

Active Leeds School Swimming Guidelines 2024 - 25

V1.0 Published September 2024



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14. Active Leeds Schools Swimming Introduction

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 guidelines and that teachers are aware of the safety issues that swimming presents.

15. Requirements and Opportunities

15.1. 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.

15.2. 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	Floating, treading water, attracting attention, safe self-rescue circuits or scenarios
Swim competently, confidently and proficiently over a distance of at least 25m	Swim increasingly longer distances using a range of strokes, compete in a race or gala e.g. FC arms recovering over the water, basic breathing no stopping (no doggy paddle)
Use a range of strokes effectively for example front crawl, backstroke and breaststroke	Swimming lengths, play water polo, tread water
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, what number to call for help and know not to enter the water

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.

15.3. Sport Premium Funding/ Swimming Galas/ Festivals & Intensive Lessons

Sport premium funding can be used towards the cost of the swimming gala/structure 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

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due to start in the next academic year can get a head start on lesson. Please contact Sarah Crossley (sarah.crossley@leeds.gov.uk) to discuss options further.

15.4. *Extra Sessions*

If you wish for your school to swim outside the term dates as stated in section 3.3, then these need to be clearly indicated on the original booking form or via email to sarah.crossley@leeds.gov.uk and the necessary arrangements will be made with the pool. No additional session is confirmed without prior agreement. Please note those who requested transport via the booking form will not have any transport in place for the additional weeks and therefore should you wish to swim external provision will be required.

As many schools are converting to independent/academies then there is a growing demand to swim outside the standard term dates, where possible centres will accommodate assuming there is no conflict with centre holiday programmes.

15.5. *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).

15.6. *Vocational Qualifications for 16+*

There are opportunities for pupils aged 16+ to take the STA Award in Swim Teaching. Also available is RLSS National Pool Lifeguard Qualification. For further information please contact the Aquatics Manager. See **Appendix H**.

16. **Swimming in Leeds City Council Swimming pools (Appendix A)**

16.1. *Funding*

Funding for swimming based on the above requirements is allocated in your school budget

16.2. *Costs*

The costs for swimming are in two parts and based on 30 minute sessions:-

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.

£117.00 - 1 - 12 children, price includes one swimming teacher and one lifeguard.

£141.00 - 13 - 39 children, price includes two swimming teachers and one lifeguard.

£168.00 - 40 - 59 children, price includes three swimming teachers and one lifeguard.

An additional Swimming Teacher is charged at £28.00 per 30 minutes (there may be instances where an additional teacher cannot be provided however this will be confirmed at the time of confirmation).

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Transport (If requested via booking form & confirmed via email) – Costs for 2024/25 as shown in the table below:

	2024/25 academic year	Academy Fee (5% of value)*
Cost per trip for schools making one journey per week (equivalent to up to 33 trips per year)	£133.00	£6.67
Cost per trip for schools making two journeys per week (equivalent to up to 66 trips per year)	£130.00	£6.51
Cost per trip for schools making three journeys per week (equivalent to up to 99 trips per year)	£127.00	£6.35
Cost per trip for schools making four journeys per week (equivalent to over 100 trips per year)	£124.00	£6.20

**Please note WYCA will charge a 5% administration fee to Academies (as detailed in the table) and ask them to sign a Service Level Agreement before services commence in September.*

16.3. Swimming Term Dates (33 week term, doesn't include first/last weeks)

Autumn: w/c 9th September to w/c 9th December excluding w/c 28th October (13 weeks)

Spring: w/c 13th January to w/c 24th March excluding w/c 17th February (10 weeks)

Summer: w/c 28th April to w/c 7th July excluding May Day (5th May) and w/c 26th May (10 weeks)

16.4. 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 permitted to arrive 5 minutes prior to the confirmed booking time, a member of centre staff will permit entry to the facility and the lead school teacher is required to sign in accordingly.

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

16.5. Pool Size & Swimmer Ability

The size of each pool will determine the number of pupils that can swim at any one time. Those pools with a smaller sized small pool or main pool only will have slightly lower maximum permitted number of non-swimmers/beginners. There may also be staffing restrictions resulting in lower maximum numbers, however this will be discussed at the time of booking or stated on your confirmation letter.

