

SCHOOL SWIMMING LESSONS - INSTRUCTIONS FOR SCHOOLS



1.0 Introduction

GLL is a Charitable Social Enterprise. We provide community services and spaces which are better for everyone. Our people invest time, energy and effort into helping and improving communities through the services we offer - and with great results. This document will help you get the most from your school swimming lessons, please read it carefully.

We recognise our responsibility as a leisure operator in assisting schools to deliver the National Curriculum; we would remind all schools, school teachers and assistants that the duty of care remains with the school.

These instructions are designed to help schools and School Teachers get the most from their swimming lessons, and remind schools of their responsibilities and what is required when attending a swimming lesson at their Better Leisure Centre.

2.0 Objective and Scope

- 2.1 It is our objective to ensure that Schools Swimming Lessons are operated smoothly and efficiently.
- 2.2 The school has an active part in the delivery chain.
- 2.3 This document sets out the schools roles and responsibilities as part of the Schools Swimming Lesson programme.

3.0 Procedure Detail

3.1 The Schools Responsibilities

3.1.1 Overall

- Overall duty of care remains with the school and School Teachers.
- Maintaining discipline and addressing behavioural management issues.
- To conduct their own risk assessments for both transport and supervision.
- Have their own procedure and arrangements for the recording of accidents and incidents.
- To provide the appropriate number of School Teachers or assistants to adequately supervise the pupils in your care.

3.1.2 Prior to Lessons Commencing

- To agree the dates and times of lessons.
- To agree the numbers of pupils.
- To sign and return the Schools Swimming Lesson contract **PRIOR** to the first lesson.

- To submit the register of pupils prior to the first lesson.
- To make payment prior to the first lesson (or on the day of the lesson where an alternative local arrangement exists).
- Notifying GLL of any pupils who experience communication impairments, such as deafness, blindness, or learning difficulties.
- Notifying GLL of any pupils with disabilities where the school believe additional support may be required.
- To make transport arrangements.
- To familiarise themselves with access arrangements and the premises layout.
- School teachers may want to consider their clothing for the lesson. Swimming pools can be warm places. Sports wear is ideal, together with the use of training shoes or plimsolls on the poolside.
- To inform pupils of the equipment that they require for the swimming lessons, this includes:
 - Swimming costume
 - Towel
 - Swimming hat
- The school and School Teachers should be aware of any medical history relating to the pupils, and make a prior assessment that it is appropriate for them to swim.

3.1.3 On Arrival for the Lesson

The School Teacher must sign in the class at reception on arrival at the premises. All pupils must then be escorted by the School Teachers to the appropriate changing facilities and supervise the class whilst changing.

The premises will provide, where possible, team changes or group changing facilities. Where this is not possible, school pupils will change in the appropriate male / female changing room. The supervision of pupils whilst changing remains with the School Teachers both before and after the lesson.

All pupils should wear the appropriate swimming attire. This includes correct swimwear and swimming hats.

School Teachers should encourage all pupils to use the toilets and to shower prior to their swimming lessons.

Please be punctual. Our lessons run “back to back” and need to commence and finish on time. We will not be able to extend your lesson if you arrive late.

School Teachers are to escort the pupils to the swimming lessons **MEETING POINT** where they will be met by the Swimming Teacher.

IT IS THE RESPONSIBILITY OF THE SCHOOL TEACHER TO ENSURE THAT NO CHILD ENTERS THE POOL HALL UNACCOMPANIED, OR IS LEFT UNACCOMPANIED BEFORE, DURING OR AFTER THE LESSON.

3.1.4 At the First Lesson

Prior to entering the pool for the first lesson of each term, the Swimming Teacher will deliver a short talk. This will include items such as the pool layout, emergency exits and safety rules. Please listen carefully and ensure your pupils pay attention.

The talk will also cover:

- Waiting quietly at the **MEETING POINT**
- Never entering the water - before, during or after the lesson unless instructed to do so by the Swimming Teacher
- Listening carefully and following the instruction of the Lifeguard or Swimming Teacher
- At the sound of a whistle STOP, and await instruction
- The importance of walking whilst on poolside, not running.
- If pupils feel unwell or need to use the toilet to inform the Swimming Teacher
- To leave the pool immediately when asked to do so.

3.1.5 At the Start of the Lesson

The School Teacher must advise the Swimming Teacher if for any reason there is a pupil whose name is not on the register.

The School Teacher is responsible for ensuring that any new pupil who joins the class after the first week is made aware of the points covered by the Swimming Teacher during the week one briefing.

If for any reason, there is not a Swimming Teacher to meet the class, do not allow the children on to poolside. Please contact a member of staff for further assistance.

The School Teacher must ensure:

- That they remain on poolside (or designated area) and assist with the supervision of pupils.
- That they escort any pupil that requires a trip to the toilet.
- That they are familiar with the location of the emergency exits.
- That they deal with and address any illness or medical issues that may arise.
- That they ensure that pupils are not left unattended at any time.

- That they supervise all non participating pupils at all times. Please note that eating, drinking and the use of mobile telephones is not permitted in the pool hall.

3.1.6 Following Each Lesson

At the end of each swimming lesson, the School Teacher should ensure that all pupils have left the pool, have been accounted for and are escorted back to the changing rooms.

3.1.7 Assisting Delivery

Some schools / School Teachers may wish to assist in the delivery of the swimming instruction. This assisted delivery will not replace, but rather supplement the delivery of swimming lessons.

School Teachers wishing to assist in the delivery of lessons should speak to the Swimming Teacher before the lesson commences.

On occasion due to unforeseen circumstances the School Teacher may be asked to assist in the delivery of a lesson. In such cases the School Teacher will always be under the guidance of a swimming teacher.

3.1.8 Photography

Photography or video recording of pupils can only be undertaken with signed consent forms from the school with prior permission of the General Manager.

3.1.9 Jewellery

As with any sporting activity, jewellery should be removed. If jewellery cannot be removed it should be securely covered with a sticking plaster. We strongly advise that jewellery is not brought into the premises.

3.1.10 In the Event of an Emergency or Evacuation

Evacuation:

- GLL staff will lead any evacuation.
- Follow the directions of GLL staff.
- Do not stop to collect personal belongings.
- At the assembly point, take a register and report any discrepancies immediately to GLL staff.

Other Emergency:

- If you see, hear or witness any other incident or emergency situation, report it immediately to your Swimming Teacher or any other member of GLL staff.
- Staff will take charge of the incident – please follow the lead of GLL staff and follow instruction

If you have any questions regarding what to do in an emergency please contact a member of staff.

3.1.11 Advisory Note on the Use of Swimming Goggles

Whilst we recognise that goggles can assist the teaching of swimming, they can also provide a distraction. We would encourage you to support the Swimming Teacher in encouraging the use or removal of goggles at the appropriate times.

4.0 And Finally.....

Swimming is an enjoyable activity and a life skill. Enjoy your lessons with us and encourage your pupils at all times.