



Hope Hamilton C of E Primary School
Love each other as I have loved you
John 15:12

Swimming Policy 2025-2026

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Policy Review:	September 26	Headteacher: Fiona Brooks	Signature: <i>F Brooks</i>	Date: 29.9.25
Ratified by Governing Body:				
Insert Name: Stephen Wadsworth		Insert Signature: <i>S Wadsworth</i>		Insert Date: 29.9.25

At Hope Hamilton Primary School, it is the belief that all children have an equal right to a safe, full and rounded education, which will enable them to achieve their full potential. We use our best endeavours to provide an inclusive curriculum that provides learning opportunities for all pupils within the school.

Swimming is an important life skill. It is a highly beneficial activity for acquiring increased physical fitness, movement, co-ordination and skills, for health and enjoyment - giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages. We therefore endeavour to provide all pupils with a chance to become confident in the water, understand safe procedures and help them learn to swim.

However, it is also one of the few teaching activities which carries with it hazards and high risk e.g. death in the event of drowning or injury by brain damage through near drowning. Therefore, the teaching & learning of swimming and water safety requires the utmost care on the part of all concerned.

This policy sets out to provide guidance on safe swimming practice and has been written in conjunction with Leicester City Council, safe swimming practice in schools and other settings (June 2022), School swimming guidance 2025/2026, the schools health and safety policy and the Schools swimming sessions risk assessment. It is related to the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) of the swimming pool.

Aims

Hope Hamilton, through the provision of up to two courses of swimming lessons aims to raise the confidence and enjoyment of all pupils around water, ensure they understand safe procedures and provide them with an opportunity to learn how to swim and develop their swimming skills; helping them become competent, confident swimmers. Through this, we also aim to develop their independence, social skills, health and well-being to enable them to lead lives that are more balanced and active.

Leicester City follow the School Swimming and safety Charter to support the delivery and quality of lessons.

Objectives

Following the National Curriculum in P.E. 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, front crawl, backstroke and breaststroke].
- Perform safe self-rescue in different water-based situations.

Following the PSHE programme of study pupils swimming lessons will contribute to children understanding:

- What positively and negatively affects their physical, mental and emotional health.
- How to make informed choices and begin to understand the concept of a balanced lifestyle.
- Strategies for keeping physically and emotionally safe including road safety (including cycle safety) and safety in the environment (including rail, **water** and fire safety).

Organisation and Assessment

At Hope Hamilton children, have two courses of swimming lessons, one in year 3 and the second in year 4. This provides children with the opportunity to build on their skills. The sessions last for up to 8 weeks each. A trained and qualified swimming Instructor, provided by the Leicester City Council, leads each group. Teaching staff act as supervisors to monitor and support children and as spotters during the swimming sessions. These sessions form part of their weekly P.E sessions and are part of the national curriculum.

Pupils are initially assessed on their swimming skills and from this are placed into groups based on their level of swimming competency. Children are monitored throughout their swimming sessions and a final assessment is made of their skills at the end of the course. Assessments follow the standards set by the national curriculum and the School Swimming and Water Safety Awards, standards used by Leicester City Council swimming instructors.

Roles and Responsibilities

Overall City Council Responsibility

Leicester City Council (LCC) has responsibility for ensuring safety in swimming, in schools and other facilities where it is the employer. As part of this responsibility, the City Council provides the safety policy, guidance and procedures for swimming and ensures that its employees receive any necessary training to carry out their dedicated tasks. In Trust, Foundation, Voluntary aided school and Academies, the governing body holds this responsibility. Hope Hamilton Primary School use Leicester City Swimming facilities.

School Responsibilities and Roles- swimming co-ordinator

The governing body must ensure that the LCC publication "Safe Swimming Practice in Schools and Other Settings (revised May 2016)" is complied with. This is done through a nominated member of staff who is delegated the responsibility of School Swimming Coordinator and applies the school swimming guidance (25-26), policy and procedures in school.

The Swimming coordinator is Jennifer Moore.

This includes understanding, developing, monitoring and recording of the proper use of the leisure centre pool. Through:

- Appropriate risk assessments – including general swim session risk assessment and identification of pupils with specific / special needs which could increase the risk to the pupil or others around them, e.g. EAL, behaviour.
- Checking Pool safety operation procedures (NOP & EAP) – following the Pool monitoring Checklist and Pre-use pool checks in the Swimming Sessional Register.

- Ensuring School staff have appropriate training - All staff must be dry tested and if entering the pool wet tested.
- Maintaining records, i.e. Swimming Sessional Registers, including serious incidents.
- Allocate key roles to teaching staff and issue instructions.
- Monitoring and review of swimming activity / pool procedures and process
- Conditions of hire or arrangements for use of the pool.