The maximum non-swimmer/beginner column highlights the maximum number of non-swimmers/beginners each centre can cater for as a guide. The higher the number of non-swimmers/beginners attending the reduction in the quality of the lesson as not all children will be able to be active at the same time.

For the definition of a non-swimmer/beginner, improver and advanced ability please see **appendix B**.

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See below for details of maximum numbers.

Leisure Centre	No. of Pools	Max No. Children	Max No. Non-Swimmers/Beginners
Aireborough	2	59	36
Armley	2	59	36
Fearnville	2	59	32
Holt Park	2	45	36
John Charles (JCCS)	1	39	39
John Smeaton	1	39	24
Kirkstall	2	59	24
Kippax	1	39	24
Morley	2	59	36
Pudsey	1	39	24
Rothwell	2	59	36
Scott Hall	2	59	32
Wetherby	2	59	30

17. Cancellations

Once confirmation is received, the booking made will stand for the full academic year, should you wish to cancel the booking, charges stand unless you can find a suitable replacement, at which point, they would then incur the charges going forwards. Please note should you have school closures/residential that occur on your scheduled day of swimming this will be charged as normal.

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.

18. 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 H.

19. Transport (information provided by Children's transport for those schools in receipt of transport via booking form and the WYCA tender).

Through a partnership with the West Yorkshire Combined Authority (WYCA), the council's Children's Transport service can offer transport to and from swimming lessons that take place between 09.30 and 14.00. Children's Transport asks that you read the following information carefully.

Please be aware the contracted utilises providers such as Tetley's, Hunter Coaches, J&B travel, A&A travel, TS Travels and Kilvingtons to name a few, at times some of these may not be seat belted. 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. Should your schools overarching risk assessment state your pupils will only ever travel on transport with seatbelts then you will need to make your own travel arrangements.

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 may 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.

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Please note, 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. 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

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 WYCA on 0113 2517292 / 0113 348 1122.

20. Pool Safety, Changing Facilities & Emergency Procedures

20.1. 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 lesson in school, 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 the lesson or watch separately. Upon watching the induction video, please complete the Safety Checklist details in **Appendix O** 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.

20.2. 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 may be on occasion 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 and a support teacher cannot be provided by Active Leeds.**

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It is recommended that all schools adopt the Swim England School Swimming Charter and follow the Leeds Primary School Swimming Scheme of Work (example shown **Appendix K**). It is preferable that school teachers and the Leisure Centre teachers work together on achieving set goals for each pupil. The framework and example lesson plans are provided to help plan each lesson and to make sure the aims of the National Curriculum at Key Stage 2 are met. The framework includes space for noting continuous assessment 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.

20.3. *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, support for trans people can be seen in **Appendix D**

20.4. *Pool Safety*

20.4.1. *Group Sizes*

The number of children in the care of one swim teacher or instructor should not exceed 1:20 where the children are of improver/advanced ability where space allows. For children who can swim less than 10 metres i.e. non-swimmers/beginners, the ratio should not exceed 1:12. 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.

Please refer to the joint Swim England/RLSS/CIMSPA document Safe Supervision in Swimming Pools for further information - see **Appendix C**.

20.4.2. *School Swimming – Pool Staffing*

During school swimming lessons, to ensure safe supervision of pools, a lifeguard will be provided as standard practice. The number of teachers provided will be determined by the number of swimmers booked for, we recommend school teachers assist or deliver to their own small group to maximise the potential achievement of pupils.

Please note there may be other sessions happening within the pool facility these will have direct supervision during activities, this may also mean there are others within the changing facilities therefore please use any dedicated school change facilities.

20.4.3. *Pre assessment / Equipment i.e. flotation aids*

On the first lesson, an assessment of children's swimming ability will be undertaken to determine which level/area of the pool their lesson will be. All children will be grouped to their ability level. The pupil school

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swimming assessment sheet (**appendix J**) should be completed by the school teacher/staff once grouped the scheme of work register can be completed.

Upon assessment the swimming teacher will make recommendations if the child requires armbands. If these are needed the leisure centre will provide swim discs. Swim teachers will undertake regular assessment, this may result in a move to a different group.

