Schools TRADED SERVICES



SCHOOL SWIMMING PROGRAMME

Teacher's Handbook

ENFIELD Council

ENFIELD SCHOOL SWIMMING PROGRAMME CONTACTS



For any queries please contact:

1. Grace Alleyne, Programme Manager:
   grace.alleyne@enfield.gov.uk

2. Michelle Leach, Head Swim Instructor:
   michelle.leach@enfield.gov.uk

Michelle is our Head Swimming Instructor and can help with:

- Session Times & Dates
- Swimphony
- Water Safety Resources
- Any Other Swimming Queries
- Awards and Statistics
- Pupil's Medical Issues

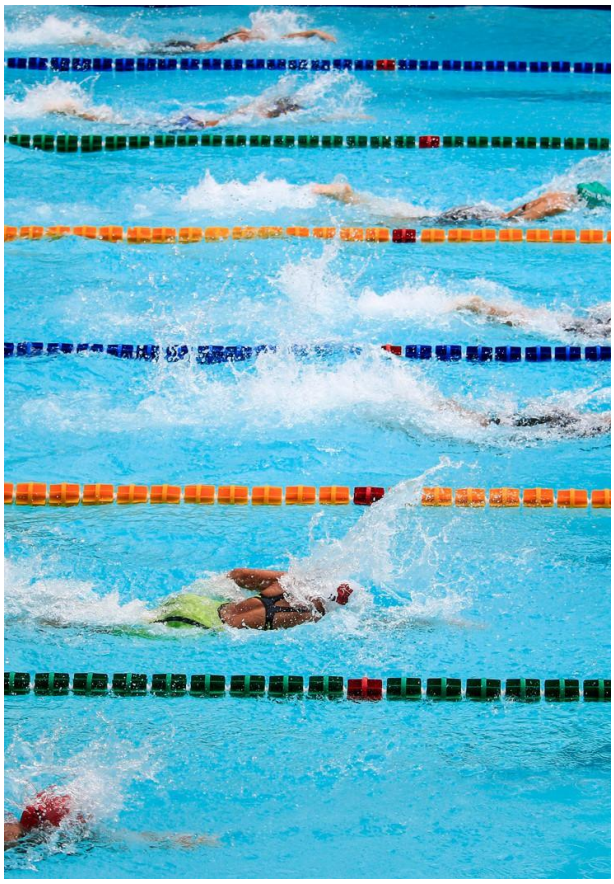
Schools TRADED SERVICES

CONTENTS

- Introduction 4
- Aims and Objectives of the Programme 4
- Year Groups, the Format of the Swimming Programme 5
- Swimphony 5
- Swim Awards 6
- The Role of the Class Teacher and School Support Staff 7
- Swimming Needs 9
- Emergency Procedure & Whistle Procedure 12
- Safety & Discipline 13
- Health & Hygiene and Medical Requirements 14
- Additional Equipment 19
- School Sport Swimwear Guidelines 21
- Letter for Parents 22
- Risk Assessment 25



INTRODUCTION



The National Curriculum for Physical Education (2014) states that all schools must provide swimming instruction either in key stage 1 or 2. In particular, pupils should be taught to:

- swim competently, confidently, and proficiently over a distance of at least 25 metres.
- use a range of strokes effectively (for example, front crawl, backstroke, and breaststroke).
- perform safe self-rescue in different water-based situations.

The Enfield Swim Service is regularly reviewed to keep in line with national directives and to ensure that all pupils receive a swimming program of the highest quality.

This handbook is designed to help support schools. It outlines the aims and procedures to create a successful and safe swimming environment for every pupil.

AIMS AND OBJECTIVES OF THE ENFIELD SWIMMING PROGRAMME

The aim is to ensure that all primary pupils will be able to swim confidently by the end of Year 6.

