

TOP UP SWIMMING AT WYCOMBE ABBEY POOL 16th to 19th DECEMBER 2019



Neil Bailey Swim School Staff who delivered the Top Up Programme



(Happy, confident pupils learning vital self-rescue skills)



Acknowledgements

Firstly, huge thanks go to Neil Bailey from Neil Bailey Swim School, without whom this Top Up Programme would not have been possible. Neil not only gave his time to plan the programme but paid his staff to teach the pupils for the week - a free contribution to Bucks schools and pupils. We are incredibly grateful.

Thanks too to staff from Neil Bailey Swim School, Alice Peacock and all the Swimming teachers who inspired and progressed all pupils during this fantastic week. Please see comments from staff and pupils which show what a huge impact you have all had on all involved.

Thanks to Wycombe Abbey School for providing their pool and facilities free of charge for this week. What a fantastic provision for so many pupils to gain confidence and learn to swim in. Thanks to the Pool Manager and all staff at Wycombe Abbey for your help during the week, and for your help with planning the event.

Finally, thanks to Allison Holley, AVTP Swimming Administrator, Aylesbury High School, for the co-ordination of the programme with all parties involved.



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Introduction

The Aylesbury Vale Teaching Partnership (AVTP) who work in conjunction with Bucks County Council to support School Swimming in Buckinghamshire, chair a Focus Group in Bucks, whose aim is to work in Partnership with Leisure Providers, Swim Schools and Swimming Teachers who deliver school swimming to ensure that all young people in Bucks have access to high quality School Swimming. As a long standing and committed member of this group, Neil Bailey Swim School approached us to offer free planning and delivery by his team of a Top Up Swimming Programme for pupils in the Wycombe area. Needing a venue for this week long programme to take place, we contacted Wycombe Abbey School, who kindly agreed that this would be granted at no cost given the programme's aims. This needed to take place during Wycombe Abbey School's holiday period, thus the programme was proposed for the last week of the Autumn Term (16-19 December 2019).

All primary schools in the Wycombe area were contacted to ascertain interest in the programme - they were informed at this stage that the only cost implication would be transport and any potential staff cover costs. 9 schools initially showed interest, with 7 going on to take part.

Cohort for the Top Up Programme

High Wycombe CE	11
Cadmore End	8
Highworth Combined	18
Tylers Green Middle	16
Bledlow Ridge	4
Wooburn Green	14
West Wycombe	15
Total no. of children	86

One of the School teachers explained that the school were initially resistant to taking part in the programme due to transport costs but she was able to access funding from the Kai Reece Charity (Kai Reece was a boy who tragically lost his life due to drowning) to pay for the transport to Wycombe Abbey School.

Aims of the Top Up Programme

The aim for the programme was to enable pupils to fulfil the minimum National Curriculum requirements:

- Swim competently, confidently and proficiently over a distance of **at least** 25 metres,
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke,
- Perform safe self-rescue in different water based situations.

In identifying pupils for the Top Up, schools were advised to consider the above minimum requirements. Each school were given a maximum of 15 spaces (to ensure low ratios and high quality teaching). They were advised that this was certainly likely to apply to any pupils unable to swim more than 10 metres; e.g. those most at need. This opportunity was open to Year 5 and 6 pupils only.

Final timetable for the 4 day programme

Slot 1: 9.20-10.05	High Wycombe CE Combined	Bledlow Ridge
Slot 2: 10.05 - 10.50	Cadmore End	Wooburn Green
Slot 3: 10.50 - 11.35	Highworth Combined	West Wycombe School
Slot 4: 11.35 - 12.20	Tylers Green Middle	



Assessment

Given the large number of schools who use the Bucks Swim Star Awards for School Swimming it was deemed that a sensible assessment tool for the programme would be Swim Star 6 Award Criteria (with the exception of the Water Polo criteria).

