

Confirmation of your pool and transport (if requested) bookings will be sent by early July

3.4. Transport (information provided by Children's transport)

Through a partnership with the West Yorkshire Combined Authority (WYCA), the council's Children's Transport service can once again offer transport to and from swimming lessons that take place between 9.30am and 2.00pm at very favourable rates. Children's Transport asks that you read the following information carefully.

If you have any particular requirements regarding transport to swimming lessons please clearly state on the application form or contact WYCA on the numbers below. For example, if you need a wheelchair accessible vehicle this can be arranged but it would reduce the overall number of available seats on a bus, and WYCA will need to be aware in advance so they can factor this into your journey requirements.

Please note that to be able to offer this service at such a low rate, the buses are scheduled to move on to the next school swimming journey promptly, and delays can have a significant knock-on effect for children at another school. Whilst we do know that a delay can sometimes be unavoidable, during the previous academic year there were quite a rise in the number of delays. We need to let you know that recurring and avoidable delays may lead to a service being withdrawn so that other children don't miss out on their learning. We would always discuss any problems with a school first and try to help find mutually workable solutions and we thank you for understanding our position on this. The buses operate to a tight schedule which only allows:

- Five minutes changing time before the start of a lesson; and
- Ten minutes between the end of a swimming session and the time when the bus has to depart.

Please note should these times not be adhered to then this provision may be withdrawn

The fleet of vehicles used to offer this service is being upgraded as many of the vehicles currently used are nearing the end of their serviceable life. Whilst your school may previously have been transported by single deck vehicles with seatbelts, this may not continue to be the case and you may be provided with a vehicle without seatbelts. The current vehicles were originally specified and funded directly by central government. Children of all ages already routinely travel in safety on public service buses, which have an excellent safety record, and neighbouring councils already routinely provide non-seat belted buses for education transport journeys. However, we wanted you to know about this change in advance so that you are fully informed about your swimming transport plans.

Please note that if you cancel a journey with less than 7 days' notice Children's Transport will still incur the fee for that journey, so your school will still be invoiced for it. However, as with everything else, we aim to take a pragmatic approach and will do what we can to help when things aren't going to plan for you. If you wish to cancel transport on a particular date, or have any queries about punctuality or lost property, you should call 0113 2517292 / 0113 348 1122

3.5. Problems/Complaints

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If you experience any problems, in the first instance, a member of the management team at the pool where your school swims should be notified immediately. If your problem is not resolved following discussions with the management team then problems should be forwarded to the relevant Area Manager. See **Appendix H**.

4. Pool Safety, Changing Facilities & Emergency Procedures

4.1. Pool Orientation

On the first visit to the pool, all schools swimming groups attending Leeds City Council swimming pools will receive orientation training. This includes the following: details of emergency and evacuation procedures including: drown alarm activation; fire alarm activation; location of rescue equipment etc. See **Appendix O**.

All teachers likely to bring children to the pool during the year should attend this session.

Any teachers bringing a class to the pool without this training should inform the duty officer on arrival, or earlier if possible.

4.2. School Teacher Responsibilities

(For simplicity this document refers to school teachers but it can be substituted for, “the person or persons nominated to attend swimming by the Head teacher”)

School teachers bringing children to the pool are responsible for their pupils in the changing room and when they are in the pool. **Schools should bring both a male and a female to the pool to supervise children in the changing rooms.** If this is absolutely impossible the school should have a conversation with the Centre Manager in the first instance. Changing rooms are usually shared with the public, therefore, school teachers should make arrangements for the security of pupils’ belongings, and pupil welfare.

The teacher in charge of the school group must sign in when the class arrives on site.

All school swimming lessons are lifeguarded by qualified lifeguards provided by the Leisure Centres.

Where school teachers need to go into the water to assist with a lesson, it is recommended that they wear a T-shirt and pair of swimming shorts. The wearing of a T-shirt makes them clearly visible from the side amongst a group of children. In no instance will a member of Active Leeds enter the water to assist with the teaching of a lesson.

It is recommended that all schools adopt the Swim England School Swimming Charter and follow the Leeds Primary School Swimming Scheme Framework (example shown **Appendix J**). It is preferable that school teachers and the Leisure Centre teachers work together on achieving set goals for each pupil. Schemes of work are provided to help plan each lesson and to make sure the aims of the National Curriculum at Key Stage 2 are met. A continuous assessment sheet is provided to monitor each child’s progress throughout the year. The completing of the assessment sheet is the responsibility of the school staff attending with the class, this ensures the correct child’s achievements are noted. For example, during assessment week the school teacher would work with the centre teacher who would identify which skill had been completed by which child, this would then be noted down.

4.3. Support for Trans Young People

The School nor Leisure Centre must not discriminate against a young person because of their trans or gender status. Support for a trans young person starts with identifying their individual needs. Young people under 18 can transition socially but not legally, this means living as their preferred gender and can include:

- Changing their preferred name

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- A change in pronoun (he, she, they, etc)
- Wearing clothes that's are associated with their gender identity
- Use of toilets/changing rooms appropriate to their preferred gender where possible

Where possible, gender neutral changing and toilet facilities should be provided. These may be in the form of 'village' changing rooms, separate cubicles or access to accessible changing facilities.

Information for clothing whilst swimming can be seen in **Appendix D**

4.4. Pool Safety

4.4.1. Group Sizes

The number of children in the care of one teacher or instructor should not exceed 20 and for children who can swim less than 10 metres the ratio should not exceed 12. Actual numbers in each group will be determined by the pool space available. For example, some learner pools in Leeds would only be capable of taking up to 12 pupils.

Please refer to the joint Swim England/RLSS/CIMSPA document Safe Supervision in Swimming Pools for further information - see **Appendix C**.

4.4.2. School Swimming – Pool Staffing

During schools swimming lessons, to ensure safe supervision of pools, the following should be adhered to:

Number of Pools used	Public Swimming	Number of 'Leisure Centre' teachers	Large Pool	Small Pool
2	No	1	School Teacher	Centre Teacher
2	Yes	1	School Teacher	Centre Teacher
2	No	2	Centre Teacher	Centre Teacher
			Shallow End	Deep End
1	No	1	Centre Teacher	School Teacher
1	Yes	1	Centre Teacher	School Teacher

For example, John Smeaton Leisure Centre which has 1 pool with no public swim in at the same time would require 1 centre teacher in the shallow end with the non-swimmers and a school teacher in the deep end with the confident swimmers (unless an additional centre teacher was requested and paid for)

These arrangements need to be discussed during the initial 'induction' undertaken by the centre staff with each school. For the lifeguard overseeing the children being taught by the school teachers, agreement must be reached as to their positioning. If changes to the recommended staffing levels are desired, approval will be needed by the Centre Manager. For example, some schools may wish to teach all pupils in the large pool and not split into small and large pools

4.5. Emergency Procedures

4.5.1. School teachers should be aware of the following:

The emergency procedures for the swimming pool including nearest phone, drown alarms, first aid equipment etc. (these procedures are individual to each pool)

Poolside rescue equipment e.g. Poles, ropes, throw bags. This should be checked by the centre before the start of each lesson so that adequate provision for emergencies is readily available.