20.5. Emergency Procedures

20.5.1. 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. 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.

Should a first aid incident occur which involves a school pupil the first aider on site will take the lead, a school teacher should remain present at all times.

20.5.2. Secondary Drowning (known as effects of drowning in the UK)

Care on recovery, the possible damaging effects of water entering the lungs can be delayed for up to 72 hours. It is important, therefore, that any casualty who has been submerged under water, more than momentarily, or who has needed resuscitation call 999/112 for emergency services, even if they seem to have made a full recovery. Parent/carers should be informed of the symptoms following any incidents as per schools' accident procedure.

Symptoms to watch for after a water incident include:

- difficulty breathing or speaking
- irritability or unusual behaviour
- coughing
- chest pain
- low energy or sleepiness after a water incident

20.5.3. 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/beginners 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 is forbidden
- IV. Rough play in/out of the water is forbidden
- V. It is recommended that jewellery should not be worn in the pool (your P.E. rules should cover this)
- VI. Pupils should not swim within an hour of a meal

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- VII. Diving should only be taught by qualified swimming teachers (Swim England Level 2 Swimming Teacher/STA Certificate) 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.
- VIII. The springboards at The John Charles Centre for Sport, Aquatics Centre and Aireborough Leisure Centre should only be used when the swim teacher supervising the group holds the Swim England Level 2 Swimming Teacher as a minimum qualification.
- IX. Pupils should wear close fitting costumes/trunks and there is to be no bikini or baggy shorts past the knee. The wearing of costumes may not be possible for Asian girls, tight fitting leotard type tops and leggings should be worn. Please see **appendix E** for suitable clothing whilst swimming.
- X. Staff and pupils should be aware that goggles can cause eye injuries and manufacturer's instructions must be followed.
- XI. Pupils with a visual impairment who require the wearing of glasses should wear prescription goggles or plastic lensed/framed glasses.
- XII. Regular headcounts of pupils should be undertaken.

20.6. Hygiene

Teachers should enforce/observe the following hygiene rules. A useful image which can be displayed in classrooms or in school can be seen in **appendix P**.

It is encouraged that 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 pupils should use the toilet before leaving school
- III. 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
- IV. Appropriate clothing should be worn for teaching swimming
- V. No chewing
- VI. Pupils with long hair should have their hair tied tightly back or wear a swimming cap
- VII. Use the toilet and shower before entering poolside.
- VIII. Wash your hands after going to the toilet or changing a nappy.
- IX. Don't swim for 48 hours after having diarrhoea.
- X. Don't swim for 7 days after having a gastroenteritis illness, or 14 days after having cryptosporidiosis.
- XI. Don't swim if you feel or have been sick.
- XII. Don't swim if you have a contagious infection or open wounds (ears, eyes, nose, throat, skin etc)
- XIII. Children using nappies and incontinent adults should wear an appropriate swimming nappy and tight fitted swimming trunks or costume
- XIV. Cover verrucae with a waterproof plaster or protective sock.

20.7. Primary School Swimming Risk Assessment **Appendix F**

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.

20.8. 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 G**.

21. Training for School Teachers

21.1. Active Leeds School Swimming CPD

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.

Confirmed course dates will be shared by email to school contacts.

Should you wish to request a place please email sarah.crossley@leeds.gov.uk for an online editable copy of the booking form

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

21.2. STA Award for Teaching Swimming

STA Award Course, a Level 2 course giving you the knowledge to teach beginner and improver swimmers essential swimming skills, water safety and all four key strokes. Should this be of interest please contact anna.scott@leeds.gov.uk for further information and course dates.

21.3. 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 National Rescue Award for Swimming Teachers and Coaches Light (minimum 6 hours tuition followed by verbal and practical assessment)

Or

RLSS National Rescue Award for Swimming Teachers and Coaches (minimum 12 hours tuition followed by verbal and practical assessment)

See **Appendices M & N** for contact details and further information.

22. Awards/Certificates

22.1. Key stage 1 and 2 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

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Charter. Click on the link to check out the starter pack, awards and resources ([Swim England School Swimming and Water Safety Charter](#)). Please note these are not the same awards as the Learn to Swim stages 1-7 which are not awarded during school swimming lessons.