	Bucks Swim Star Award 6 (Without aids/support, unless specified)	
	Criteria	Relevant National Curriculum Activity Card
	Enter deep water (minimum 1.8m depth) with a straddle entry (shallow tank pools, to use a swivel entry), keeping head above the water	Safe entries and exits
	Demonstrate a safe exit from full height depth without using steps (shallow tank to demonstrate a safe exit without using steps – pool surround permitting in risk assessment!)	Safe entries and exits
	Kick 15m Breast Stroke legs front and back	Breast stroke
	Swim a distance of 25m using a recognisable stroke without stopping	Strokes
	Continuous swim for 50m using any 2 strokes	Strokes
	Swim a distance of 25m, collecting an object from the bottom of the pool (minimum 1.2m) 'show and drop' (shallow tank – deepest part of the pool)	Strokes; Exploring under the water
	Travel 10m on the back, head first, using a sculling action	Using your hands and arms
	Travel 10m on the back, feet first, using a sculling action	Using your hands and arm; Self rescue
	In deep water, tread water for 1 minute, wave and call for help	
	Maintain a stationary position (H E I, P) for 2 minutes using a float	Self-Rescue
	Throw and catch a ball whilst treading water	Mini polo
	Using Water Polo Front Crawl, travel with a ball, pick up and pass to a partner	Mini polo
	Answer 3 questions related to water safety, e.g. beach flags; cold water shock	Self-rescue and Wet and dry rescue skills



Pupil Attainment against Swim Star 6 by school by end of programme

School (total involved)	Criteria									
	Straddle Entry	15M Breast Stroke	25M swim	50M swim	25M, pick up object	Scull over 10M HF	Scull over 10M FF	Scull over 10M both H&FF	Tread Water for 1 min	HELP position
Bledlow Ridge (4)	2	1	3	2	3	1	3	2	3	3
Cadmore End (8)	4	5	6 1 x 6m front, 10m back	4	4	3 1 x 8m H	3	3	4	5
Highworth Combined School (18)	1	1	1 3 x 4m front with aid 3 x 10m with aid 2 x 5m F 1 x 5m B 2 x 6m F			1 H 3 x 5m H				1
High Wycombe C of E (11)	10	8	11	9	11	4	6	6	9	7
Tylers Green (16)	10 1 x sit entry	11	15	8	9	1	9	10	11	11
Wooburn Green (14)	6	3	9 1 x 6m F, 10m B 2 x 10m F	2	6	3 1 x 8m H	4	4	7	10
West Wycombe Combined School (15)	2	4	4 1 x 5m B with aid 1 x 5m F/B with aid 1 x 10m with aid, 6m F 1 x 5m B, 5m F	3	3	1 1 x 5m H	3	3	4	5

Overall figures of attainment against Swim Star 6 Criteria

Criteria:	Straddle Entry	15M Breast Stroke	25M swim	50M swim	25M, pick up object	Scull over 10M HF	Scull over 10M FF	Scull over 10M both H&FF	Tread Water for 1 min	HELP position
Total	35	33	49	28	36	13	28	28	38	42



Neil Bailey Swimming passed achievement data on to School Staff at the end of the programme. All pupils who took part were given certificates. School staff were responsible for recording this progress on certificates. Schools were encouraged to use this data when recording on their websites about progress of pupils in swimming by end of Key Stage 2.

Anecdotal Feedback from questions to the pupils after sessions 2 and 3

What can you now do that you couldn't before the programme?

- I have finally managed to swim 2 lengths and I can collect a sinker from the bottom of the pool
- I was feeling really nervous but feel quite confident - I've learnt how to float
- I didn't know how to do feet first sculling and now can
- I learnt how to do the rocket (push and glide)
- I could just about swim 25m, I can now swim 75m
- I can now scull - I didn't know what it was...
- I could only just do a length; I could easily do 2 or more now
- I can swim 50m
- I can do front crawl better
- I can do front crawl
- I can do breast stroke
- I am happier at putting my head back in the water
- I didn't want to get into the water but I feel ok now and can even swim on my own now
- I've got better at backstroke
- I can now do the straddle

If you fell into a lake what would you do?

- I would do a straddle; float and try to get back; I can tread water
- A star float
- I would call for help and scull; i would do HELP
- I'd go on my back
- Call for help
- Lie in a star float

What were your swimming teachers like?

- If you don't know how to do something they encourage you to do really well
- It's been really fun, the teachers are really nice and they help you

What would you say about this week?

- It is really fun and you will get better at your swimming and was way better than my swimming lessons
- My mum is going to sign me up for swimming lessons!
- It may be hard at first - keep calm and carry on!
- Thank you so much for letting us do this - it has been amazing and we have learnt so much

What was the best thing about this week?