Depth of the pool(s) and where this changes

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Any injuries/ illness to school staff or pupils whilst in the leisure centre must be reported to a member of the leisure centre staff so first aid arrangements can be made and the incident recorded.

4.5.2. General Pool Safety Information:

For learning to be safe and effective in the swimming pool environment, school teachers should enforce/observe the following:

- I. Teachers should set up a series of signals with the pupils in the group for example hand movements to clear the pool in an emergency. These can be agreed with the centre teacher during the first week of lessons,
- II. Non-swimmers should be kept within their own depth (unless buoyancy aids are worn and the swimmers are under the guidance of a qualified swimming teacher)
- III. Running on pool side or rough play in/out of the water is forbidden
- IV. It is recommended that jewellery should not be worn in the pool (your P.E. rules should cover this or consult the baalpe guidelines)
- V. Pupils should not swim within an hour of a meal
- VI. **Diving should only be taught by qualified swimming teachers (Swim England Level 2 Swimming Teacher) in a minimum depth of 1.8 metres. Unfortunately Fearnville, Holt Park Active, Kirkstall and Scott Hall Leisure Centres don't have the required depth for diving.**
- VII. The springboards at The John Charles Centre for Sport, Aquatics Centre and Aireborough Leisure Centre should only be used when the teacher supervising the group holds the Swim England Level 2 Swimming Teacher as a minimum qualification.
- VIII. Pupils should wear close fitting costumes/trunks and ideally not bikinis for girls and baggy shorts for boys. For boys wearing loose fitting shorts these must not go below the knee. The wearing of costumes may not be possible for Asian girls, tight fitting leotard type tops and leggings should be worn.
- IX. Staff and pupils should be aware that goggles can cause eye injuries and manufacturer's instructions must be followed.
- X. The number of pupils in the class should be checked from time to time and particularly at the end of the lesson.

4.6. Hygiene

Teachers should enforce/observe the following hygiene rules:

- I. All children should use the toilet and showers before entering the pool side
- II. No outdoor shoes to be worn on pool side
- III. Appropriate clothing should be worn for teaching swimming
- IV. No chewing
- V. Children with long hair should have their hair tied tightly back or wear a swimming cap
- VI. Children should not swim if they have a heavy cold or an open wound.

N.B. There is no reason why children with a verruca should not take part in swimming lessons. Ideally cover with a plaster or pool sock

4.7. Primary School Swimming Risk Assessment **Appendix E**

Produced by Active Leeds to cover the swimming pool but schools need to provide their own risk assessments to cover other parts of the out of school trip

4.8. Provider Statement E2

Should you require a completed E2 Provider Statement then please contact your leisure centre direct, a copy of the statement can be seen in **Appendix F**.

5. Training for School Teachers

5.1. Lifesaving/Lifeguarding Qualifications

It is advisable that school teachers undergo some formal training in, lifesaving and rescue techniques. Appropriate courses are as follows, however they are not compulsory:

RLSS/Swim England National Rescue Award for Swimming Teachers and Coaches (minimum 16 hours tuition followed by practical exam)

OR

RLSS National Pool Lifeguard Qualification (Minimum 38 hours tuition followed by a practical exam)

For details of courses – See **Appendices L & M** for contact details

5.2. Swim Teaching Qualifications

Swim England have a swimming teaching course specifically designed for those involved in school swimming. The National Curriculum Training Programme (NCTP) Fundamentals & Aquatic Skills of School Swimming. This is a two day course which will equip anyone involved in school swimming to deliver sessions using the Swim England School Swimming Charter and Leeds Primary School Swimming Scheme Framework

For details of courses – See **Appendix N** for contact details

6. Swimming Awards

6.1. Key Stage 1 or 2 Awards

Schools are encouraged to adopt the Swim England School Swimming Charter as it provides the framework for primary school swimming, click on the link to check out the starter pack, awards and resources.

<http://www.swimming.org/schoolswimming/asa-school-swimming-charter/>

6.1.1. Swim England Awards

The Swim England School Swimming Awards 1-6, Aquatic Skills Award and Self-Rescue Award are only available to purchase direct from Swim England if your school has signed up to the Swim England School Swimming Charter. The Swim England Rainbow Distance Awards provide an incentive to pupil's progression and are available from the leisure centre reception.

6.1.2. Key Stage 3 & 4 Awards

Pupils working towards Key Stage 3 and 4 can utilise the following awards:

Swim England Competitive Performance Awards

Swim England Swimming Stroke Awards

Swim England Aquatic Skills Framework

Competitive Swimming 8-10

Diving Award 1 (Diving Awards 1-3 Pudsey & Kippax, Diving Awards 1-7 JCCS & Aireborough)

Synchronised Swimming 8-10

Waterpolo 8-10

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Rookie Lifeguard 8-10

Swim England Personal Survival Awards

RLSS Lifesaving Awards

RLSS Lifeguarding Awards

For full details of all the above awards contact the Aquatics Manager

6.2. *Schemes of Work*

A Scheme of Work has been produced for each ability group in line with the School Swimming Awards. A copy of each scheme of work is emailed to each primary school prior to the start of each term and a copy is available at each Leisure Centre on poolside. See **Appendix J** for an example Scheme of Work. It is recommended all schools bring a folder with the scheme of work in each week and complete throughout the year.

6.3. *Attendance records and recording attainments*

Attendance records should be kept of all pupils on a week by week basis. In case of an emergency e.g. Fire evacuation.

Attainments should be recorded on the sheets provided for each School Swimming Award to show how well an individual child is progressing. This information should be retained by the school teachers and used to complete the end of year 6 attainments. See **Appendix I** for attainment sheet.

7. **Schools Sport Premium**

As schools must use the Schools Sports Premium funding to make additional and sustainable improvements to the quality of PE and Sport on offer, it could be used for additional swimming provision. Funding can be used to provide additional swimming provision targeted to pupils not able to meet the swimming requirements of the national curriculum. For example target those pupils in Year 6 for an intensive set of lessons following the completion of SATS. Alternatively, the first and last weeks of term are not formal weeks of school swimming and therefore can be used as week of intensive swimming i.e. Year 3 pupils due to start in the next academic year can get a head start on lessons

Please get in touch with Sarah Crossley to discuss options for your school

8. **Swimming in School pools**

When preparing their swimming pool operating & emergency procedures and swimming pool programme, operators of school pools should take the following documents into consideration:

Managing Health and Safety in Swimming Pools - a Health and Safety Commission; Sports Council Document, considered being the 'expert' document for pool safety procedures is available from:

The Publications Department, The Sports Council, 16 Upper Woburn Place, London, WC1H 0Q

Safe Supervision in Swimming Pools - A joint RLSS/Swim England/CIMSPA document covering the safety implications for programmed sessions. See **Appendix C**.