Lifeguard

When children are in the pool area there must be a lifeguard present at all times with a minimum qualification of the National Pool Lifeguard Qualification (NPLQ) – Level 2 Award. The role of a lifeguard is to intervene and prevent accidents. They are to maintain a safe and healthy environment for swimmers through being:

- Professional and vigilant.
- Maintaining observation – remaining alert to observe swimmers within the pool environment as well as those who are poolside. The pool must be scanned every 10 seconds with a lifeguard no further than 20 seconds away from any swimmer who may get into difficulty.
- Providing good supervision – supervise swimmers and monitor activity within the swimming pool.
- Early intervention – act immediately at the first signs of any action that could lead to a potential incident to prevent an incident or emergency developing.
- Accident prevention – educate pool users, prevent dangerous behaviour and ensure pool rules are followed.
- Rescue – act immediately and rescue any swimmer who may be in difficulty or require first aid.

The lifeguard is in control of the pool whilst it is in use and is the lead at all times in terms of responding to an incident or an emergency.

Spotter

The role of a spotter is to assist the lifeguard, acting as extra eyes and ears. They must remain vigilant and notify the lifeguard immediately of any concern. If the lifeguard needs to assist a pool user the spotter must remain on task. Remaining on task means to observe all pool users, until the situation is made safe or all users are removed from the pool. We aim to have one spotter per swimming group.

Spotters should move around the pool side, always watching their assigned area, group or pupil, and ensure they have a good view of their group. Spotters are not allocated more than one role when poolside.

School Teaching staff (accompanying the swimming activity)

Teachers have a duty of care that operates for any activity in which pupils are involved. Teachers cannot transfer the duty of care to anyone else. In relation to swimming this means that:

- Pupils are appropriately supervised when changing.
- Pupils are under control at all times.
- A head count is taken before, during and after sessions as a minimum
- Normal and emergency procedures are enforced.
- All SEND pupils and those with medical needs to be highlighted to leisure centre staff and lifeguards.
- Teachers have an overview of the teaching of their pupils and the conduct of the class.
- Staff take a centre test annually prior to supporting the activity and receive an induction linking to the NOP and the EAP, including familiarisation with the Swimming risk assessment, every three years to help ensure they have an overview and level of competency of safe procedures while at the pool.
- Staff are wet tested if they are to support in pool every three years.

Specialist Swimming Teachers and Swimming Instructors

A qualified swimming teacher, qualified to ASA Level 2, delivers swim lessons, provided by Leicester city Council.

Swimming teachers / instructors have responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training which includes:

- Planning, developing and monitoring the swimming programme.
- Preparing schemes of work appropriate to pupils' ages, abilities and interests.
- Co-operating with the class teacher to check numbers of pupils before, during and after each session.
- Identifying specific groups and individual needs for each swimming session.
- Being familiar with the Pool Safety Operating Procedures (PSOP).
- Being familiar with the emergency equipment provided.
- Ensuring adequate safety and first aid cover is available, specific to pupil needs.
- Being suitably clothed.

Health and Safety

Swim test

Teachers must take a centre test, to enter poolside. This ensures teachers have an understanding of safe swimming pool procedures and can act as spotters. A wet test must be taken if a staff member is entering the pool to assist a child or group during a session. This ensures teachers have a basic level of swimming competency and poolside ability. After initial induction and tests at a pool, dry tests can then be taken annually via the school, administered by the swim co-ordinator up to a period of 3 years. Wet tests need to be taken every 3 years, when the same pool is being used.

Changing rooms

All staff are DBS checked. Children change in single sex changing rooms and no child is left on their own. In specific circumstances a child may be allocated an individual cubicle to change in order to meet individual needs e.g. due to SEND or medical needs.

There must always be more than 1 member of staff present at all times supervising over all changing areas in use.

Staff sweep the changing area prior to children entering the changing area and sweep again at the end to ensure all children are present. Head counts are taken prior to entering the changing rooms and on departure.

Clothing

- **Children**

All children must wear close fitting swimming costumes, e.g. no baggy board trunks or t-shirts. No shoes are permitted poolside. (See 03.Swim wear Policy for guidance).

All long hair must be securely tied up and it is recommended that swimming hats be worn.

All Jewellery must be removed. If Jewellery cannot be removed for religious observance, it must be covered using tape, sweatbands or a swimming top and a parent permission form signed.

Staff have the right to refuse entry into the water of any child if these regulations are not adhered to and the child could be putting themselves or others at risk

- **Goggles**

Goggles are not needed for swimming and increase the risk of harm through being knocked and distorting visibility. It is important that children learn to swim without being dependent on them. Therefore, goggles are not permitted during swimming sessions.

In the event that a child needs to wear goggles, e.g. They have an excessive reaction to chemicals in the water. Parents must provide written permission accepting full responsibility in the event of an accident.

If goggles are used, they must bear the British standards institute kite mark.

- **Staff**

Staff should wear appropriate clothing for poolside and corresponding temperatures and be suitable for moving with ease around poolside and getting wet e.g. from splashing. Footwear must be removed before entry to the poolside or shoe covers applied. Long hair should be tied back and jewellery removed to reduce risk of harm to self and others.

Reviewing the Policy

The Policy is reviewed annually through a consultation process with the governing body in order for it to be approved. The policy will be due for review in September 2026.