In pursuit of the above aim, the following objectives are seen to be essential:

- To teach pupils to be confident in all depths of water.
- To encourage pupils to master the basic stroke techniques.
- To encourage pupils to gain water skills, flotation and submersion.
- To teach the principles of Safe Self-Rescue.
- Give pupils the skills to learn in a controlled environment outside the school classroom.
- To increase fitness and endurance levels of all who take part.
- To teach the importance of pool safety so that swimming can be safe and fun.

Schools TRADED SERVICES

YEAR GROUPS ATTENDING THE SWIMMING PROGRAMME



The program is open to all year groups. Most schools bring Year 5 but some schools have introduced different year groups. There are now programs running for Year 3, Year 4, Year 5 and Year 6.

The minimum requirement for pupils to achieve before leaving primary school KS2 is the 25 metre award.

SWIMPHONY

To help us further improve the program, the Enfield Swim Service uses Swimphony so we can track the children's attainment and also give you access so you too can monitor your children's progress in real time.



Using Swimphony also allows us to:

- Reduce admin.
- Simplify the delivery of the program.
- Remove the existing reliance on paper-based records and manual data entry.
- Pupil attendance and attainment data is captured by the swim instructor's poolside.
- Schools are able to analyse pupil performance and report on national curriculum outcomes in real time.

If your school has recently joined the swim service, the Swimphony team will be sending your school an email with details of their registration process and how to transfer pupil data onto their secure, encrypted portal. It is essential this is completed before your pupils' first lesson so the swim instructors can track the children's progress.

Please contact your school office or Business Manager to ensure this has been done for your school.

Schools TRADED SERVICES

THE SWIM AWARDS

The awards cover all the various requirements of the National Curriculum Programme KS1 - 4.

When a pupil is successful and achieves an award, the school will be notified via Swimphony so you can print the certificate for them.



THE ROLE OF THE CLASS TEACHER AND SCHOOL SUPPORT STAFF

Both inside and outside school, the teacher is in charge and responsible at all times for the behavior and safety of their pupils.

This includes travelling to and from the pool, in the changing rooms and poolside. Once the pupils enter the water the swim instructor becomes responsible for their safety.

Pupils should not use the showers or the electrical appliances, e.g. hairdryers. Most pools have group changing rooms available.

REGISTER

A swimming register should have been added by the school office to the Swimphony online platform. It is important this is done prior to your first lesson so the swim instructor has all the pupil data on their portable device.

In addition, the teacher must ensure they carry their own pupil register and are registered before the lesson and to check the numbers at the end of the lesson. It is important the register is correctly marked with the total numbers of pupils attending, as this would be needed in an emergency or evacuation of the building. The instructor must also be notified of any pupils who enter or leave the class during the programme.

FOOTWEAR

Teachers must wear soft-soled shoes poolside. Footwear with high heels are unacceptable. Blue overshoes are provided by each pool and should be worn over outdoor shoes to keep the poolside clean.



Schools TRADED SERVICES

RULES FOR TEACHERS

Please do not bring hot drinks or food poolside. Please avoid using mobile phones.

Class teachers and/or support staff accompanying pupils to swimming lessons must remain poolside throughout. They should monitor the progress of the class by recording all awards gained in their class register.

Parents that have come to assist with changing or walking with the schools to the pool should wait in the spectator or café areas, not poolside.

Swim instructors and teachers need to co-operate and work together to achieve a happy working relationship in order to provide the best learning environment for the pupils. Teachers are requested to help swimming instructors improve the swimming experience being offered to pupils by assisting with the coaching poolside.

TEACHERS ENTERING POOl

Teachers who wish to enter the water to help on a one-to-one or work with a small group of pupils are very welcome, providing there is another member of school staff on the poolside and the school is agreeable to them entering the water.

Class teachers entering the water really can help their pupils to progress. It is advisable for the teacher to wear a T-shirt for easy recognition. The teacher is covered by Local Authority insurance whilst in the water and is under the supervision and guidance of the swimming instructors.