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Appendices

- a) Schools Swimming Pool Hire & Instruction Charges/Transport Charge /Gala charges/ Term Dates
- b) Pupil Ratios per pool
- c) CIMSPA Safe Supervision for Teaching and Coaching Swimming
- d) Clothing While Swimming (Support for Trans Young People)
- e) Primary School Swimming – Risk Assessment
- f) Provider Statement E2 Example
- g) Useful Information for Schools
- h) Useful contacts
- i) Master School Swimming Register & Achievement Record
- j) Swim England School Swimming Framework Awards, Scheme of Work (example) & Assessment/Outcome sheet (example)
- k) Wise up to Water – Drowning Prevention Week
- l) RLSS National Pool Lifeguard Qualification
- m) National Rescue Award for Swimming Teachers and Coaches
- n) Swim England National Curriculum Training Programme Courses
- o) Schools Safety Checklist

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Appendix A.

Schools Swimming Pool Hire & Instruction Charges/Transport Charge /Gala charges/ Term Dates

Pool Hire Prices (per 30 minute session)

Up to and including 39 children - £89.00. This price includes one Swimming Teacher and one lifeguard where required.

40 – 53/59 children - £108.00. This price includes two Swimming Teachers and one lifeguard where required.

Each additional Swimming Teacher is charged at £20.50 per 30 minutes.

We do not refund for cancellations (unless the sufficient notice of 3 month's is provided)

Transport Charges

The following table shows the charges that will apply from September 2019-July 2020, and assumes that 33 trips per year equates to one trip per week.

	2019/20 academic year
Cost per trip for schools making one journey per week (equivalent to up to 33 trips per year)	£92.50
Cost per trip for schools making two journeys per week (equivalent to up to 66 trips per year)	£90.00
Cost per trip for schools making three journeys per week (equivalent to up to 99 trips per year)	£87.50
Cost per trip for schools making four journeys per week (equivalent to over 100 trips per year)	£85.00

Gala Charges

Pool Hire £60.00/hour (reduces to £50.00/hr if 10 or more bookings are made)

Lifeguard Costs £20.00/hour

Swim Teacher/Coach £20.50/30 minutes

Term Dates

2019/20 School Swimming Term Dates (unless agreed otherwise & stated above)

Autumn Term 2019 – w/c 9th September to w/c 9th December excluding w/c 28th October (13 weeks)

Spring Term 2020 – w/c 13th January to w/c 23rd March excluding w/c 17th February (10 weeks)

Summer Term 2020 – w/c 27th April to w/c 6th July excluding May Day 8th May and w/c 25th May (10 weeks)

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Appendix B.

Pupil Ratios per pool

Maximum Numbers of Pupils per Centre

Leisure Centre	No. of Pools	Max No. Children	Max No. Non Swimmers
Aireborough	2	59	36
Armley	2	59	36
Fearnville	2	59	32
Holt Park	2	59	36
John Charles (JCCS)	1	39	39
John Smeaton	1	39	24
Kirkstall	2	59	24
Kippax	1	39	24
Morley	2	59	36
Chippindale (Otley)	1	39	24
Pudsey	1	39	24
Rothwell	2	59	36
Scott Hall	2	59	32
Wetherby	2	59	30

N.b. Pool use may not be exclusive use at certain times, as such the numbers stated above will differ. This will be communicated at the time of booking.

Schools should bear in mind that pools taking for instance a maximum of 59 pupils, would not be able to cater for 59 non-swimmers e.g. Fearnville has a small pool that could cater for up to 12 non-swimmers, plus 20 slightly more confident swimmers in shallow end of the main pool.

The maximum non-swimmer column highlights the maximum number of non-swimmers each centre can cater for as a guide. The higher the number of non-swimmers attending the reduction in the quality of the lesson as not all children will be able to be active at the same time.

Certain centres with two pools may on occasions have activities in the learner pool leaving only the large pool for bookings. You will be made aware of this at the time of booking. Also certain centres don't offer exclusive use of the large pool due to general public swimming.

Appendix C.

CIMSPA Safe Supervision for Teaching and Coaching Swimming

This guidance is aimed at the owners and operators of all swimming pools where teaching or coaching takes place, and at those who undertake such activities. The Swim England, the Royal Life Saving Society UK and the Institute of Swimming Teachers and Coaches endorse it. It deals with risk assessment, safety supervision and the safe ratios of pupils to teachers and coaches.

The legal background

Owners, operators and occupiers of swimming pools must follow the general duties and responsibilities in the Health & Safety in the Workplace Regulations 1992. They are obliged to take all reasonable and practicable measures to ensure teaching and coaching activities are conducted safely. They have the overall responsibility for every person on the premises.

The role of risk assessment

The circumstances and design of swimming pools vary greatly: a standard solution to cover every pool is not practicable. So risk assessment is the essential first step - for any pool, and certainly when setting up teaching or coaching. Risk assessment must:

- Identify hazards
- Assess risks
- Indicate, as far as is practicable, the measures required to control these hazards and risks.

These control measures should then be incorporated in written normal operating procedures (NOPs) and emergency actions plans (EAPs). When preparing these, management should consult fully with swimming teachers, coaches, school teachers and others who bring groups to the pool.

NOPs and EAPs must clearly state the safety and supervisory requirements for all activities in the pool. When prepared, they must be known and understood by coaches and teachers. This ensures consistency of standards.

Safety factors in risk assessment

Each pool will have unique features which make particular demands on safety. But this section lists the six likely factors.

Pool design - The suitability of the general design of the pool area for teaching and coaching includes:-

- Shape: Blind spots resulting from the position of features special water features such as sprays, inlets and wave machines glare, reflection and lighting

Depth – Its importance in relation to the ability and height of the pupils includes:

- The depth and extent of shallow water areas
- The extent of deep water areas
- The pool floor profile, in particular sudden changes in depth
- The possibility of being able to segregate the shallow water area (e.g. roping off and using a boom)

Water quality - Two factors need to be considered:

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- The temperature of the pool water (and the air) in respect of comfort - bearing in mind pupils' size, age, physical and mental condition, and ability
- Clarity of the pool water

Pool organisation - The arrangements of the lesson must be considered:

- Is there exclusivity of use?
- Is there shared use with other activities?
- If use is shared, what are the implications?

Staffing - The skills and numbers of staff are important; consideration needs to be given to:

- Adequate numbers of teachers, coaches and lifeguards
- The appropriate levels of skill teachers, coaches and lifeguards
- The degree of support and help provided by responsible helpers, including parents, school assistants and auxiliaries
- Who has the responsibility for the pool

Pupils and ability - The factors to be considered include:

- The age of pupils
- The range of their swimming ability. This should be known by the teacher or coach and each new pupil should be checked at the first lesson, in shallow water
- The ability of pupils to comprehend instructions, including their command of the language in which the lesson is taught
- How any difficulties will be overcome
- Any physical disabilities or learning difficulties

Programmed and Un-programmed Activities

This publication is about programmed activities - **those with a formal structure**:

Disciplined, supervised or controlled and continuously monitored from the pool side. This includes swimming lessons, coaching sessions and other tuition such as water aerobics. *Safety in Swimming Pools*, a guidance document from the Health & Safety Executive and the Sports Council, indicates that un-programmed sessions should, under certain circumstances, have more lifeguards than programmed sessions.