The Swim England Rainbow Distance Awards provide an incentive to pupil's progression and are available to purchase from the leisure centre reception.

22.2. *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

Water Polo 8-10

Rookie Lifeguard 8-10

Swim England Personal Survival Awards

RLSS Lifesaving Awards

RLSS Lifeguarding Awards

23. **Registers/Schemes of Work**

A framework 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 school prior to the start of each term and a copy is available at each Leisure Centre on poolside. See **appendix K** for an example of Autumn 2024 Red Framework. It is recommended all schools bring a folder with the scheme of work in each week and completed throughout the year. This document also acts as the register which should be completed at the start of each lesson. It is the responsibility of the school to keep records of pupil attainment, no information is kept by the leisure centre.

24. **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.

25. **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

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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.

Appendices

- a) Schools Swimming Pool Hire & Instruction Charges/Transport Charge /Gala charges/ Term Dates
- b) Swimmer Ability Definitions
- c) CIMSPA Safe Supervision for Teaching and Coaching Swimming
- d) Clothing While Swimming (Support for Trans Young People)
- e) Clothing While swimming
- f) Primary School Swimming – Risk Assessment
- g) Provider Statement E2 Example
- h) Useful contacts
- i) Useful Centre Information for Schools
- j) Assessment Record
- k) School Swimming Scheme of Work (example)
- l) Drowning Prevention Week
- m) RLSS National Pool Lifeguard Qualification
- n) National Rescue Award for Swimming Teachers and Coaches
- o) Schools Safety Checklist
- p) Pool Hygiene

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Appendix A.

Schools Swimming Pool Hire & Instruction Charges/Transport Charge /Gala charges/ Term Dates

The costs for swimming are in two parts and based on 30 minute sessions:-

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.

£117.00 - 1 - 12 children, price includes one swimming teacher and one lifeguard.

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Transport (If requested via booking form & confirmed via email) – Costs for 2022/23 as shown in the table below:

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**Please note WYCA will charge a 5% administration fee to Academies (as detailed in the table) and ask them to sign a Service Level Agreement before services commence in September.*

Gala Charges

Pool Hire / hour	Lifeguard Costs	Swim Teacher/Coach
£77.00 / hour	£26.00 / hour	£28.00 / 30mins

Term Dates

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

Autumn: w/c 9th September to w/c 9th December excluding w/c 28th October (13 weeks)

Spring: w/c 13th January to w/c 24th March excluding w/c 17th February (10 weeks)

Summer: w/c 28th April to w/c 7th July excluding May Day (5th May) and w/c 26th May (10 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.

Appendix B.

Swimmer Ability Definitions

Non-Swimmer

Has little to no experience in the water, requires buoyancy aids to move independently in the water

Beginner

Has some experience in swimming, able to move in the water with or without flotation aids

Improver

Can swim unaided up to 10m front and back of a recognised stroke, confident in the water

Advanced

Able to swim 3 strokes independently, confident in deep water

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)

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Water quality - Two factors need to be considered:

- 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.

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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 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.

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.

20:1 IMPROVER 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 ADVANCED 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

Teachers and coaches must be fully 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.

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

EXAMPLES OF ACCEPTABLE SWIMWEAR

ACTIVE
LEEDS

1.



2.



3.



4.



5.



6.



7.



8.



9.



10.



11.



1. Swim trunks
2. Swim shorts
3. Tight fitting swim shorts (above knee)
4. Swim skirt
5. Zipped swim costume
6. Swim costume
7. Swim burkini
8. Shorty swim suit*
9. Tight fitting swim leggings
10. Swim rash vest
11. Swim tankini

*No surfing style wet suits are permitted

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Appendix F.

