



# **Leeds Schools Swimming Guidelines 2021 - 22**

**City Development  
Active Leeds**

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## Swimming Guidelines

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## Leeds Schools Swimming Guidelines 2021-22

### 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 years 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 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](mailto:sarah.crossley@leeds.gov.uk)) to discuss options further.

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### 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](mailto: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 centre 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 (contact to be made direct to [leeds.lifesaving@leeds.gov.uk](mailto:leeds.lifesaving@leeds.gov.uk)).

### 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 G**.

## 3. Swimming in Leeds City Council Swimming pools (Appendix A)

### 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. 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 as follows:

**£93.50** - 1 - 12 children, price includes one swimming teacher and one lifeguard.

**£114.00** - 13 - 39 children, price includes two swimming teachers and one lifeguard.

**£135.00** - 40 - 53/59 children, price includes three swimming teachers and one lifeguard.

An additional Swimming Teacher is charged at £22.50 per 30 minutes (there may be instances where an additional teacher cannot be provided however this will be confirmed at the time of confirmation).

2. CTplus Transport (If requested) – Costs for 2021/22 as shown in the table below:

	2021/22 academic year
Cost per trip for schools making <u>one</u> journey per week (equivalent to up to 33 trips per year)	£105.00
Cost per trip for schools making <u>two</u> journeys per week (equivalent to up to 66 trips per year)	£102.50
Cost per trip for schools making <u>three</u> journeys per week (equivalent to up to 99 trips per year)	£100.00
Cost per trip for schools making <u>four</u> journeys per week (equivalent to over 100 trips per year)	£97.50

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### 3.3. Swimming Lesson Bookings

Bookings must be made through City Development, Active Leeds. Booking information will be sent to all schools in the Spring Term of each year.

School Swimming sessions are programmed on a back to back basis. Schools are advised that during COVID-19 changing on poolside, storing and collecting bags following the session is within the allocated 30 minute time slot.

Schools are permitted to arrive 5 minutes prior to the confirmed booking time, a member of centre staff will permit entry to the facility and sign in accordingly.

Lessons are available up to 33 weeks per academic year (booked on an academic year basis)

Both 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 below for details of maximum numbers.

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

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.

A notice period of 30 days should be provided should you wish to cancel. Cancellations made outside this period will be charged as normal. To cancel session's schools should email [sarah.crossley@leeds.gov.uk](mailto:sarah.crossley@leeds.gov.uk) at the earliest opportunity.

Should there be further impact from Covid-19 or a pandemic then Active Leeds will follow Government Guidance on the charges to be made should a facility be closed.

### 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.

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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

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 G**.

## 4. Pool Safety, Changing Facilities & Emergency Procedures

### 4.1. Pool Orientation

Prior to your first visit, your school will need to have read the Active Leeds Return to School Swimming Risk Assessment. School are then required to complete the school specific risk assessment. An induction video will be shared for the centre you are due to attend, this needs to be shown to all children during a class session so they know what to expect, details of emergency and evacuation procedures including: drown alarm activation; fire alarm activation etc. All teachers likely to bring children to the pool during the year should attend this session. Upon watching the induction video please complete the Safety Checklist details in **Appendix N** and bring a copy to the pool on your first session.

**Any new teachers/support staff who are due to attend with the children should watch this video then an updated Safety Checklist emailed through with the additional teachers added to the bottom section.**

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### 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.

School should produce a risk assessment if their teachers are to enter the water and only if the child has special needs or requires additional support during the first weeks of the lessons. 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. Active Leeds staff will not teach from the water.

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
- 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.

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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	Number of Lifeguards	Large Pool	Small Pool
2	No	1	1	School Teacher	Centre Teacher*
2	Yes	1	2	School Teacher	Centre Teacher*
2	No	2	1	Centre Teacher	Centre Teacher*
1	No	1	1	Centre Teacher	
1	Yes	1	2	Centre Teacher	
1	No	1	0		Centre Teacher*

\* Centre Swim Teacher must hold either an NPLQ or NRASTC qualification in order to teach on the small pool without a Lifeguard

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.

### 4.4.3. Equipment

Prior to any pupil entering the water at the first session, an assessment of their swimming ability will be undertaken to determine which level/area of the pool their lesson will be. The pupil school swimming assessment sheet can be used to track this, **appendix I**.