Safety supervision

Safety in Swimming Pools recommends that everybody providing lifeguarding functions - whether lifeguards or teachers and coaches - should hold an appropriate lifesaving award or qualification.

Where **programmed** sessions are the only activity in the pool, swimming teachers or swimming coaches may provide the safety cover. But they should hold an appropriate swimming teaching/coaching qualification and a current RLSS/IQL National Pool Lifeguard Qualification. And they must work within the agreed ratio of pupils to teachers and coaches.

Where the pool is in *shared use* and clearly divided between *programmed* and *un-programmed* swimming activities, suitable qualified swimming teachers and swimming coaches may take responsibility (both for lifeguard

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cover and teaching and coaching) - but only for the programmed area of the pool. And they must work within the agreed ratio of pupils to teachers and coaches.

Where teachers are *directly responsible for supervising* the swimming pool, performing the role of lifeguards in an *un-programmed* pool session, they should hold a nationally recognised pool lifeguard qualification.

Where the *shared use is not clearly defined* between programmed and un-programmed activities, supervision must be provided in accordance with the pool's normal operating procedures.

Helpers and support teachers who are *not qualified* can play a valuable role in supporting qualified staff responsible for the safe delivery of programmed pool activities.

Pupil to teacher ratios

Our recommendation is that, in the vast majority of cases encountered, pupil: teacher ratios should not exceed **20:1** - and in some cases, as indicated in the chart below, should be less than that (*Exceptions* on page 19 deals with those routine circumstances in which the 20:1 ratio can be exceeded)

Having taken into account the safety and other guidelines already dealt with, the recommendations here should be helpful in determining actual ratios for programmed swimming activities. The ratios given are for pupils in the water. Where the teacher is also responsible for pupils not in the water but on the pool side, the ratio may need

It is recommended that the teacher or coach should remain on the pool side during each session. If they enter the water, another adult must take over supervision from the side

The ratios - not to be exceeded

12:1 ADULT AND INFANT (BABY) CLASSES

That is, up to twelve pairs (one adult and one infant) to each teacher

12:1 NON-SWIMMERS AND BEGINNERS

Young children (including nursery and primary aged children) or adults being introduced to swimming. If more than this number is being taught, other adults may be used to help the teacher/coach - see *Exceptions* on page 6

20:1 IMPROVING SWIMMERS

Swimmers of similar ability to each other who can swim at least 10 metres competently and unaided on their front and back; it is recommended that the lesson is confined to an area of the pool where pupils are not out of their depth.

20:1 MIXED ABILITY GROUPS

Pupils with a range of ability (from improver standard to competent swimmers) but where the least able and least confident are working well within their depth. Swimmers' technique, stamina and deep water experience should be considered.

20:1 COMPETENT SWIMMERS

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.

20:1 SYNCHRONISED SWIMMING

Leeds Schools Swimming Guidelines 2019-20

In water over 1.8m deep, the ratio should be considered in relation to swimming competence and the activity taking place. The teacher or coach must be able to rescue from the deepest part of the pool floor or be accompanied by a suitable qualified pool lifeguard.

20:1 WATER POLO

Training only.

20:1 AEROBICS IN DEEP WATER

Pupils must be water confident and either wear appropriate buoyancy aid or be competent swimming in deep water.

30:1 AEROBICS IN SHALLOW WATER

Pupils must be restricted to water within which they can safely stand and all must be able to stand up from lying on their front and back.

30:1 COMPETITIVE SWIMMING

Training only, with very competent swimmers

Swimmers with disabilities

Each situation must be considered independently as people with disabilities do not form a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide **1:1** ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support demanded by the range of disabilities within the group. There are national organisations for specific disabilities from which further guidance may be obtained.

Exceptions. Organisational demands will sometimes make a teaching ratio with 20:1 virtually impossible. In these circumstances, a qualified and skilled teacher can adopt a number of strategies to help with the management of the group. For example, another responsible person on the pool side, who is competent to recognise and respond to a pupil in difficulty, may provide the necessary supervision. In a school, this could be an interested parent, a teaching auxiliary or a sixth form student training for a sport leader or similar award. They must always work under the supervision of the teacher and be absolutely clear on the nature and extent of their role.

Alternatively, pupils can be taught to work in pairs, immediately halving the number in the water at any one time. The teacher instructs the resting pupils, who must be out of the water, to constantly observe their partners and to bring any concern to the immediate attention of the teacher

Teachers can adopt these measures *only* where they are included in the pool's normal operating procedures and *not* where there is:

- A wide variation in the swimming ability of the pupils
- Language or learning difficulties
- A large water area (more than 250 sq metres)
- Deep water areas into which poor ability swimmers could stray and be out of their depth
- Difficulty in seeing beneath the water surface due to glare or reflection.

Teachers' Responsibilities

Leeds Schools Swimming Guidelines 2019-20

Teachers and coaches must be trained, and able to carry out their role, in the pool's emergency action plan. They must ensure that:

- The pupils understand and regularly practice their response in an emergency
- The emergency procedures to evacuate the water and summon assistance are practised regularly in accordance with the requirements of the emergency action plan

Safety considerations must always be paramount. If an employer or organiser insists on a pupil/teacher ratio considered by the teacher involved to be inappropriate and potentially unsafe, then the teacher should express that concern.

In extreme circumstances, a teacher or coach may have to consider whether it is safe to continue with a swimming lesson.

Appendix D.

Clothing While Swimming (Support for Trans Young People)

1. Wherever possible it should be encouraged to **enable all customers to wear appropriate, comfortable clothing in the water** i.e. leggings and a tight t-shirt/rash vest, or a t-shirt or rash vest under/over a swimsuit.
2. Some swimmers who were born female but now identify differently may wear what is called a 'binder' - this is a tight piece of material that is wrapped around the top half of the body in order to compress breasts to conceal them behind clothing. This is perfectly safe to swim in, and should be encouraged.
3. Some swimmers may have a preference to wear less clothing than usually expected. For example, some swimmers may not want to wear anything on their top half, so as to identify with their new gender, but if they have not had top surgery this means that this person's breasts will be clearly visible. This needs to be talked about and an amicable solution found, they should be appropriately covered up – you wouldn't allow a woman to swim topless in a public session, and you need to treat everyone the same.
4. Similarly, a swimmer who was born male but now identifies as a female should be expected to wear whatever you would let other female customers use to swim in.
5. Swimmers may want to bring a towel or a robe on to the poolside with them to make the journey from the changing room to the water easier

NB The same policy for Children & Adults

Risk Assessment for Children's Services (Schools)

Appendix E.

Primary School Swimming – Risk Assessment

Assessment Title:	PRIMARY SCHOOL SWIMMING LESSONS (Once on poolside)			Ref.	
				Number	
School Name:		School Address:			
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:		
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:		
Main Legislation and/or Information Source:	- Management of H & S at Work Regulations 1999 - Health & Safety at Work Act 1974.				