For children that have mobility difficulties or require stability support in the water, it is the responsibility of the school to provide the pupil with assistance in the water, not the swim instructors. This can be either a teacher or the child's parent. It is the school's responsibility to ensure the parent has a valid DBS.

In the case of an emergency, the swim instructors or lifeguards will carry out any rescues necessary.

SWIMMING NEEDS

SPECIAL NEEDS & LANGUAGE

The teacher must inform the swim instructor of any pupil with special educational needs and/or who experience difficulty with understanding and speaking English or feel vulnerable due to anxiety. This also needs to be recorded in Swimphony.

MEDICAL CONDITIONS

Pupils who suffer with asthma, diabetes, epilepsy or other medical conditions that could affect their swimming ability should have this documented on Swimphony and advised to the swim instructor at the beginning of the swimming programme.

Pupils who suffer with epilepsy, diabetes or physical disabilities could require supervision on a 1:1 ratio. The swim instructor will be able to give more information about the type of support these children will require poolside. These pupils may also need an individual care plan which could be helpful to NHS staff if the need arises.

Some medical conditions may require a letter from a doctor or consultant confirming the pupil is able to take part in the swimming program. Swim instructors are not medically qualified and cannot make this decision without professional guidance.

Pease ensure pupils requiring medication have this brought with them to the swimming pool.

To reiterate, it is essential that pupils with conditions have this data recorded on Swimphony so it will be clearly visible by the swim instructor.

SWIMMING NEEDS



GOGGLES

The instructors will need to know the pupils who have received a letter from a parent/carer stating they need to wear swim goggles. We ask that you keep these letters safe at school and provide the names of these pupils to the swim instructor.

Pupils who normally wear glasses should be carefully monitored to ensure they are not experiencing difficulties arising from any restricted or limited vision. Glasses made with plastic lenses should be worn. Prescription goggles are available for children on the NHS.

The Enfield Swim Service cannot accept responsibility for any injuries arising from the wearing of goggles or any damage or loss to goggles.

SWIMMING HATS

For pupils with hair that is long enough to reach their eyes or mouth when wet, it is essential a swimming hat is used.

Long hair that is not held in place by a swimming hat can very easily become a hazard to the pupil as it can go in their eyes or mouth or get tangled in lane ropes.

EMERGENCY PROCEDURES

All staff attending swimming lessons should be familiar with the emergency procedures.

1. Swim instructors wear a whistle and will use the following signal:

Three blasts = EMERGENCY. STOP. SWIMMERS EXIT THE POOL, MAKE THEIR WAY POOLSIDE

- Emergency action to be taken by the lifeguard or swim instructor.
- This could be a reach or throw rescue or they may enter the water.
- Children to go to the fire exit and are counted by their class teacher.
- General reassurance of the class.

2. Equipment is available for rescue procedures (ropes, poles). Swim instructors know where the panic buttons are situated.

3. It is the responsibility of the swim instructor to brief the visiting teachers, including supply teachers, of their role in an emergency procedure.

4. All incidents need to have an accident report completed by a lifeguard or a pool manager which is kept at the pool. Make sure swim instructors are informed of accidents that may occur in the reception or changing areas.

5. Teachers should remind their class pupils of the emergency procedures.

Whistle Procedure:

- One blast: Stop, look and listen. Wait for further instructions.
- Long blast: End of lesson. Exit pool, return equipment to basket, pupils line up at pool exit.
- Three blasts: Emergency!

Pupils who constantly refuse to co-operate with the above code of conduct should be spoken to by the appropriate member of school staff.