Upon assessment the swimming teacher will make recommendations if the child requires armbands. If these are needed the school/child should provide these. They may be the swim discs or inflatable armbands. If prior to their first lesson they know they need swim discs/armbands please ensure these are brought to the centre.

Woggles will be provided by, and managed by schools, ensuring they are marked up with school initials & the bag is clearly marked. Woggles can be collected on the first session and charges will be added to your pool recharge/invoice. Woggles can only be left on site where a school walks for their lesson. Arrangements to drop off, no sooner than 24 hours prior, and collect, no later than 24 hours after the lesson will be in place. Any woggles that are left at site are the sole property of the school, and as such, will not be used for any other purpose whilst being stored at site.

Schools need to follow the safe storage of woggles back at school, they need to be placed in something suitable i.e. a mesh bag. This will allow the woggles to air dry prior to the next lesson to avoid build-up of bacteria.

Use of equipment will be limited during this time, items include:

- Dive Sticks
- Egg Flips (must not be blown)
- Hoops
- Hard pieces of equipment without holes i.e. sinkers, watering cans



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### 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

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 there is to be no two-piece costumes or baggy shorts past the knee shorts. 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. No child/adult should attend the pool if they are showing signs/symptoms of COVID-19
  - a. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - b. a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - c. a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- II. All children should use the toilet before leaving school

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- III. Children will need to arrive beach ready – costumes/trunks underneath – there is an allocated area where top layers etc can be removed. Ideally these are placed in a plastic bag to keep everything dry whilst stored on poolside.
- IV. No outdoor shoes to be worn on pool side – there is an allocated area whereby these can be removed. Adults need to remove or wear shoe covers whilst on poolside
- V. Appropriate clothing should be worn for teaching swimming
- VI. No chewing
- VII. Children with long hair should have their hair tied tightly back or wear a swimming cap
- VIII. 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

Active Leeds have a bespoke School Swimming CPD, which equips candidates with knowledge and experience of delivering school swimming within an Active Leeds leisure centre. Open to any person working within a primary school swimming programme; teachers, classroom assistants, learning support staff, caretaker, parents, other helpers. The two day course has both theory and practical elements, allowing candidates to put in to practice what is learnt in the classroom. For further details please email [sarah.crossley@leeds.gov.uk](mailto:sarah.crossley@leeds.gov.uk) for course dates.

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

- Understanding the Key Stage 2 outcomes for swimming
- Knowledge of how school swimming works with Active Leeds
- Understanding and being able to implement different swim teaching methods
- Knowledge & experience of delivering the core aquatic skills
- Understanding the fundamental skills behind swimming strokes
- Knowledge and understanding of how to break down a swimming stroke
- Experience of delivering the components of swimming strokes
- Introduction to water safety

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### 5.3. 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/>

#### 5.3.1. 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.

#### 5.3.2. 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

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**

### 5.4. 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 a copy of the Autumn 2021 Scheme of Work. It is recommended all schools bring a folder with the scheme of work in each week and complete throughout the year.

### 5.5. Attendance records and recording attainments

It is the responsibility of the school to take ownership of all assessment/attendance documents related to their school. 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.

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### 6. 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

### 7. 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 contacts
- h) Useful Centre Information for Schools
- i) Master School Swimming Register & Achievement Record
- j) School Swimming Scheme of Work (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) 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)

The standard number of teachers allocated has changed this academic year, this will allow the centre teachers to deliver a better quality of lesson to your school and look to increase attainment levels across all pupils. Price breakdown as follows:

**£93.50** - 1 - 12 children, price includes one swimming teacher and one lifeguard.

**£114.00** - 13 - 39 children, price includes two swimming teachers and one lifeguard.

**£135.00** - 40 - 53/59 children, price includes three swimming teachers and one lifeguard.

An additional Swimming Teacher is charged at £21.50 per 30 minutes (there may be instances where an additional teacher cannot be provided however this will be confirmed at the time of confirmation).

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 2021-July 2022, and assumes that 33 trips per year equates to one trip per week.

