



Ayios Nikolaos Swimming Policy

Review Date: October 2018

Date of Next Review: 1st October 2019

Head Teacher: Mrs Sarah Baillie

1. Insurance

Swimming is a curriculum based activity and as such is underwritten by the MoD. As with all school activities, parents are reminded of their responsibility to provide third party liability insurance for their children.

2. Staffing / Supervisors

The lead supervisor of a swimming session must be an employee of MoD Schools, either as a teacher, an LSA or a member of boarding staff. Other adults, including volunteers, may have a support role in or out of the water as directed by the leader of the swimming session.

3. Swimming in public pools

3.1. Free swimming during public swimming sessions.

3.1.1. The pool operators provide lifeguard cover.

3.1.2. MoD Schools staff should risk assess the quality of the cover and the particular needs of their group. If necessary it is good practice to have a member of staff in the pool or on the on the pool side in order to supervise the group effectively.

3.2. School swimming lessons

3.2.1. Where the pool provider provides lifeguard cover the procedure above should be followed.

3.2.2. In some pools it is usual for school staff to have full responsibility for the supervision of their group, including teaching and lifeguard provision. This is commonly the case in Germany. The lead supervisor should ascertain the situation in pools in Cyprus and RoW locations. In these instances the following procedures **must** be followed.

3.3. Safety and Lifeguard provision

- The leader of the swimming session **must** have received a briefing from the pool manager regarding pool safety, evacuation and emergency procedures.
- One supervisor **must** hold the National Rescue Award for Swimming Teachers and Coaches (NRASTC) or the National Pool Lifeguard Qualification (NPLQ).
- The lifeguard award holder **must**, with colleagues, risk assess the venue and the activity.
- The lifeguard may **not** also be the swimming teacher.
- In cases where the swimming teacher is also the person who holds the lifeguard qualification then there **must** be a vigilant poolside observer who can draw the attention of the qualified lifeguard to any incident that might arise.
- The leader of the swimming session **must** have established emergency procedures and ensured that children and adults are familiar with them. This may be a simple whistle system in order that the children will respond quickly to a need to leave the water.

3.4. Known Hazards

The following have been factors in past fatalities (or serious injuries) in swimming pools in the United Kingdom and should therefore be considered as possibilities;

- a) Prior health problems e.g. heart trouble, asthma, epilepsy, etc
- b) Youth and inexperience (half of those who drown are aged under 15 years)
- c) Alcohol, drugs or food before swimming
- d) Unauthorised access to pools intended to be out of use
- e) Weak or non-swimmers straying out of their depth
- f) Diving into insufficient depth of water (leading to concussion or injury to head, neck or spine)
- g) Persons wandering back into the pool from the changing rooms at the end of a swimming session, when the pool is unguarded
- h) Unruly behaviour and misuse of equipment
- i) Water that is unclear or where reflection from the water surface prevented casualties from being seen
- j) Absence of, or inadequate response by, pool staff in an emergency
- k) The exit from the changing rooms leading directly to deep water areas.

3.5. Swimmers at Risk

Once swimmers are in the water it is much more difficult to spot potential problems. Those who need to be carefully watched include:

- a) Weak swimmers
- b) The boisterous and show-offs
- c) Hand rail and lane rope "crawlers"
- d) Those wearing arm bands or other forms of buoyancy aid
- e) Persons using floats, inflatables and other such equipment
- f) Persons with disabilities / special needs

3.6. Rules for Pool Use

- a) No running on the pool side.
- b) No fighting, bullying, pushing or ducking or throwing other bathers into the pool.
- c) No face masks, flippers or snorkels to be used during casual sessions.
- d) No eating or drinking on the pool side.
- e) No outdoor shoes permitted on the poolside (if indoor pool).
- f) No spectators or prams and pushchairs permitted on the pool side.
- g) No smoking.
- h) Non-swimmers and weak swimmers must remain in areas of the pool in which they can stand.
- i) No diving into depths of less than 1.5 metres and then only shallow racing dives into the pool.
- j) No jumping onto floats/rafts or inflatables from the pool side.
- k) No shouting.
- l) No bombing.

3.7. Lifeguards - Duties and Responsibilities

The key tasks of lifeguards when working in the pool areas are to;

- a) Maintain concentrated observation of the pool and pool users in order to anticipate problems, e.g. diving into shallow water, and to identify any emergency quickly. Some swimmers in difficulty may shout and splash; others may give little indication of a problem, but simply sink below the water. Both types of behaviour may be found during normal activity so concentrated vigilance is needed to detect the genuine emergency.
- b) Supervise diving or other pool equipment when allocated to these duties.
- c) Carry out rescues and initiate other emergency action as and when necessary.
- d) Give immediate first aid, in the event of injury to a bather, or other emergency.
- e) Communicate with swimmers and other pool staff on duty to fulfil the above tasks.
- f) Encourage responsible behaviour by the swimmers - polite and firm reminders should be given to swimmers who are in breach of the rules.
- g) Maintain communication with colleagues at all times. Use speech, whistle or agreed hand signals to deliver clear directions.