Guidance:
This is a sample risk assessment and will remain so unless the following criteria are satisfied:

- The boxes highlighted in grey above must be completed with the required details.
- LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
- The Ref number can be the EVOLVE visit number if this is for Educational Visits.
- The signature boxes may be typed when uploading to EVOLVE.
- The control measures identified below must be either complied with or altered to reflect the establishment's control measures
- The initials of the person(s) responsible for implementing the control measures **MUST** be entered into 'Control Measures' column.
- Once criteria 1-5 have been satisfied, you should remove the 'Sample' watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says 'No Watermark' or 'Page Layout' – Watermark' – 'Remove Watermark'.

RISK CALCULATOR

Consequence

Slightly harmful ▷

Harmful ▷

Extremely harmful ▷

Likelihood		
Unlikely ▽	Possible ▽	Likely ▽
Trivial	Acceptable	Moderate
Acceptable	Moderate	Substantial
Moderate	Substantial	Unacceptable

No action required

If reasonably practicable
take some action to
reduce risk

Action must be taken to
remove or reduce risk

Leeds Schools Swimming Guidelines 2019-20

HAZARD OBSERVED	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES	RISK RATING AFTER CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES BY: INITIAL
WATER (Drowning)	Staff. Pupils. Other adult helpers.	Unacceptable	Constant supervision at all times. School's either provides NPLQ qualified staff or the Leisure Centre provide a lifeguard who is NPLQ qualified and/or Swimming Teachers who are NPLQ qualified. ASA Level 2 qualified teachers Beginners should be segregated into ability groups and supervised closely in shallow water. Child to teacher ratios to be established and monitored in line with Leeds schools swimming guidelines. Rescue equipment located in pool hall. Schools safety checklist.(Leeds schools swimming guidelines)	Acceptable	
SHALLOW WATER (Striking the bottom of the pool head first causing spinal injuries. Striking the bottom of the pool feet first causing ankle and knee injuries)	Staff. Pupils. Other adult helpers.	Unacceptable	Staff to be vigilant at all times. All lifeguards trained on the "Standard Operating Procedures" including the policy on diving. Signage in pool hall showing areas where diving is not permitted and pool depths. Schools safety checklist.(Leeds schools swimming guidelines)	Acceptable	

Leeds Schools Swimming Guidelines 2019-20

HAZARD OBSERVED	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES	RISK RATING AFTER CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES BY: INITIAL
WET/SLIPPERY SURFACES (Loosing footing causing slips and falls)	Staff. Pupils. Other adult helpers. (Loosing footing/)	Unacceptable	Staff to be vigilant at all times. Lifeguards trained on the "Standard Operating Procedures". Signage in pool hall. Schools safety checklist.(Leeds schools swimming guidelines) Regular cleaning schedule in place and undertaken.	Acceptable	
DIVING (Striking the bottom of the pool causing spinal injuries. . Striking other pool users causing various injuries.)	Staff. Pupils. Other adult helpers. (Striking the bottom of the pool causing spinal injuries. Striking other pool users causing various injuries.)	Unacceptable	Lifeguards trained on the "Standard Operating Procedures". No diving in pools with a freeboard more than 0.38m. No diving in pools that has less than 7.6m forward clearance. Teaching diving should only take place in a minimum depth of 1.8m. Appropriate signage should be in place. Divers should be segregated from swimmers Leeds schools swimming guidelines	Acceptable	
TRIPS (Loosing footing)	Staff Pupils. Other adult helpers. (Loosing footing)	Unacceptable	Teachers to keep swim equipment stored tidily when not in use. Keep pool surround free of equipment to allow access to other users	Acceptable	

Leeds Schools Swimming Guidelines 2019-20

HAZARD OBSERVED	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES	RISK RATING AFTER CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES BY: INITIAL
DIVING BOARDS (Unsupervised leading to incorrect use, insufficient segregation leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure)	Staff. Pupils. Other adult helpers. ((Unsupervised leading to incorrect use, insufficient segregation leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure)	Unacceptable	Specific supervision by qualified ASA Level 2 teachers, Following industry standards for diving equipment. User training for boards higher than 3 metres. Access control to eliminate unauthorised users. Segregation of divers and swimmers. Maintenance checks should be undertaken on all diving equipment as required in the manufacturer's instructions.	Acceptable	

Leeds Schools Swimming Guidelines 2019-20

School/Centre Identified RISK'S: -					
HAZARD OBSERVED	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES	RISK RATING AFTER CONTROLS CONSEQUENCE X LIKELIHOOD =	CONTROL MEASURES BY: INITIAL
FIRE AND OTHER EMERGENCIES (Death, serious injuries ,smoke inhalation & burns	Staff. Pupils. Other adult helpers. (Death, smoke inhalation & burns)		Emergency Action Plans developed and in place Lifeguards in emergency Action Plan SOP procedures All Leisure Centre staff trained on the Action Plan SOP procedures Leisure centre undertakes emergency evacuation drills. School staff aware of emergency procedures via Leeds schools swimming guidelines Schools safety checklist.(Leeds schools swimming guidelines) First aid trained lifeguards and leisure centre staff. First aid boxes available.		

Appendix F.

Provider Statement E2



PROVIDER STATEMENT E2

Visit Leaders requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Leader

Name & address of Establishment

Tel:

Type of Visit/Activity: School Swimming

Name of Visit Leader:

Name of Provider (Leisure Centre) –

Date(s) of visit-

Autumn Term 2019 – w/c 9th September to w/c 9th December excluding w/c 28th October (13 weeks)

Spring Term 2020 – w/c 13th January to w/c 23rd March excluding w/c 17th February (10 weeks)

Summer Term 2020 – w/c 27th April to w/c 6th July excluding May Day 8th May and w/c 25th May (10 weeks)

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and delete as appropriate or give the specific information required. *If you have been sent this form but hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need only complete Section A and the Confirmation.*

SECTION A to be completed for all types of visit

1. Learning outside the Classroom Quality Badge

1.1 Do you hold a valid Learning outside the Classroom Quality Badge? **n/a**

1.2 If yes, what is its expiry date?

2. Insurance

2.1 Do you hold public liability insurance, which will be current during the proposed visit, and which covers

2.2 If yes, what is its indemnity limit? **£40m**

SECTION B to be completed for all types of visit

3. Health, Safety and Emergency Policies

3.1 Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc, Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection? **Yes**

3.2 Do you have accident & emergency procedures in place, with records available for inspection? **Yes**

4. Vehicles

4.1 Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints? **n/a**

5. Staffing

5.1 Are staff who have access to young people checked for relevant criminal history and suitability for work with young people? **Yes**

5.2 Are there regular opportunities for liaison between your staff and establishment staff? **Yes**

5.3 Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff? **n/a**

6. Accommodation

6.1 Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)? **n/a**

6.2 Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available? **n/a**

6.3 Are there security arrangements in place to prevent unauthorised persons entering the accommodation? **n/a**

6.4 Are separate male and female sleeping accommodation and washing facilities provided? **n/a**

6.5 Is staff accommodation sufficiently close to young people's accommodation for adequate supervision? **n/a**

7. Sub-contracting

7.1 Will you sub-contract any services (e.g. activity instruction, transport, accommodation)? **n/a**

7.2 Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection? **n/a**

SECTION C to be completed if the visit includes outdoor activities or field studies

8. Adventure Activities Licensing Authority (AALA) Licence

To be completed if any activities are within the scope of the licensing regulations

8.1

8.2 Does the Licence held cover all planned activities, which are in the scope of AALA licensing?

9. Activity Management to be completed about all activities

9.1 Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?