Schools TRADED SERVICES

SAFETY AND DISCIPLINE

Pupils must:

- Wait quietly in the reception area whilst the teacher signs the register.
- Walk single file through corridors and enter the changing room in an orderly manner.
- Use designated school rooms for changing. Keys are provided at reception.
- Keys must be returned to reception before leaving the building.
- Keep clothes together in a plastic bag. Wear appropriate swimwear.
- Not bring glass bottles of shampoo or deodorant with them.
- Not use the hairdryers.
- When changed, line up at entrance quietly until the lesson begins, no one should move to the edge of the pool for any reason, unless instructed.
- Be aware of pool safety rules (no running, no diving).
- Exit the pool in an orderly manner and return to changing rooms when instructed.
- A member of school staff must accompany any pupil leaving poolside.
- Know and respond to the whistle procedure.



Schools TRADED SERVICES

HEALTH AND HYGIENE

Please be aware the swim instructors are not medically trained.



INSTRUCTORS MUST BE INFORMED OF PUPILS WITH ANY OF THE BELOW MEDICAL CONDITIONS.

Pupils should not be allowed to go swimming with:

a) Experiencing vomiting or have diarrhea.
b) Open or weeping wounds.
c) Ear trouble.
d) Plasters that cannot be removed.
e) Impetigo / Scabies.
f) Ringworm (a skin infection caused by a fungus – appears as a ring-shaped rash which is flaky, itchy and contagious).
g) Any symptoms associated with COVID-19.

Pupils with Asthma

Any pupil who uses an asthma pump at home or in school needs to make sure their pump is bought to the pool for every lesson.

School staff must be sure of the pupil's condition and need to check with the parents before the commencement of the programme.

a) Swimming instructors must be informed of pupils who suffer with asthma.
b) These pupils must bring named inhalers onto poolside.
c) Pupils who do not have inhalers will not be able to swim.
d) If an inhaler is used, the pupil must then sit quietly for five minutes after.
e) If taken for a second time the pupil must not swim for the rest of the lesson.
f) If parents say that the pupil is OK to swim without their inhaler, the instructors will require this in writing.

Pupils with Diabetes

a) Pupils should bring their own medication and sugar testing kit poolside.
b) Blood sugar levels should be tested before entering the water to ensure sugar levels are adequate.
c) A member of school staff should observe the pupil throughout the lesson.
d) Pupils who forget their medication will not be able to swim.
e) A member of school staff should know what to administer if the pupil is unwell.

A copy of the pupil's care plan should be given to instructors, so it is available to medics in an emergency.

Pupils with allergies

Pupils at risk of anaphylaxis **must bring their EpiPens / medication** to poolside and a member of school staff **must know how to administer it.**

Pupils with Epilepsy

Epileptic seizures in water are very dangerous because once unconscious face down the person will commence aspirating water into their lungs, which can be fatal.
Due to the above, if a pupil's medication is not controlling their seizures and they have had a seizure within the last two years, the pupil must be observed on a 1:1 basis by a member of school staff or a parent who must be in the water with them.

If their medication has prevented any seizures in the last 2 years, the pupil can be observed on a 1:1 basis from poolside. Lifeguards cannot undertake this.

a) Pupils should bring their medication to poolside.
b) Pupils who forget their medication will not be able to swim.
c) A member of school staff should know how to administer medication.
d) The 1:1 helpers main role in the water is to observe the pupil for signs of deterioration, this could be in the form of their appearance, or the pupil saying they feel unwell. If an incident occurs, make sure the child's head stays above the water and shout for assistance from the lifeguard or swim instructor.
e) Observers who are poolside should be watching the pupil at all times.

A copy of the pupil's care plan should be given to instructors, so it is available to medics in an emergency.

Pupils with Heart Disease or have had Heart Surgery

Due to the invasive nature of such a condition, it is important to have written consent from the pupil's doctor or consultant confirming they are allowed to swim, explaining any restrictions or other factors that could affect them.
Please try to secure the letter prior to the start of the program as the pupil will not be able to swim until doctors consent has been received.

A copy of the pupil's care plan should be given to instructors, so it is available to medics in an emergency.