	<b>2021/22 academic year</b>
Cost per trip for schools making <u>one</u> journey per week (equivalent to up to 33 trips per year)	£105.00
Cost per trip for schools making <u>two</u> journeys per week (equivalent to up to 66 trips per year)	£102.50
Cost per trip for schools making <u>three</u> journeys per week (equivalent to up to 99 trips per year)	£100.00
Cost per trip for schools making <u>four</u> journeys per week (equivalent to over 100 trips per year)	£97.50

##### **Gala Charges**

Pool Hire £62.00/hour (reduces to £50.00/hr if 10 or more bookings are made)

Lifeguard Costs £20.00/hour

Swim Teacher/Coach £22.50/30 minutes

##### **Term Dates**

Each lesson lasts for 30 minutes duration within the following terms dates:

**Autumn Term 2021** – w/c 13th September to w/c 6th December excluding w/c 25th October (12 weeks)

**Spring Term 2022** – w/c 10th January to w/c 21st March excluding w/c 21st February (10 weeks)

**Summer Term 2022** – w/c 25th April to w/c 11th July excluding May Day (2nd May) and w/c 30th May (11 weeks)

Priority is given to those schools swimming for all three terms (where possible). If you only wish to attend for 1 or 2 terms then we may request to move your session to accommodate a school who needs to attend for the full academic year.

## Leeds Schools Swimming Guidelines 2021-22

### 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

## Leeds Schools Swimming Guidelines 2021-22

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

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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 2021-22**

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.

## Leeds Schools Swimming Guidelines 2021-22

### 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

Appendix E.

Primary School Swimming – Risk Assessment

Assessment Title: SCHOOL SWIMMING VENUE RISK ASSESSMENT 2021/22 Academic Year v01	Evolve Ref. Number
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School Name: And DETAILS, tel -		Confirm HSE Covid Secure :	VENUE COVID Secure risk assessment received – YES / NO HSE Covid Secure signed ..... Visit Leader PRINT .....
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Date Assessment Undertaken (date of completion of this document):	Name of Assessor (print):	Assessor Signature:	Assessment Review Date: (ordinarily 12months from completion 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:	Health & Safety at Work Act 1974. Management of H & S at Work Regulations 1999.
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## Leeds Schools Swimming Guidelines 2021-22

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 AMENDED to reflect the establishment’s control measures.

The Visit Leader is responsible for completing the ‘Action’ and ‘Complete Y/N (Date)’ columns.

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’ or ‘DESIGN’ - Watermark – Remove Watermark.

What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom	Action By When?	Complete Y/N (Date)
Failure to follow up to date government and public Health England advice and/or the advice of responsible local authorities.	Staff. Pupils. Other adult helpers.	<p>Ensure appropriate checks are made on current guidance ‘social distancing’, group sizes, personal protective equipment and hygiene; register to receive updates</p> <p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-fags-what-you-can-and-cant-do</a></p> <p>All staff members (teacher; TAs &amp; volunteers) who attend swimming have been given and have read relevant documentation including risk assessments, venue specific documents and guidance from Active Leeds.</p>				

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		<p>All members of staff attending; teachers; TAs; and Volunteers, will have watched the ‘welcome back/induction’ video.</p> <p>It is now no longer compulsory to use face coverings on public transport, shops and in certain other premises we encourage and support the continued use of face coverings for adults &amp; children year 7 or above in circulation areas and enclosed spaces within the Leisure Centre, unless exempt.</p>				
Financial Loss	Staff. Pupils. Other adult helpers.	<p>Clarify how the terms and conditions will apply if you, or the provider (venue or travel operative if used), have to cancel, or are prevented from going ahead because of COVID-19 or its effects.: COVID-19 or its effects could include local (either effecting the school or the provider) or national lock down; accommodation closing for deep cleaning; school staff unavailability due to needing to self-isolate; provider staff shortage due to staff needing to self-isolate; pupils not able to attend due to self-isolation.</p> <p>Discuss the potential effects of COVID-19 with your travel insurance provider.</p>				
Transport	Staff. Pupils. Other adult helpers.	<p>Schools must not arrive at the pool more than 5 minutes before the start of the designated lesson time</p> <p>Your 30 minute slot will include the removal of outer clothing and safe storage and the collection of belongings and exiting poolside</p> <p>A period of 10 minutes is allocated as normal to get changed and exit the changing area.</p> <p>Coach/bus transport – obtain provider’s risk assessment – CTPlus RA available on Evolve.</p> <p>The approach to the use of dedicated transport should align as far as possible with the principles underpinning the approach being adopted for your school.</p>				