Active Leeds Primary School Swimming – Risk Assessment

Assessment Title: SCHOOL SWIMMING VENUE RISK ASSESSMENT 2024/25 Academic Year v01	Evolve Ref. Number
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School Name:	
And DETAILS, tel -	

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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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 guidance	Staff. Pupils. Other adult helpers.	All staff members (teacher; TAs & volunteers) who attend swimming have been given and have read relevant documentation including risk assessments, venue specific documents and guidance from Active Leeds. All members of staff attending; teachers; TAs; and Volunteers, will have watched the 'walkthrough/induction' video. All members of staff attending; teachers; TAs; and Volunteers, will have completed the swim safety checklist				
Financial Loss	Staff. Pupils. Other	A notice period of 30 days should be provided should you wish to cancel your pool session. Cancellations made outside this period will be charged as normal.				

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	adult helpers.	<i>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.</i>				
Transport	Staff. Pupils. Other adult helpers.	Schools must not arrive at the pool more than 5 minutes before the start of the designated lesson time. A period of 10 minutes following the lesson is allocated to get changed and exit the changing area. Coach/bus transport – obtain provider’s risk assessment Ensure orderly boarding and disembarking. No food or drink to be consumed. 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. Schools that walk to site will be able to enter the building 5 minutes prior to the start of their allocated time				
Use of public/venue toilets	Staff. Pupils. Other adult helpers.	Encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.				
Venue Entering, movement around and exiting Potential contact with others	Staff. Pupils. Other adult helpers.	Staff to follow signing in procedure as set by the Venue - informing the site of numbers of pupils and staff on each visit. A member of centre staff will sign the school into the building Pupils where possible to arrive beach ready, changing rooms provided before and after session. School will only use specific allocated areas and changing area. School staff are responsible for the safe supervision of pupils at all times				

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		during use of the changing areas. Sanctions may be applied for those who fail to comply.				
Use of equipment		Equipment will be provided by the leisure centre, this may include: Woggles, Hoops, Sinking hoops, Egg flips, Watering cans & Dive sticks 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). New pupils need to be identified to the swim teachers so they can be assessed accordingly. All children will be assessed throughout the term to determine any moves within the lesson Any child who has been identified as requiring armbands will be provided swim discs by the centre. All equipment used will be cleaned as required by the centre team.				
Pool side - Lessons - end of lessons – Attendance/Attainment paperwork	School staff & children	All school staff must remain on poolside with the children. School staff are actively encouraged to deliver teaching points alongside the centre team. Children’s footwear must be removed before entering poolside, adults must wear overshoes or remove their footwear 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. 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 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				

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		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. 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.				
Insufficient handwashing facilities or sanitiser/ Personal hygiene and the spread of viruses	Staff. Pupils. Other adult helpers.	Staff use hand sanitiser where required 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. Wash your hands after going to the toilet or changing a nappy. Don't swim for 48 hours after having diarrhoea. Don't swim for 7 days after having a gastroenteritis illness, or 14 days after having cryptosporidiosis. Don't swim if you feel or have been sick. Don't swim if you have a contagious infection or open wounds (ears, eyes, nose, throat, skin etc) Children using nappies and incontinent adults should wear an appropriate swimming nappy and tight fitted swimming trunks or costume Cover verrucae with a waterproof plaster or protective sock.				
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 ongoing refresher training to ensure they have the most up to date knowledge.				
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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WATER (Drowning) (Secondary Drowning – known as effects of drowning)	Staff. Pupils. Other adult helpers.	Constant supervision at all times. 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. Swim England Level 2 qualified teachers / STA Award / STA Certificate Beginners should be segregated into ability groups and supervised closely in shallow water. 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) Rescue equipment located in pool hall. 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. Care on recovery, the possible damaging effects of water entering the lungs can be delayed for up to 72 hours. It is important, therefore, that any casualty who has been submerged under water, more than momentarily, or who has needed resuscitation call 999/112 for emergency services, even if they seem to have made a full recovery. Parent/carers should be informed of the symptoms following any incidents as per schools’ accident procedure. Symptoms to watch for after a water incident include: • difficulty breathing or speaking. • irritability or unusual behaviour • coughing • chest pain • low energy or sleepiness after a water incident				
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SHALLOW WATER (Striking the bottom of the pool head first causing spinal injuries. Striking the bottom of the pool feet first causing ankle and knee injuries)	Staff. Pupils. Other adult helpers.	Staff to be vigilant at all times. All lifeguards trained on the “Standard Operating Procedures” including the policy on diving. 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				

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DIVING BOARDS (Unsupervised leading to incorrect use, insufficient segregation leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure)	Staff. Pupils. Other adult helpers.	Specific supervision by qualified Swim England Level 2 / STA Certificate teachers Following industry standards for diving equipment. 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.				
Fire and other emergencies (Death, serious injuries ,smoke inhalation & burns)	Staff. Pupils. Other adult helpers.	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.				

