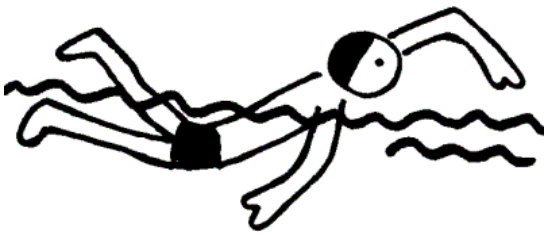
KINGSWAY INFANT SCHOOL

Swimming Policy



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Kingsway Infant School Swimming Policy
Issued: May 2026
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Kingsway Infant School follows and complies with Normal Operating Policy and Pool Emergency Action Plan as provided by the owners of the pool – **Kingsway Junior School attached.**

KINGSWAY INFANT SCHOOL SWIMMING POLICY

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

1. The pool is locked at all times when not in use.
2. Fences and gates are kept secure.
3. Depth markings are clearly marked.
4. Water clarity is maintained within safe limits and this is monitored each day by the Junior School Caretaker and/or the Headteacher or Deputy.
5. The temperature is maintained at a reasonable level. We aim to achieve 80°F but this may not always be possible when it is windy or the air temperature is low.
6. A selection of the following is always available on the pool side for safety:
    - safety poles,
    - body hooks,
    - broom handles,
    - buoyancy aids,
    - rope for throwing.

All swimming teachers and must have a whistle and a two-way radio (collected at the office) with them during sessions. Pool supervisors must carry a whistle with them at all times.

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

First Aid Equipment:
This is kept in the girls' changing room and should be brought to the side of the pool during lesson time and returned at the end of the day. There is a blanket and a towel in a plastic bag, a box of tissues should also be available.

The kit consists of the following in a plastic box:

- resuscitation guide,
- vent aid,
- plastic gloves,
- wet wipes, tissues
- individually wrapped plasters.

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

First Aid incidents will also be recorded on Arbor once the class has returned to school.

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

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

- The teachers go through the emergency procedures every season with their children before swimming commences.
- The nearest phone is in the Secretary's Office immediately opposite the pool. **The school's normal chain of responsibility applies.**

SECTION 2 - SKILLS AND EMERGENCY PROCEDURES

SKILLS:

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

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

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

In the event of an emergency, teachers will use a mobile phone to call an ambulance. The mobile phone is to be away from the children, in a bag on the table at the end of the pool. The phone must not be used in the vicinity of the children except to call the emergency services. After the phone call has been made the school office will be informed of the incident and actions being taken.

SECTION 3 - CLASS ORGANISATION

Pre-lesson preparation:

Please try to keep to times arranged so that colleagues and helpers are not inconvenienced.

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

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

Children with medical conditions will be known to all class teachers, teaching assistants and helpers. Medication will be taken over for the swimming lesson and return to school with the class.

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

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

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

Health and Safety:
Children should not swim up to at least one hour after consuming food.

A maximum of 30 children in the pool at a time, the swimming coach is to disperse the children in the pool to prevent overcrowding in an area.

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

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

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

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

Inhalers and epipens should be available at the pool for emergency use. The school inhaler is to be taken over with the first class swimming and bought back with the last class; for those with prescribed inhalers that are not in school and parental consent received to use.

Children with medical conditions will be known to all class teachers, teaching assistants and helpers. Medication will

be taken over for the swimming lesson and return to school with the class.

Long hair needs to be securely tied back. All pupils must wear a swimming hat during lessons; these can be purchased from the School office at a very reasonable price.

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

Reminders of swimming lessons will be sent to parents to ensure children are ready with the right equipment for the swimming lesson and the weather conditions.

Grouping:

At the beginning of each season and periodically through the season, the children's swimming ability should be re-assessed by the swimming teacher. Those at risk should wear armbands and the weakest swimmers kept to the shallow end. The teachers should use their own judgement as to whether all children go in together, or whether it would be more prudent to give half the time to split groups.

At least **four adults**, including the class teacher, must be present at any time. This will allow for one adult to treat minor injuries and be away from the pool side. One or more of these adults must act as an observer, at each session, to prevent unsafe conditions from developing. The observer should be stationed half way along one side of the pool and should not be engaged in managing a group at the same time. The observer should have a whistle to raise the alarm in the event of an emergency.

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

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

At the end of a session, the short sharp blast of the whistle will be used and the children should stand still and then make their way out of the pool and go and get changed. All equipment should be returned to the correct baskets located around the poolside.

DURING AN EMERGENCY SEVERAL SUSTAINED BLASTS ONE AFTER THE OTHER WILL BE USED. All children should immediately climb out at the nearest point and await instructions.

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

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

No one enters the water until told to do so. **Entry and exit to and from the pool must be made via the steps located at each end.**

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

No unnecessary splashing will be tolerated during lessons.

No noisy, chattering, ducking under or inattentive behaviour will be allowed.

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

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

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

If apparatus is used, teachers must ensure that it is all recovered at the end of a session and returned to the appropriate places. **Never allow the children to put arm bands on their ankles.**

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

A copy of this policy is available in each classroom. There is also a copy in the staff room and in the policy file on the staff room drive. This policy should be read in conjunction with

- HCC Risk assessment for Kingsway Junior School, School Pool
- HCC Normal Operating Procedure for Kingsway Junior School, Swimming Pool,
- HCC Emergency Action Plan for Kingsway Junior School,

These are located under within the Policy 2024-2026 folder labelled Swimming 2026.