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		<p>Ensure orderly boarding and disembarking.</p> <p>No food or drink to be consumed.</p> <p>Hands to be washed/sanitised before boarding and on disembarking.</p> <p>Bin provided for tissues (catch it, bin it, kill it)</p> <p>There is no expectation for the wearing of face masks however a transport provider may require the wearing of masks for over 11 year olds.</p> <p>Plan for transportation of pupil or staff back to school premises who displays COVID-19 symptoms during visit e.g. spare capacity on coach to allow 2m social distancing (discuss scenario with transport provider prior to confirming booking). Is your minibus (if you have one) available in this eventuality?</p> <p>Consider action to take if transport is late for pick to return to school – A site specific holding area will be allocated should transport be late to pick a school up at the end of the session. Speak to centre manager/duty officer if this situation arises.</p> <p>Should a school be late arriving for their session, within circulation areas, schools arriving, will take precedent over schools leaving, and as such, schools that are leaving will wait until it is safe to proceed.</p> <p>Schools that walk to site will be able to enter the building 5 minutes prior to the start of their allocated time</p>				
Use of public/venue toilets	Staff. Pupils. Other adult helpers.	<p>Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</p> <p>Encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.</p>				

### Leeds Schools Swimming Guidelines 2021-22

<p>Venue</p> <p>Entering, movement around and exiting</p> <p>Potential contact with others</p>	<p>Staff.</p> <p>Pupils. Other adult helpers.</p>	<p>Staff to follow signing in procedure as set by the Venue- informing the site of numbers of pupils and staff each visit.</p> <p>A member of centre staff will sign the school into the building</p> <p>Children must arrive at the pool beach ready – swimming kit underneath clothing to be removed in a designated area on poolside. A site-specific area will be allocated for the safe removal of outdoor footwear, prior to entering poolside.</p> <p>One-way systems may be in place and will be followed by all staff and pupils</p> <p>It is now no longer compulsory to use face coverings on public transport, shops and in certain other premises we encourage and support the continued use of face coverings for adults &amp; children year 7 or above in circulation areas and enclosed spaces within the Leisure Centre, unless exempt.</p> <p>School will only use specific allocated areas and changing area.</p> <p>Staff will have allocated roles to supervise changing areas....</p> <p>Supervision of boys by (Name)</p> <p>Supervision of girls by (Name)</p> <p>Appropriate PPE to be worn</p> <p>Children will be supervised at all times by school staff sanctions may be applied for those who fail to comply.</p>				
Use of equipment		<p>Equipment must be brought to the lesson each week.</p> <p>Equipment is limited, teachers teaching lessons are permitted to only use:</p>				

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		<p>Woggles (provided by the school – see next point re purchase)</p> <p>Hoops</p> <p>Sinking hoops</p> <p>Egg flips (these must not be blown)</p> <p>Watering cans</p> <p>Dive sticks</p> <p>Schools must provide their own woggles these can be purchased directly from Active Leeds for £2 per woggle (can be collected direct from site on first session and charge will be added to pool/teacher invoice or recharge)</p> <p>A suitable bag that allows equipment to air dry, will be needed to store the woggles at school (a football sack with small air holes is ideal)</p> <p>Each pupil will be given equipment to use for the whole of the lesson, no sharing of equipment will be allowed. Where practical, equipment should have names written on with an indelible marker.</p> <p>Any woggles that are damaged i.e bite marks, chunks missing etc, will be removed from use, and replaced by the school.</p> <p>All children will be assessed for their ability and needs for additional aids during the first swimming lesson – completing the lesson questionnaire will speed up this process (please share the results prior to your visit or have available on the first lesson)</p> <p>Any child who has been identified as requiring armbands must supply their own, this can be swim discs or inflatable armbands. If a child knows they need buoyancy aids ensure these are brought on the first week</p> <p>Woggles to be sanitised on return to school with disinfectant spray and cloths/ disinfectant wipes</p>				
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## Leeds Schools Swimming Guidelines 2021-22

		<p>All other equipment used will be quarantined or cleaned after use.</p> <p>For schools that walk to centres, arrangements to drop off, no sooner than 24 hours prior, and collect, no later than 24 hours after the lesson will be in place.</p>				
<p>Pool side - Lessons - end of lessons – Attendance/Attainment paperwork</p>	<p>School staff &amp; children</p>	<p>All school staff must remain on poolside with the children</p> <p>Children’s footwear must be removed before entering poolside, adults must wear overshoes or remove their footwear</p> <p>Upon completion of lesson, children will need to collect belongings and make their way to allocated changing room a period of 10 minutes is allocated as normal to get changed and exit the changing area.</p> <p>School staff will need to complete any paperwork relating to attendance and attainment, this must not be passed to centre staff and needs to be brought to the centre for the next lesson</p> <p>It is recommended not to teach in the water. Schools should produce a risk assessment if their teachers are to enter the water and only if the child has special needs or requires additional support during the first weeks of the lessons will this be approved. Active Leeds staff will not teach from the water.</p> <p>Prior to any pupil entering the water at the first session, an assessment of their swimming ability must be undertaken to determine which level/area of the pool their lesson will be.</p>				
<p>Insufficient handwashing facilities or sanitiser/ Personal hygiene and the spread of the virus</p>	<p>Staff. Pupils. Other adult helpers.</p>	<p>Staff to carry additional hand sanitiser.</p> <p>Pupils to be asked to bring personal hand sanitiser if appropriate age/maturity.</p>				