9.2 Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?

9.3 Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?

9.4 Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?

9.5 Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?

9.6 Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?

9.7 Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?

SECTION D to be completed by Tour Operators

10. Tour Operators

10.1 If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? n/a

Please provide ATOL, ABTA or other bonding body names and numbers below.

Details of any bonding (ATOL, ABTA etc)

SECTION E – EXPEDITIONS to be completed for overseas expeditions

11. Expeditions

11.1 Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?

SECTION F – ACCREDITATION

12. Details of any accreditations held by the Provider

CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Email:

Website:

Thank you for completing this form.

Please return it to the Visit Organiser at the establishment named above

Leeds Schools Swimming Guidelines 2019-20

Appendix G.

Useful Information for Schools

Useful information for schools										
Centre Name	Address	Manager	Email	Contact No.	Schools use Swimming/ Dry/ Both/Other	Designated School Bus Space		Location schools teacher sign group into building.	Type of Changing room used by schools (Shared, Village, Group Change)	Security Lockers/ locked changing room
						Yes/No	Location			
Aireborough Leisure Centre	The Green, Guiseley, LS20 9BT	Jane Young	Jane.Young@leeds.gov.uk	0113 3781234	Both	No		Reception	Group change and shared change.	
Armley Leisure Centre	Carr Croft, LS12 3HB	Jon Goodall	John.Goodall@leeds.gov.uk	0113 3367880	Both	Yes	Carrcrofts bus layby	Reception	Village and Group Change	Lockers/Group Changing Rooms Locked
Chippindale Pool	Farnley Lane, LS21 2BB	Jane Young	Jane.Young@leeds.gov.uk	0113 3781234	Swimming Only	Yes	School car park	Reception	Group Change	Changing room
Fearnville Leisure Centre	Oakwood Lane, LS8 3LF	Mark Morgan	Mark.Morgan@leeds.gov.uk	0113 3781264	Both	Yes	On the road adjacent to the building	Reception	Shared change	Lockers
Garforth Squash & Leisure Centre	Ninelands Lane, LS25 1NX	Mark Morgan	Mark.Morgan@leeds.gov.uk	0113 3781311	Dry Only	No		Reception	Shared change	
Holt Park Active	Holt Dale Approach, LS16 7RX	Mark Robinson	Mark.Robinson@leeds.gov.uk	0113 3782686	Swimming, occasional gym use	Yes	On road linking to pedestrian walkway across car park.	Reception	Group change within changing village.	Lockers only, most schools use them but do not lock the doors.
John Smeaton Leisure Centre.	Smeaton Approach, Off Barwick Road, LS15 8TA	Paul Warner	Paul.Warner@leeds.gov.uk	0113 3782278	Both	No		Reception	Both	Changing Rooms
John Charles Centre for Sport	Middleton Grove, LS11 5DJ	John Sellers	John.Sellers@leeds.gov.uk	0113 3957353	Both	Yes	Front of aquatics Centre	Reception	Private change room	Locked Change Room
Kippax Leisure Centre	Station Road, LS25 7LQ	David Harris	David.Harris@leeds.gov.uk	0113 3781278	Both	No		Reception	Shared & Group (Generally the Boys go in the Group and the Girls share with Public).	Lockers
Kirkstall Leisure Centre	Kirkstall Lane, LS5 3BE	Michaela Noble	Michaela.Noble@leeds.gov.uk	0113 3782081	Both	Yes	In car park at the side of the building	Reception	Shared	Lockers
Middleton Leisure Centre	Middleton Ring Road, LS10 4AX	John Sellers	John.Sellers@leeds.gov.uk	0113 3782425	Dry Only	No		Reception	Private change room	Locked changing room
Morley Leisure Centre	Queensway, LS27 9JB	Stephen Rampton	Stephen.Rampton@leeds.gov.uk	0113 3367891	Both	Yes	Bus pull in - Queensway at front of building	Reception	Group change - swimming. Shared with public - dryside	Locked changing room - swimming. Lockers - dryside
Pudsey Leisure Centre	Market Place, LS28 7BE	Simon Clark	Simon.A.Clarke@leeds.gov.uk	0113 3367662	Both	No	Main bus station used as drop off/pick up point	Reception	Shared	Lockers in changing rooms
Rothwell Leisure Centre	Wakefield Road, LS26 8EL	David Harris	David.Harris@leeds.gov.uk	0113 3367526	Both	Yes	Alongside of building in car park	Reception	School change	Lockers
Scott Hall Leisure Centre	Scott Hall Road, LS7 3DT	Sharon Gard	Sharon.Gard@leeds.gov.uk	0113 3781284	Both but 98% swimming	Yes	On the road which runs through the car park opposite the building	Reception	School change	Lockers
Wetherby Leisure Centre	The Ings, Wetherby, LS22 5HA	John Robinson	John.Robinson@leeds.gov.uk	0113 3781269	Swimming Only	No		Reception	School rooms either benches or cubicles or normal changing area	Lockers/ School Rooms Lock.
Leeds Sailing & Activity Centre (Yeadon Tarn)	Cemetery Road, Yeadon, LS19 7UR	Gill Newman	Gill.T.Newman@leeds.gov.uk	0113 3781272	Sailing, Canoeing, Kayaking, Raftbuilding, Problem Solving, Biking, Orienteering, Bushcraft/Survival Skills, Indoor Cave, Windsurfing, Paddleboarding, Rowing, Climbing, Team Building	Yes	Centre Carpark	Sign in at first floor	Shared	Lockers/Locked Room

Appendix H.

Useful Contacts

Sarah Crossley, Sports Officer, John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ

Tel. 0113 3780307 / 07891275320

Sam Webb, Aquatics Manager, Aquatics Centre, John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ

Tel. 07891 272127

Children's Transport, West Yorkshire Combined Authority, Wellington House, Wellington Street, LS1 2DE

Tel. 0113 2517387 / 0113 3481122

Health, Safety & Wellbeing Team, 2nd Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Tel. 0113 3788298

Caroline Semple, Sport Programmes Manager

Tel. 0113 3780346 / 07891 270968

Dave Bennett, Area Manager for Armley Leisure Centre, Holt Park Active, Kirkstall Leisure Centre, Morley Leisure Centre, Pudsey Leisure Centre

Tel. 0113 3780297 / 07891 274896

Gareth Williams, Area Manager for Aireborough Leisure Centre, Chippindale Pool & Leeds Sailing Centre

Tel. 0113 3780361 / 07891 270616

Tom Watson, Area Manager for Fearnville Leisure Centre, Garforth Leisure Centre, John Smeaton Leisure Centre, Scott Hall Leisure Centre, Wetherby Leisure Centre

Tel. 07891 276620

Karen Downes, Area Manager for John Charles Centre for Sport, Kippax Leisure Centre, Middleton Leisure Centre, Rothwell Sports Centre

Tel. 07891 274491

Leeds Schools Swimming Guidelines 2019-20

Appendix I.