<u>Pupils with Eczema</u>

a) May need to have a shower after swimming to prevent irritation. A letter of explanation from their parent will be required
b) If creams are needed, these should not be brought in glass jars
c) If the pupil needs to do the above, they will be asked to leave the water 5 minutes before the end of the lesson to ensure the class maintains its schedule for returning to school.

<u>Pupils with Grommets</u>

Usually, grommets do not prevent a pupil from swimming. The condition may prevent them from surface diving. Parents should provide a letter stating what their child can or cannot do and may need to get this information from their doctor. Ear bands or swim caps can help to protect the pupil's ears.

Pupils with Sickle Cell

Please bring a towel poolside to prevent the pupil getting cold. The pupil may also need to do a slightly shorter swimming lesson.

Pupils with Sight Impairment

a) Plastic lenses (not glass) can be worn in the water.
b) Prescription goggles are available on the NHS.
c) If eyesight is extremely poor, it may be necessary for an assistant to be in the water for the pupil's safety or a person acting as a spotter on poolside helping the pupil across. Colored marker cones placed poolside can help give the pupil a sense of direction.

Hearing Impairment

a) If the pupil is mild they may be able to join in by copying the other pupils. The instructor needs to be aware so they do not send them in first.
b) More severe pupils may need their support teacher to sign to them from poolside.
c) In very severe cases, the support teacher may need to be in the water helping them on a 1:1 ratio.

Pupils with Disabilities, Amputations, Autism, A.D.H.D., Cerebral Palsy, Global Learning or other Special Needs

Each case needs to be looked at individually, it may require a teacher or parent to enter the water with the pupil to assist in keeping their stability and protect them from harming themselves or others.

A copy of the pupil's care plan should be given to instructors, so it is available to medics in an emergency

Pupils with Feeding Tubes

A written letter of consent will be needed from their doctor to ensure that it is safe for the pupil to swim, as these tubes could be knocked, damaged or fill with water.

Pupils with Incontinence

Pupils with incontinence must not attend swimming lessons unless they are wearing a containment brief that can be worn under regular swimwear or a fully designed swimming costume to replace their usual swimwear. These are available to purchase online.

Pupils with a Medical Condition MUST Have These Details Securely Entered into Swimphony so any Swim Instructor Taking a Class is Aware

Pupils with Verrucae

Pupils can swim with a verruca but should wear a protective latex verruca sock to prevent infecting other pupils and pool users.

What are verrucae and how do we get them?

- Verrucae are found on the feet. Verrucae are common and considered to be due to a viral infection.
- These infections occur in communal areas where people share the same floor surface bare foot such as swimming pools, sports centres, changing rooms and shower areas.

How do we know we have one?

- Verrucae vary in appearance.
- On moist feet they often appear as rubbery overgrowths with a black pin head dot in the centre. Quite frequently they hurt, although some are painless.
- On dry feet they appear brownish, rough and crumbly. They are often surrounded or covered with callous skin and vary in size up to 1cm in diameter.

Jewellery

It remains the policy of the swimming programme that **no jewellery should be worn** in the swimming pool. Any religious jewellery that cannot be removed should be covered by sweatbands.

It is important that earrings are removed. If studs are worn, they should be of a very short design.

Pupils and parents should be constantly reminded that all jewellery should be left at home, as the Enfield Swim Service cannot accept any responsibility for loss or damage of these items.

Religious Considerations

Enfield is a diverse borough and as such it is important that all communities and religious groups are able to attend the swimming programme. Due to this some other forms of dress may be accommodated.

Safety of the individual and other class members is our main priority. If an item is likely to cause an accident, it will not be allowed. All additional items must be covered by a supporting letter from the parent.

Pupils wishing to swim with their shoulders and legs covered should in the first instance purchase the appropriate swimwear. Alternatively, they can wear tight leggings or cycling shorts and a t-shirt or leotard underneath their swimming costume to prevent their clothing coming apart. Wetsuits are not permitted; the pupils will be too buoyant and will get too hot.