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		<p>Regular briefing of pupils about the importance of washing hands regularly with soap and running water for at least 20 seconds (use paper towels to dry hands if available) or using hand sanitisers.</p> <p>Regular briefing of pupils about the importance of not touching one's face and of using disposable tissues when coughing and sneezing.</p> <p>Take spare tissues.</p> <p>Ensure appropriate cleaning of school resources upon return to school.</p> <p>Avoid touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it.</p>				
Member of group displays COVID-19 symptoms during visit	<p>Staff.</p> <p>Pupils. Other adult helpers.</p>	<p>Agree a plan of action relevant to venue / activity.</p> <p>Appropriate PPE available for staff.</p> <p>Sufficient staff to enable supervision of isolation.</p> <p>Check with venue on isolation options.</p> <p>Contact parent/career to collect if practical.</p> <p>Discuss scenario with the coach company / dedicated transport provider prior to confirming booking.</p> <p>Follow school reporting procedures and protocols.</p> <p>Take a home testing kit that can be given to the parent.</p>				
Member of group tests positive for Covid-19 after visit	<p>Staff.Pupils.</p> <p>Other adult helpers.</p>	<p>School contact to inform venue manager asap to enable a deep clean of the area.</p>				

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First Aid Provision	Staff Pupils. Other adult helpers	LCC staff are responsible for First Aid provision within the leisure centre. All relevant LCC staff have undertaken Covid safe refresher training to ensure this provision follows strict government guidance, and governing body protocols.				
What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom	Action By When?	Complete Y/N (Date)
WATER  (Drowning)	Staff.  Pupils. Other adult helpers.	<p>Constant supervision at all times.</p> <p>Leisure Centre provide a lifeguard as standard who is either NPLQ qualified and/or Swimming Teachers who are NPLQ qualified. Swim Teachers who also NRASTC qualified with a NPLQ qualified lifeguard on pool.</p> <p>Swim England Level 2 qualified teachers / STA Award / STA Certificate</p> <p>Beginners should be segregated into ability groups and supervised closely in shallow water.</p> <p>Child to teacher ratios to be established and monitored in line with Leeds schools swimming guidelines (1:12 non-swimmers, 1:20 more confident swimmers)</p> <p>Rescue equipment located in pool hall.</p> <p>Schools safety checklist completed and handed to centre upon first visit (copy in Leeds schools swimming guidelines). Document to be updated when a new member of staff attends</p>				
SHALLOW WATER  (Striking the bottom of the pool head first causing spinal injuries. Striking the bottom of	Staff.  Pupils. Other adult helpers.	<p>Staff to be vigilant at all times.</p> <p>All lifeguards trained on the "Standard Operating Procedures" including the policy on diving.</p>				

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the pool feet first causing ankle and knee injuries)		Signage in pool hall showing areas where diving is not permitted and pool depths.  Schools safety checklist.( Leeds schools swimming guidelines)				
WET/SLIPPERY SURFACES  (Loosing footing causing slips and falls)	Staff.  Pupils. Other adult helpers.	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.				
DIVING  (Striking the bottom of the pool causing spinal injuries. Striking other pool users causing various injuries.)	Staff.  Pupils. Other adult helpers.	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				
TRIPS  (Loosing footing)	Staff  Pupils. Other adult helpers.	Teachers to keep swim equipment stored tidily when not in use.  Keep pool surround free of equipment to allow access to other users				
DIVING BOARDS  (Unsupervised leading to incorrect use, insufficient segregation	Staff.	Specific supervision by qualified Swim England Level 2 / STA Certificate teachers  Following industry standards for diving equipment.				