Swimming – IPRA for a child needing support in the water from an adult

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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)
Dealing with persons with special needs	Child Adult	Swimming is identified on an EHCP, IPRA or similar as an activity that requires the support of an adult in the water. 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. Where manual support is provided in the water by additional adults, care needs to be taken to: - Avoid embarrassment to student or adult - Ensure support is provided in an appropriate form.				
Manual handling and lifting of persons	Child Adult Pool Staff	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 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. All hoists and slings are examined and inspected by a competent person every six months and records of these inspections are kept All Pool hoist ancillary equipment is stored safely prior to next use.				
Relevant Medical Conditions	Child	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				

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		England Guidance 'Teaching in the Water and the handling of children' which gives advice on supporting pupils in the water - Safeguarding). SEE SAFEGUARDING from full text BELOW PAGE 6 The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan (procedures will be communicated during site induction) - All Leisure Centre staff on poolside must be made aware of all known medical conditions prior to the commencement of the lesson - Written permission must be obtained before pupils can take part - Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision - 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 - Diabetes medication labelled and brought onto poolside by swimmer - Allergy and other required medication labelled and brought onto poolside by swimmer				
Epilepsy	Child	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) Provide any relevant pupil specific details i.e. triggers of child's epilepsy here...				
Safeguarding	Child Adult	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. • The swimming keyworker should always wear a distinctive top so				

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		that they are easily identified in the water, • Ensure that any handling of pupils is done within clear sight of others • Always explain to the pupil that you are now going to hold him/her and why, • Swimming keyworker must never support pupils in such a way that their hands cannot be seen by others (i.e. beneath the water), • Never support a pupil by handling the swimmer's torso, • Only support swimmers by holding their hands, head or feet. Further information detailed below				
Close physical contact changing rooms/poolside. Possibility of spreading viruses	Staff. Pupils. Other adult helpers.	If there is a 'in school keyworker' where possible this person to be the swimming support, to ensure familiarity. Where the 'in school keyworker' cannot attend then a 'swimming keyworker' will be allocated. Operation of pool hoist (if applicable) – if assistance is required for the pupil to be seated this must be completed by the keyworker. Once safely positioned, centre staff will take over operation of hoist. A separate cubicle to be used for swimming keyworker.				

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 G.

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: w/c 9th September to w/c 9th December excluding w/c 28th October (13 weeks)

Spring: w/c 13th January to w/c 24th March excluding w/c 17th February (10 weeks)

Summer: w/c 28th April to w/c 7th July excluding May Day (5th May) and w/c 26th May (10 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 H.

Useful Contacts

Sarah Crossley, Sports Officer, John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ

Tel. 0113 3780307

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, 2nd Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Tel. 0113 3788298

Dave Bennett, Area Manager Tel. 07891 274896

Tom Watson, Area Manager Tel. 07891 276620

Karen Downes, Area Manager Tel. 07891 274491

Helen Trenam-Yates, Area Manager Tel. 07712 217284

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Appendix I.