- h) Ensure all emergency first aid equipment and pool side emergency equipment is present and working correctly.
- i) Notify pool staff if conditions on the pool sides are not clean and hygienic.

3.8. Swimmer Observation

A key element in pool supervisor's duties is swimmer observation. Supervisors must be aware of warning signs that a potentially dangerous situation is developing, in particular:

- a) Worried expression on the face of a swimmer; wide open eyes
- b) Cries for help
- c) Crowd gathering
- d) Deliberate waving of an arm
- e) Sudden submerging; bobbing in the water
- f) Two or more swimmers in very close contact
- g) A swimmer in a motionless face-down position
- h) Hair over the eyes or mouth.

By remaining constantly vigilant and continuously scanning the water, pool supervisors can detect a problem in its early stages and be ready to take the appropriate action.

3.9. Poolside Rules

- a) Supervisors shall maintain an alert, upright posture and a vigilant demeanour during times of pool side supervision.
- b) Never come on duty tired or under the influence of any substance that might impair the ability to supervise. Tiredness can be a significant inhibitor to lifeguard vigilance.
- c) Supervisors must never leave a pool, or an area of a pool, unattended. They must not, for example, leave the pool to get floats or armbands or deal with locker enquiries etc. They should also ensure that their attention is not drawn from the pool side by the fitting of armbands, dealing with minor first aid etc.
- d) Supervisors must carry a whistle with them at all times.
- e) Supervisors shall not take part in social conversations with colleagues or customers when on pool side duty.
- f) Food or drink must not be brought onto or consumed on the pool side.
- g) Supervisors must be in position on the poolside **before** swimmers are permitted to enter the water. In addition, they must remain on the pool side at the end of a session until all swimmers have left the area and the pool is secured.
- h) Lifeguard positions are planned to ensure that all of the allocated zone can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds.

4. **Teaching**

School teachers who have been appropriately briefed may teach their children to swim. It is **recommended** that a swimming teacher has the appropriate Amateur Swimming Association (ASA) teacher's award. This is particularly the case as the children's swimming improves and they need careful teaching of the skills involved in each stroke.

5. **Swimming in private pools**

Pools in hotels or campsites may not have lifeguard provision. If this is the case then free swimming can **only** take place if a member of staff holds the National Pool Lifeguard Qualification (NPLQ). This person is then able to make the appropriate judgements with regard to supervision and safety and to ensure that risk management procedures are in place.

If a planned programme of swimming activities is to take place then the guidance above under Safety and Lifeguard Provision applies and the appropriate qualification is the National Rescue Award for Swimming Teachers and Coaches (NRASTC)

6. **Open water swimming**

Open water swimming is a hazardous activity and has considerable potential for accidents. It should only be undertaken where the group leader has been approved as competent to supervise the session by the Headteacher or the Educational Visits Coordinator (EVC)

- 6.1. Open water swimming in rivers, lakes or the sea can only take place following careful planning and with full parental consent. It must not take place in a spontaneous way in response, say, to pressure from children or due to unexpected hot weather. In planning an open water swimming activity the practice below must be followed.
- 6.2. Swimming activities in open water may only take place under the supervision of a leader capable of carrying out rescue and resuscitation procedures. Suitable qualifications will depend on the nature of the venue. At the very least a leader must have a current first aid qualification that includes resuscitation. Other useful qualifications include Bronze Medallion and Bronze Cross.
- 6.3. A suitable venue **must** be identified. Regard should be paid to;
 - Waves
 - Tides
 - Currents
 - Depth
 - Nature of sea/lake/river bed
 - Pollution.
- 6.4. Local knowledge should be sought wherever possible.
- 6.5. Swimming areas **must** be clearly defined and pupils briefed and frequently reminded about them.
- 6.6. Supervisors **must** be able to account for all group members at all times (whether swimming or not)
- 6.7. Only as many pupils as can be easily observed and counted are to be allowed into the water at a time.
- 6.8. Swimmers should be constantly aware of other water users (eg. powered craft)
- 6.9. Swimming time **must** be strictly limited in cold water
- 6.10. Diving **must not** be permitted except from designated diving platforms
- 6.11. Pupils **must never** swim alone
- 6.12. The guidance above relating to pool safety **must** be followed outdoors wherever applicable.