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<p>leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure)</p>	<p>Pupils. Other adult helpers.</p>	<p>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.</p>				
<p>Fire and other emergencies  (Death, serious injuries ,smoke inhalation &amp; burns)</p>	<p>Staff.  Pupils. Other adult helpers.</p>	<p>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.</p>				

Swimming – IPRA for a child needing support in the water from an adult						
What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)



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<b>Dealing with persons with special needs</b>	Child Adult	<p>Swimming is identified on an EHCP, IPRA or similar as an activity that requires the support of an adult in the water.</p> <p>If persons with special needs, or mobility difficulties, use the pool suitable hoisting equipment is available and leisure centre staff will operate as per centre procedure.</p> <p>Where manual support is provided in the water by additional adults, care needs to be taken to:</p> <ul style="list-style-type: none"> <li>- Avoid embarrassment to student or adult</li> <li>- Ensure support is provided in an appropriate form.</li> </ul>				
<b>Manual handling and lifting of persons</b>	Child Adult Pool Staff	<p>Severely disabled pupils must never be manually lifted in and out of pools by staff and should only enter the pool where appropriate hoists have been provided with suitably trained operators available</p> <p>All Leisure Centre staff involved in operating the pool hoists receive training and refresher training in the safe use of the hoist, slings and other lifting equipment.</p> <p>All hoists and slings are examined and inspected by a competent person every six months and records of these inspections are kept</p> <p>All Pool hoist ancillary equipment is stored safely prior to next use.</p>				
<b>Relevant Medical Conditions</b>	Child	<p>Group leaders need to ensure that they are fully briefed about any potentially life-threatening medical conditions affecting their pupils including what signs they should be looking for and what action they need to take, such as whether there needs to be one-to-one supervision in the pool. This should not compromise the numbers of qualified members of staff on poolside; the additional adult (DBS checked, confident in water and able to swim) does not need to be qualified but is aware of the Pool's Operating Procedure and Swim England Guidance 'Teaching in the Water and the handling of</p>				

Leeds Schools Swimming Guidelines 2021-22

		<p>children' which gives advice on supporting pupils in the water - Safeguarding).</p> <p>SEE SAFEGUARDING from full text BELOW PAGE 6</p> <p>The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan (procedures will be communicated during site induction)</p> <ul style="list-style-type: none"> <li>- All Leisure Centre staff on poolside must be made aware of all known medical conditions prior to the commencement of the lesson</li> <li>- Written permission must be obtained before pupils can take part</li> <li>- Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision</li> <li>- Pupils with epilepsy require careful 1:1 observation, as shimmering water or flickering lights may trigger a seizure –asthma inhalers labelled and brought onto poolside by swimmer</li> <li>- Diabetes medication labelled and brought onto poolside by swimmer</li> <li>- Allergy and other required medication labelled and brought onto poolside by swimmer</li> </ul>				
<b>Epilepsy</b>	<b>Child</b>	<p>If the pool is used by persons with Epilepsy, there is a documented policy in the Normal Operating Procedure, and the evacuation of this group has been documented in the Emergency Action Plan (procedures will be communicated during site induction)</p> <p>Provide any relevant pupil specific details i.e. triggers of child's epilepsy here...</p>				
<b>Safeguarding</b>	Child Adult	<p>Ensure there is a system included within the school procedures whereby the parent or guardian of the pupil gives permission for the swimming keyworker to handle the children for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques.</p>				

## Leeds Schools Swimming Guidelines 2021-22

		<ul style="list-style-type: none"> <li>• The swimming keyworker should always wear a distinctive top so that they are easily identified in the water,</li> <li>• Ensure that any handling of pupils is done within clear sight of others</li> <li>• Always explain to the pupil that you are now going to hold him/her and why,</li> <li>• Swimming keyworker must never support pupils in such a way that their hands cannot be seen by others (i.e. beneath the water),</li> <li>• Never support a pupil by handling the swimmer’s torso,</li> <li>• Only support swimmers by holding their hands, head or feet.</li> </ul> <p>Further information detailed below</p>				
<p><b>Covid - 19</b></p> <p><b>Close physical contact changing rooms/poolside. Possibility of spreading virus</b></p>	<p>Staff.</p> <p>Pupils. Other adult helpers.</p>	<p>If there is a ‘in school keyworker’ where possible this person to be the swimming support to reduce unnecessary contact. Where the ‘in school keyworker’ cannot attend then a ‘swimming keyworker’ will be allocated to reduce contact (ideally same person where possible to attend at all times).</p> <p>Close Contact (changing rooms/poolside) – assigned keyworker to follow school specific close contact procedures (please provide details of specific procedure to be followed here)</p> <p>Operation of pool hoist (if applicable) – if assistance is required by keyworker for the child to be seated this must be at a safe social distance from centre staff (once child positioned, centre staff will take over operation of hoist)</p> <p>All school staff taking regular Lateral flow Covid-19 tests (where positive test result school specific procedures to be followed)</p> <p>Swimming keyworker will arrive at site beach ready to follow same process as children. Following the session a separate cubicle to be used for swimming keyworker (please provide details on process should pupil require changing support here)</p>				