Useful Centre Information for Schools

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	Claire Mooney	claire.mooney@leeds.gov.uk	0113 3760398	Both	Yes	Rear of centre	Reception	Village and Group Change	Lockers/Group Changing Rooms Locked
Armley Leisure Centre	Carr Croft, LS12 3HB	Dean McKenna	Dean.McKenna@leeds.gov.uk	0113 3760398	Both	Yes	Carr Crofts bus layby	Reception	Village and Group Change	Lockers/Group Changing Rooms Locked
Fearnville Leisure Centre	Oakwood Lane, LS8 3LF	Rhian Norman	Rhian.norman@leeds.gov.uk	0113 3760398	Both	Yes	On the road adjacent to the building	Reception	Shared change	Lockers
Garforth Squash & Leisure Centre	Ninlands Lane, LS25 1NX	Sharon Gard	Sharon.Gard@leeds.gov.uk	0113 3760398	Dry Only	No		Reception	Shared change	
Holt Park Active	Holtdale Approach, LS16 7RX	Kelly Stainforth	Dean.McKenna@leeds.gov.uk	0113 3760398	Both	Yes	On road linking to pedestrian walkway across car park.	Reception	Village and Group Change	Lockers only, most schools use them but do not lock the doors.
John Smeaton Leisure Centre.	Smeaton Approach, Off Barwick Road, LS15 8TA	Rhian Norman	Rhian.norman@leeds.gov.uk	0113 3760398	Both	No		Reception	Village and Group Change	Lockers only, most schools use them but do not lock the doors.
John Charles Centre for Sport	Middleton Grove, LS11 5DJ	Liam Southwell	Liam.Southwell@leeds.gov.uk	0113 3760398	Both	Yes	Front of aquatics Centre	Reception	Village and Group Change	Locked Change Room
Kippax Leisure Centre	Station Road, LS25 7LQ	Byron Leak	byron.leak@leeds.gov.uk	0113 3760398	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	Paul Warner	Paul.Warner@leeds.gov.uk	0113 3760398	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 3760398	Dry Only	No		Reception	Private change room	Locked changing room
Mooley Leisure Centre	Queensway, LS2 7JB	Craig Smith	StephenCraig.Smith@leeds.gov.uk	0113 3760398	Both	Yes	Bus pull in - Queensway at front of building	Reception	Village and Group Change	Locked changing room
Pudsey Leisure Centre	Market Place, LS28 7BE	Chris Shaw	chris.shaw@leeds.gov.uk	0113 3760398	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	Byron Leak	byron.leak@leeds.gov.uk	0113 3760398	Both	Yes	Alongside of building in car park	Reception	Shared and Group Change	Lockers/Poolside shelving
Scott Hall Leisure Centre	Scott Hall Road, LS7 3DT	Sharon Gard	Sharon.Gard@leeds.gov.uk	0113 3760398	Both	Yes	On the road which runs through the car park opposite the building	Reception	Village and Group Change	Lockers
Wetherby Leisure Centre	The Ings, Wetherby, LS22 5HA	Hayden Lee	hayden.lee@leeds.gov.uk	0113 3760398	Swimming Only	No		Reception	Shared and Group Change	Lockers/ School group change
Leeds Sailing & Activity Centre (Yeadon Tarn)	Cemetery Road, Yeadon, LS19 7UR	Steve Eley	Steve.eley@leeds.gov.uk	0113 3760398	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

Appendix J.Pupil Assessment / Achievement Record

Complete table with a Y/N

F = action can be performed on front B = action can be performed on Back

School: _____ Date: _____

	Name	Water Confident	Needs Armbands	5m		10m		25m		Float	
				F	B	F	B	F	B	F	B
<u>1</u>											
<u>2</u>											
<u>3</u>											
<u>4</u>											
<u>5</u>											
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Appendix K.

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



School _____
Teacher _____
Day/Time _____

Name	Medical Details i.e. epilepsy, Autism, ADHD, Asthma, Visual/Auditory impairment	Week Commencing														Outcomes																I can Awards				
		9/9	6/9	23/9	30/9	7/10	14/10	21/10	28/10	4/11	11/11	18/11	25/11	2/12	9/12	Award 1								Award 2								Jump in	Front float	Back float	Roll Over	Swim
		A/WC	WC/FP	WC/BP	WC/SR	BP	BP/WC	FP/A	HT	BP	WS	WC/FP	WC/FP	SR/BP	A/BP	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8					
1																																				
2																																				
3																																				
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6																																				
7																																				
8																																				
9																																				
10																																				
11																																				
12																																				

Please ensure this document is complete on day 1 assessment and the subsequent assessment weeks.

This document should then be brought to your lesson every week, to ensure the register is completed and the relevant outcomes ticked off.