Headscarves are not suitable, but the pupils head can be covered with a swimming hat. It can be arranged for the pupil to change in a private cubicle if necessary. Larger swimming hats for pupils with thicker or longer hair are available to purchase online.

Religious String

If worn around the neck must not contain heavy pendants or be loose enough for other pupils to catch their fingers in.

String or bangles around the wrist must be covered by a sweat band. String around the waist is too dangerous and cannot be worn.

Nose Clips

These are not advisable for the following reasons:

a) It is unsafe to block an airway.

b) The elastic attached to the nose clip can cause accident or injury to the pupil or other swimmers.

c) Nose clips without elastic will fall off and get lost.

d) The only pupils who may need them are those with a medical condition, for example a cleft palate. A letter explaining the child's medical condition would need to be provided.

Goggles

Our aim is to promote learning to swim and gain water confidence without the use of goggles.

Pupils are actively discouraged from wearing goggles for the following reasons:

.

- Tightening of the head strap can cause increased pressure on the eyes.
- Pulling the goggles away from the face to empty the water can cause them to spring back causing injury.
- Putting them on incorrectly and too tightly may cause eye injuries. Cleaning and adjusting them whilst being worn distracts the pupil from instruction.
- Wearing goggles that have not been passed by British Standard specification for surface swimming (BS 5883:1996) could be dangerous.
- Pupil's visibility is impaired through steamed and misted goggles. Major eye injuries can happen if wearing them whilst diving.
- While swimming in large groups in a small area, pupils can accidentally collide with each other causing the goggles to be knocked into their face.
- Whilst fiddling, adjusting the goggles or playing underwater in them, the pupils lose concentration and disrupt the lesson.
- Improper use - pupils wearing them on their wrists, around their necks or on the top of their heads can cause accidents or injuries to other swimmers.
- Pupils lending their goggles to their friends who do not have parental consent. Goggles can be left on poolside or in the changing rooms.

Schools allowing pupils to wear goggles are strongly advised to request a permission letter from the pupil's parent / carer and keep this safe whilst monitoring the use each week before the lesson commences. The Enfield Swim Team cannot be held responsible for loss or injury that occurs from the use of goggles in the pool area.

If the goggles are not being used in a correct manner the pupil will be asked to remove them, lowering the risk of an accident occurring.

ADDITIONAL EQUIPMENT

GOGGLES

Correct



Incorrect



- Goggles must be from an approved manufacturer
- Goggles may only be worn if permitted by the school class teacher and has a letter of consent from their parent/carer. Please ensure the pupil has read the instructions leaflet so that they know how to wear and adjust the goggles properly.

No diving masks, play goggles or goggles that block airways are allowed.

VERRUCAE

Correct



Incorrect



Any form of footwear is not allowed poolside. If you are worried about catching verrucae, please purchase the appropriate verruca socks.

Schools TRADED SERVICES

ADDITIONAL EQUIPMENT

HATS

Correct



Incorrect



It is essential that swimming hats must be worn by all pupils whose hair is long enough to go in their eyes or mouth when wet.

Long hair that is not held in place by a swimming hat can become a hazard to the pupil as it will go into their eyes or mouth and can get tangled in lane ropes.

Schools TRADED SERVICES

SWIMWEAR GUIDELINES

Pupils should wear:

- A one-piece swimsuit
- Or one-piece swim outfit with long sleeves and legs - **NO WETSUIT MATERIAL PERMITTED**
- Swimming trunks or short-fitted shorts above the knee.
- A swimming hat if their hair is long or goes in their eyes when wet
- Latex verruca socks if suffering or prone to verrucae.

Pupils should not wear

- Any loose-fitted swimwear
- Swimsuits that have long skirts attached
- Long, loose shorts - football, board or PE shorts
- Underwear
- Wetsuits
- Any form of footwear such as flip flops, 'Crocs' or reef shoes
- Any jewellery

ENFIELD Council