## Leeds Schools Swimming Guidelines 2021-22

<p><b>Covid - 19</b></p> <p><b>Close physical contact in the water. Possibility of spreading virus</b></p>		<p>Pupils with Special Educational Needs and/or a disability or health condition that means they require support are not required to maintain social distance from their carer/keyworker/household member.</p> <p>Standard school close contact procedures need to be considered and adapted for the swimming pool environment. School Swimming guidance to be used <a href="#">Returning to Pools Guidance   Guidance from Swim England (swimming.org)</a>. (please provide details here)</p> <p>A pre-induction/walk through is advised where deemed appropriate, this can be arranged directly with centre manager.</p>			
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ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?



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 2020 – w/c 4<sup>th</sup> September to w/c 7<sup>th</sup> December excluding w/c 26<sup>th</sup> October (12 weeks)

Spring Term 2021 – w/c 11<sup>th</sup> January to w/c 22<sup>nd</sup> March excluding w/c 15<sup>th</sup> February (10 weeks)

Summer Term 2021 – w/c 26<sup>th</sup> April 2021 to w/c 12<sup>th</sup> July excluding May Day B/H (3<sup>rd</sup> May) and w/c 31<sup>st</sup> May (11 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**



Appendix G.

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**, 2<sup>nd</sup> Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Tel. 0113 3788298

**Dave Bennett**, Area Manager for Fearnville Leisure Centre, Chippindale Pool, Holt Park Active, Morley Leisure Centre

Tel. 0113 3780297 / 07891 274896

**Tom Watson**, Area Manager for Aireborough Leisure Centre, John Charles Centre for Sport, Garforth Leisure Centre, John Smeaton Leisure Centre, Middleton Leisure Centre, Scott Hall Leisure Centre,

Tel. 07891 276620

**Karen Downes**, Area Manager for Armley Leisure Centre, Kippax Leisure Centre, Kirkstall Leisure Centre, Pudsey Leisure Centre, Rothwell Sports Centre, Wetherby Leisure Centre

Tel. 07891 274491

Appendix H.

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	Keith Harker	Keith.Harker@leeds.gov.uk	0113 3780307	Both	Yes	Rear of centre	Reception	Group change and shared change.	
Armley Leisure Centre	Carr Croft, LS12 3HB	Jon Goodall	John.Goodall@leeds.gov.uk	0113 3760340	Both	Yes	Carrcrofts bus layby	Reception	Village and Group Change	Lockers/Group Changing Rooms Locked
Chippindale Pool	Farnley Lane, LS21 2BB	Steve Eley	Steve.eley@leeds.gov.uk	01943 466852	Swimming Only	Yes	School car park	Reception	Group Change	Changing room
Fearnville Leisure Centre	Oakwood Lane, LS8 3LF	Dave Smith / Chris Shaw	David.C.Smith@leeds.gov.uk / Christopher.shaw@leeds.gov.uk	0113 3781260	Both	Yes	On the road adjacent to the building	Reception	Shared change	Lockers
Garforth Squash & Leisure Centre	Ninelands Lane, LS25 1NX	Steve Yates	Steve.Yates@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 3760380	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 3760386	Both	No		Reception	Both	Changing Rooms
John Charles Centre for Sport	Middleton Grove, LS11 5DJ	Rhian Norman / Anita Weston	Rhian.norman@leeds.gov.uk / Anita.Weston@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	Steve Yates	Steve.Yates@leeds.gov.uk	0113 3781275	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 3782086	Both	Yes	In car park at the side of the building	Reception	Shared	Lockers
Middleton Leisure Centre	Middleton Ring Road, LS10 4AX	Liam Southwell	Liam.Southwell@leeds.gov.uk	0113 3782455	Dry Only	No		Reception	Private change room	Locked changing room
Morley Leisure Centre	Queensway, LS27 9JB	Stephen Rampton	Stephen.Rampton@leeds.gov.uk	0113 3367890	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	Dean McKenna	Dean.Mckenna@leeds.gov.uk	0113 3367686	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	John Sellers	John.Sellers@leeds.gov.uk	0113 3367530	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 3781285	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	Simon Capponi	Simon.Capponi@leeds.gov.uk	0113 3781265	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	Steve Eley	Steve.eley@leeds.gov.uk	0113 3781271	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

Leeds Schools Swimming Guidelines 2021-22

Appendix I.