Master School Swimming Register & Achievement Record

[illegible]

Appendix J.

Swim England School Swimming Framework Awards, Scheme of Work (example) & Assessment/Outcome sheet (example)



Key Stage 2 Primary School Swimming Framework
Swim England School Swimming Framework



Red Group

Outcomes to be completed with or without aids

Award 1

- 1) Enter the water safely (using steps or swivel entry)
- 2) Move forwards, backwards and sideways for a distance of 5m
- 3) Scoop the water to wash face and hair and be at ease with water from overhead
- 4) Blow bubbles a minimum of three times with nose and mouth submerged
- 5) Take part in a teacher led partner orientated game
- 6) Demonstrate an understanding of pool rules
- 7) Recognise and understand beach flags
- 8) Exit the water safely

Award 2

- 1) Enter the water safely (using steps, swivel entry or a jump)
- 2) Move into a stretched floating position using aids, equipment or support
- 3) Regain an upright position from floating on the front (aids may be used)
- 4) Regain an upright position from floating on the back (aids may be used)
- 5) Push and glide in a horizontal position to or from the pool wall
- 6) Travel on the back and front for a distance of 5m (aids may be used)
- 7) Have an understanding of the water safety code
- 8) Exit the water safely

Amber Group

Outcomes to be completed with or without aids

Award 3

- 1) Jump in from side and submerge (minimum depth 0.9m)
- 2) Fully submerge and pick up an object
- 3) Push from wall and glide on the front and back
- 4) Push and glide from the wall to the pool floor
- 5) Perform a rotation from the front to the back and gain an upright position
- 6) Perform a rotation from the back to the front and gain an upright position
- 7) Answer three questions on the water safety code
- 8) Exit the water safely

Outcomes to be completed without aids

Award 4

- 1) Enter the water safely (using steps, swivel entry or a jump)
- 2) Perform a tuck float for 5secs
- 3) Perform a sequence of changing shapes (min of three) whilst floating at the surface
- 4) Push and glide on the front with arms extended and log roll onto the back
- 5) Push and glide on the back with arms extended and log roll onto the front
- 6) Travel on the front, tuck to rotate around the horizontal axis to return on the back
- 7) Travel 10m on the front and 10m on the back
- 8) Demonstrate an action for getting help (can be performed in deep or shallow water)
- 9) Exit the water safely without the use of steps



Key Stage 2 Primary School Swimming Framework
Swim England School Swimming Framework Awards



Green Group

Outcomes to be completed without aids

Award 5

- 1) Enter the water safely from a jump
- 2) Kick 10m Backstroke (one item of equipment may be used)
- 3) Kick 10m Front crawl (one item of equipment may be used)
- 4) Kick 10m Butterfly or Breaststroke on the front or back (one item of equipment may be used)
- 5) Travel on back and roll in one continuous movement onto front
- 6) Travel on front and roll in one continuous movement onto back
- 7) Swim 10m (own choice of stroke)
- 8) Perform a shout and signal rescue
- 9) Exit the water safely

Outcomes to be completed without aids

Award 6

- 1) Perform three different jumps into deep water (one must be a straddle jump)
- 2) Perform a horizontal stationary scull on back
- 3) Perform a feet first sculling action on the back
- 4) Perform a feet first sculling action on the back
- 5) Perform a sculling sequence with a partner for 30-45secs to include a rotation
- 6) Tread water for 30secs
- 7) Perform a handstand and hold for a minimum of three seconds
- 8) Perform a forward somersault, tucked in the water
- 9) Swim 10m in clothes
- 10) Exit deep water without the use of steps

Gold Group

Aquatic Skills Award

- 1) Enter the water safely
- 2) Submerge to pick up an object from the pool floor (full reach depth)
- 3) Swim 10m Front crawl, Breaststroke or Backstroke (two out of three must be chosen)
- 4) Swim 25m (own choice of stroke)
- 5) Participate part in a game of mini polo
- 6) In groups of three or more perform a movement sequence of one minute incorporating a number of different skills eg sculling, treading water, floating, rotation
- 7) Exit the water safely
- 8) Discuss in your group the tactics and skills used and evaluate them

Self-Rescue Award

- 1) Enter the water safely (swivel entry or straddle jump)
- 2) Tread water for 20secs
- 3) Float or scull waving one arm and shout for help
- 4) Swim 25m to floating object (own choice of stroke)
- 5) Demonstrate the HELP position
- 6) Swim 10m retaining a floating object
- 7) In groups demonstrate the Huddle position
- 8) Swim using a long front paddle to the side (survival stroke)
- 9) Exit the pool from at least full reach depth without using the steps
- 10) Discuss as a group when the above skills might be used to self-rescue in different situations



Key Stage 2 Primary School Swimming
Red Group



Swim England School Swimming Framework Awards 1 & 2

Week	Warm Up	Main Theme	Contrasting Activity
Autumn Term 1 Swim Week 1 <i>w/c 9th Sept</i>	Health and Safety Induction 10 minutes max	Swimming Assessments	Fundamental movement activities With supports!!! Walking, running, hopping, jumping etc.
Autumn Term 1 Swim Week 2 <i>w/c 16th Sept</i>	Fundamental movement activities Walking, running, jumping With supports	Floatation (using various aids) Then standing up from front and back floating positions	Water confidence Blowing bubbles working in pairs or small groups
Autumn Term 1 Swim Week 3 <i>w/c 23rd Sept</i>	Floating activities with supports Then - standing up from front and back floating positions	Travel (Using a variety of aids) Introducing kicking using an alternating kick on their fronts or backs	Face and hair washing activities in groups or pairs or, if confident, a submersion game
Autumn Term 1 Swim Week 4 <i>w/c 30th Sept</i>	Floatation front and back Then standing up	Movement with feet off floor holding a woggle or floats front or back	Activity involving travel using the arms to assist movement (FC STYLE) and (BK STYLE)



Key Stage 2 Primary School Swimming

Red Group



Swim England School Swimming Framework Awards 1 & 2

Outcomes to be completed with or without aids

School Name	Teacher's Name	Pupil's Name	1.1 Enter the water safely (using steps or swivel entry)	1.2 Move forwards, backwards and sideways for a distance of 5m	1.3 Scoop the water to wash face and hair and be at ease with water from overhead	1.4 Blow bubbles a minimum of three times with nose and mouth submerged	1.5 Take part in a teacher led partner orientated game	1.6 Demonstrate an understanding of pool rules	1.7 Recognise and understand beach flags	1.8 Exit the water safely	2.1 Enter the water safely (using steps, swivel entry or a jump)	2.2 Move into a stretched floating position using aids, equipment or support	2.3 Regain an upright position from floating on the front (aids may be used)	2.4 Regain an upright position from floating on the back (aids may be used)	2.5 Push and glide in a horizontal position to or from the pool wall	2.6 Travel on the back and front for a distance of 5m (aids may be used)	2.7 Have an understanding of the water safety code	2.8 Exit the water safely
1.																		
2.																		
3.																		
4.																		
5.																		
6.																		
7.																		
8.																		
9.																		
10.																		
11.																		
12.																		