Please keep safe ready for reporting at year 6

Key:

A = Assessment
HT = HALF TERM
FP = Activities that lead to front paddle including traveling and floating
SR = Self Rescue

WS=Water Safety Week
BP=Activities that lead to back paddle including traveling and floating
WC = Water Confidence

Award 1 (All outcomes can be completed with or without aids)

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

Award 2 (All outcomes can be completed with or without aids)

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

ACTIVITY IDEAS

Water Confidence

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

Front Paddle

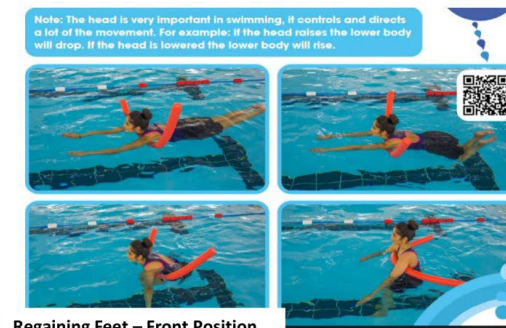
- Walking across the pool stretching and scooping hands
- Jumping across the pool
- Skipping across the pool
- Floating on front e.g. star float using woggle or floats
- Holding side of pool kicking legs on front
- Swimming on front with woggle kicking legs, stretching and scooping with hands

Back Paddle

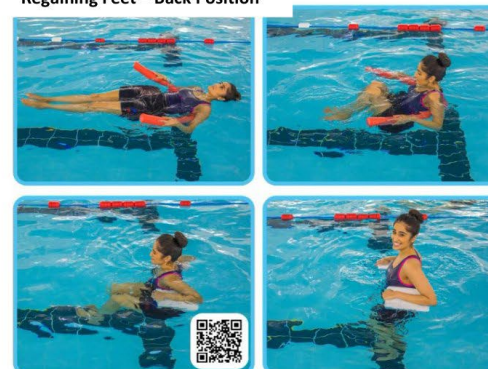
- Walking backwards looking at the ceiling
- Holding onto side floating on back
- Floating on the back e.g. star float using woggle or floats
- Swimming on back with woggle kicking legs, looking at ceiling

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 International Distress Signal



Regaining Feet – Back Position



Appendix L.

Drowning Prevention Week & Water Safety

Drowning Prevention Week ★ 14-22 June 2025



Drowning is the 3rd 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 Water Safety Sessions throughout the year and a specific Drowning Prevention Week session 17-21 June 2024.

Prior to the national campaign all schools will receive information on water safety. This can 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/Shorts or Pyjamas (no onesies).

Further information will be sent closer to the time.

Appendix M.

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, Active Leeds 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

Appendix N.

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 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

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Appendix O.

Schools Safety Checklist 2024-25

All school staff and pupils who attend this academic year's school swimming lessons must undergo training as detailed below. It is the **school's 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.

All school staff members attending have read the risk assessment. All attendees (pupils and staff) have watched the 'welcome back/induction' video specific to the centre
School staff member responsibilities, as detailed in the Leeds Schools Swimming Guidelines.
Be aware of emergency procedures for the swimming pool to include the location of the nearest telephone, drowning alarms, First Aid Room & equipment, Pool rescue equipment (this must be checked at the start of each session by the centre staff)
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 washing of hands, 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.
All primary schools swimming with Active Leeds will adopt the School Swimming Scheme of Work. Do you have a copy of this and have a folder ready to bring for each lesson?
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 sarah.crossley@leeds.gov.uk
Signing in procedure at the start of every session

All staff attending must be aware of the above including any documentation & complete the below

School Name:		Lesson Day & Time:	
Print Name	Sign Name	Completed Swim Teacher CPD? Y/N & Date	Date Completed Form

Appendix P.

Pool Hygiene Information



POOL HYGIENE

-  Use the toilet before entering the pool
-  Wash your hands after going to the toilet or changing a nappy
-  Be mindful about eating before attending the pool
-  Don't swim for 48hrs after a bout of diarrhoea
-  Don't swim for 7 days after a gastroenteritis illness
-  Don't swim if you feel or have been sick
-  Don't swim if you have a contagious infection or open wounds
-  Children using nappies and incontinent adults should wear an appropriate swimming nappy and tight fitted swimming trunks or costume