Master School Swimming Register & Achievement Record

School																									
Day																									
Teacher																									
Teaching Station																									
No. of Pupils																									
Ability																									
WEEKS										ACHIEVEMENT															
										Swim England Rainbow Distance Awards															
NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	5m	10m	25m	50m	100m	200m	400m	500m		

Leeds Schools Swimming Guidelines 2021-22

Appendix J.

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

School Swimming Red Group



School \_\_\_\_\_ Teacher \_\_\_\_\_ Day/Time \_\_\_\_\_

Name	Week Commencing												Outcomes																I can Awards									
	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Award 1								Award 2								Jump In	Front float	Back Float	Roll Over	Swim					
	A/WC	FP	BP	WC/SR	FP/A	BP/WC	FP/BP	WC/FP	DPW	BP/FC	A/S	WC/FC	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8										
1																																						
2																																						
3																																						
4																																						
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8																																						
9																																						
10																																						
11																																						
12																																						

WC = Water Confidence      FP = Activities that lead to front paddle including traveling and floating  
 SR= Self Rescue

All outcomes can be completed with or without aids

**Award 1**

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

BP =Activities that lead to back paddle including traveling and floating  
 DPW= Drowning Prevention Week

All outcomes can be completed with or without aids

**Award 2**

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

A = Assess

## ACTIVITY IDEAS

### Water Confidence

Washing face  
Regaining feet on front  
Regaining feet on back  
Blowing Bubbles  
Partner games  
Submerging  
Pushing floating objects across the pool  
Turning from back to front  
Turning from front to back

### Front Paddle

Walking across the pool stretching and scooping hands  
Jumping across the pool  
Skipping across the pool  
Floating on front e.g. star float using woggle or floats  
Holding side of pool kicking legs on front  
Swimming on front with woggle kicking legs, stretching and scooping with hands

### Back Paddle

Walking backwards looking at the ceiling  
Holding onto side floating on back  
Floating on the back e.g. star float using woggle or floats  
Swimming on back with woggle kicking legs, looking at ceiling

### Self Rescue

Discuss difference between weight of clothes when dry vs wet  
Slide in entry with clothes on  
Walk around pool feeling how it affects movement  
Lie on floats with aids (if able)  
Introduce IDS

School Swimming Amber Group



School

Teacher

Day/Time

Name	Week Commencing												Outcomes																	Distance Award					
	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Award 3								Award 4									5m	10m	15m	20m	25m	
	A/S	FC/BS	BS/S	SR/FC	BS/A	FC/S	BS/S	A/S	DPW	FC/BS	FC/A	BS/S	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9						
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11																																			
12																																			

S=skills practises

FC=frontcrawl practises  
SR= Self Rescue

All outcomes can 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 safety

BS=backstroke practises

DPW= Drowning Prevention Week

All outcomes can 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.

A = Assess



Appendix K.

Wise up to Water – Drowning Prevention Week

The **Drowning Prevention** Charity



Wise up to Water

Drowning Prevention Week ★ 2022 DATES TBC

**Drowning is the 3<sup>rd</sup> 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](mailto: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

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

## Leeds Schools Swimming Guidelines 2021-22

### Appendix N.

#### 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..... Lesson Day ..... Time .....

All school staff members attending have read the risk assessment, and key notes for schools document and understand the COVID-19 implications. Also all attendees have watched the return to school video specific to the centre
School staff member responsibilities, as detailed in 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 hand sanitiser on entry to the building, use of toilet 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 qualified member of centre staff
Swimming Teaching. It is recommended that school staff undergo some formal training in swimming teaching. The recommended course is the Active Leeds School Swimming CPD. For further details please contact <a href="mailto:sarah.crossley@leeds.gov.uk">sarah.crossley@leeds.gov.uk</a>
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>
.....	.....	.....	.....
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