Children who've not completed all the outcomes for Awards 1 & 2 should repeat the scheme of work for a second term

Appendix K.

Wise up to Water – Drowning Prevention Week

The **Drowning Prevention** Charity



Wise up to Water

Drowning Prevention Week ★ 14-21 June 2020 (TBC)

Drowning is the 3rd most common cause of accidental death in children

One person drowns every 20 hours in the UK and hundreds more suffer life changing injuries through near drowning.

By spreading water safety advice far and wide, Drowning Prevention Week aims to teach people how to stay safe near water.

Every school in Leeds that participates in school swimming lessons will be taking part in a Water Safety Session, Wise Up to Water during this time.

Prior to the national campaign all schools will receive water safety packs for each child. We'd like the packs to be used in the classroom prior to Drowning Prevention Week so the children have an awareness of water safety and the practical session will help reinforce the water safety message.

This session is led by the leisure centre swimming teachers and consists of a five minute questions and answers on poolside, then the remainder of the session is practical, simulating rescues. To make it more realistic we'd like the children to wear a T-shirt.

Further information will be sent in due course.

Appendix L.

RLSS National Pool Lifeguard Qualification

RLSS/IQL National Pool Lifeguard Qualification, an opportunity to qualify as a lifeguard, this great qualification opens many doors – both home and abroad!

With a high turnover of staff, Sport and Active Lifestyles constantly need new lifeguards, there are employment opportunities in all Leisure Centres throughout Leeds.

The National Pool Lifeguarding Qualification, NPLQ is a nationally recognised qualification. Skills include: lifeguard principles, water rescue, spinal injury management, life support and first aid.

Pre-requisite: Candidates must be at least 16 years of age.

Swim ability: 200 metres on the front and back, using recognised strokes;

50 metres within 1 minute and able to comfortably perform a surface dive.

Through Leeds Lifesaving schools can access both these courses and we can tailor the courses to your requirements. As a concentrated course or weekly sessions, the duration would depend on the number of training hours per week.

For more information, cost details and application forms,

Contact: Leeds Lifesaving, John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ

Tel: 0113 3788002

E-mail: Leeds.lifesaving@leeds.gov.uk

Appendix M.

National Rescue Award for Swimming Teachers and Coaches

Don't miss this great opportunity!

This award is designed to equip teachers with adequate skills to minimise risk and to respond effectively to an emergency and should be required for anyone teaching and coaching programmed swimming activities

The award includes instruction on spinal cord injury management and reflects the recommendations identified in the Sport England and Health and Safety Commission's Managing health and safety in swimming pools publication.

National Rescue Award for Swimming and Teachers and Coaches is accredited by:

- Lifesavers, The Royal Lifesaving Society UK
- Swim England
- CIMPSA
- Institute of Swimming Teachers and Coaches
- Swimming Teaching Association

Pre-requisite: Candidates must be at least 16 years of age.

Swim ability: 20 metres on the front and back, using recognised strokes;

Able to comfortably perform a surface dive

Cost: £110 standard, £100 Leeds card, £90.00 Leeds card Extra

Course Dates	Venue	Time
Sunday 29 Sept & Sunday 6 October 2019	Fearnville Leisure Centre, Oakwood Lane, LS8 3LF	09.00-18.00
Wednesday 29 – Friday 30 Jan 2020	John Charles Centre for Sport, Middleton Grove, LS11 5DJ	Days 1 & 2 08.30-14.30
Tuesday 9 – Thursday 11 June 2020		Day 3 08.30-15.30

Ensure your pupils are safely supervised - Book early to avoid disappointment

For more information, cost details and application forms,

Contact: Leeds Lifesaving, John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ

Tel: 0113 3788002

E-mail: Leeds.lifesaving@leeds.gov.uk

Appendix N.

Swim England National Curriculum Training Programme



National Curriculum Training Programme

**Are you looking to upskill your staff to teach swimming?
We offer a course specifically designed for primary school teachers,
equipping staff with the skills and knowledge they need
to deliver high quality school swimming lessons**

Who can attend?

**Open to any person working within a primary school swimming programme; teachers,
classroom assistants, learning support staff, caretaker, parents, other helpers**

Course Information

**Active Leeds provide a 2-in-1 course for candidates to ensure after two days they
have the knowledge to either assist or lead a group for their swimming**

**The two day course has both theory and pool practical elements, allowing
candidates to put in to practice what is learnt in the classroom**

Dates: 23rd & 24th September 2019

Time: 9.00-5.00pm

Venue: John Charles Centre for Sport, Middleton Grove, LS11 5DJ

Cost: £150.00

By the end of the course candidates should be able to:

Identify swimming & water safety requirements for the national curriculum standards

Understand aspects of health & safety and an organised learning environment

Introduction to swim strokes & develop skills to analyse (faults, causes & corrections)

Design lesson plans & delivery methods

***Key communications; feedback, skill development, questioning
& much more***

To book a place please email sport@leeds.gov.uk

Appendix O.

Schools Safety Checklist

All school staff and pupils who attend this academic year's school swimming lessons must undergo training as detailed below. It is the schools responsibility to tell us that additional training is required for absent/new staff or pupils.

Access to the Centre's full Normal Operating Plan and Emergency Action Plan is available during normal Centre opening times. Should you wish to gain access please advise the Manager in advance to ensure suitable arrangements are made.

Name of School..... Day Time

School Teachers responsibilities, as detailed in section 4.2 of the Leeds Schools Swimming Guidelines.
Emergency Procedures for the swimming pool. This must include the location of the nearest telephone, drowning alarms, First Aid Room, First Aid equipment, Pool rescue equipment (this must be checked at the start of each session)
Action to take in the event of an emergency. This includes the activation of the Fire and Drowning alarms. Position of children on poolside prior to evacuation, evacuation points
Depth of the pools and where the pool depth changes.
Maximum number of pupils per pool and the pupil to teacher ratios
General pool safety rules as outlined in the pool safety poster
Hygiene rules. Including the use of the toilet and showers prior to using the pools, No outdoor shoes on poolside, appropriate clothing must be worn for teaching, no eating, children with open wounds not allowed in the pool, children with long hair must have it tied back or wear a swimming cap.
It is a recommendation that all primary schools adopt the Leeds Primary School Swimming Scheme Framework. Is your school adopting this? Please circle: Yes / No / Don't know
Lifesaving. All school swimming sessions will be lifeguarded by a leisure lifeguard.
Swimming Teaching. It is recommended that school staff undergo some formal training in swimming teaching. The recommended course is the Swim England National Curriculum Training Programme. For further details please contact the Manager
Signing in procedure at the start of every session

School staff who have completed the training

<u>Print Name</u>	<u>Sign Name</u>	<u>Swim Qualifications (if any)</u>	<u>Date</u>
.....
.....
.....
.....

Training completed by..... (Sign & Print)