- Straddle entry
- Being in the water
- Nice staff
- Everything!
- It's fun and I love it!



Comments from Accompanying School Staff

- The pupils' confidence has grown enormously, it's been an amazing opportunity for the school
- Please pass on my thanks to all concerned for the provision of the Top-Up Swimming sessions held for our pupils at Wycombe Abbey School before Christmas. The children really enjoyed it and made some excellent progress with their swimming
- We would be keen to participate again if any similar Top-Up sessions are offered in the future - please keep our school in mind if there are any future opportunities!
- This week has made some life-changing events for our children...

Additional comments by pupils about their Top Up Experience

- Well, when I came at first I wanted it to end but now I don't want it to end. It's been the BEST time ever and now I can swim!
- I really liked the swimming and I learnt how to swim better and I know how to swim other ways and how to stay afloat on the water. Thank you for teaching me!
- Thank you - it was cool and fun!
- The swimming has really helped because the instructors explain it well, thank you!
- Thank you for being amazing teachers and refreshing my brain. I love swimming and this has fully re-boosted my confidence in swimming
- This has been an amazing time Neil and your team - I don't want it to stop

- Thank you for helping me to swim because it really boosted me. Before I couldn't even do backstroke confidently
- You have taught me so much, Thank you. My experience has been incredible. I am so grateful. I have really enjoyed it.
- Thank you for teaching me. I have learnt a lot of different styles and techniques. It has been really fun!
- Thank you Neil and your team for helping us every step of the way!



[Additional photos from the sessions](#)









APPENDICES

Appendix i

TOP UP SWIMMING RESPONSIBILITIES

Neil Bailey Swimming will:

- hold a combined safeguarding risk assessment protocol on the day,
- be responsible for delivery poolside – they will control school and pupil arrival at the pool, how they leave, entering and exiting the water and the delivery once in it - they are responsible for the children attending, the staff for Neil Bailey Swimming and the school staff involved in delivery,
- have at least two staff dry side (Alice Peacock and Neil Bailey) and up to nine staff in the water at any one time. Up to 30 children will be in the water. They will be split into three groups during each session. Ideally they will be evenly spread across the groups,
- NOT assist in changing rooms but as Alice Peacock and Neil Bailey are NRASTC qualified they can assist staff in an evacuation process if required or if issues arise in changing rooms. They will not enter the changing rooms alone but in pairs. All pupils leaving the pool and using the facilities will involve Neil Bailey risk managing this process,
- Staff (male and female) will assist in the water - where the child needs contact assistance in the water, they shall restrict contact assistance to shoulders and above and holding hands (as per Swim England Guidance) if reassurance is required, anything more will be in consultation with the child's school staff in the pool area. All staff in water will wear floatation jackets and vests.

The whole pool area is a controlled area with no digital audio, video, recording devices allowed apart from Neil Bailey Swimming for the purpose of building up a case study (along with AVTP School Swimming) and only involving the children where prior permission has been granted.

All Neil Bailey Swimming staff have DBS checks, will have completed a child safeguarding course for all Level 2 swimming teachers (the majority) and carry insurance for the work involved.

School staff will:

- walk the children into the pool area and then remain on pool side to assist the delivery process for pastoral care if required and to help at the start and end of the lesson and where required,
- be confident in their role on poolside and be aware of the pool NOP and EAP (their role in an emergency); ideally one accompanying member of school staff to hold Swim England Support Teacher of School Swimming Certificate,
- move pupils from the pool to changing rooms to the toilet using the school staff involved,
- ensure children have visited the toilet prior to commencing lessons,
- highlight pupils' additional needs and/or medical conditions at the pool at the time of arrival,
- adhere to their own School Safeguarding Policy.

Pupils will:

- adhere to pool rules and procedures at all times during the Top Up Swimming lessons.

To summarise:

Neil Bailey Swimming are experienced in mixed groups and will have helped teach around 10,000+ children to swim. They, historically, have run Top Up Swimming groups before and Alice Peacock and Neil Bailey have experience of a large number of successful Top Up Swimming programmes.

Appendix ii

Example Letter to Parents explaining the Top Up Programme

SCHOOL LOGO

Dear Parents/Carers,

As you know, learning to swim is a vital lifesaving skill and we take our responsibility to ensure that pupils are able to swim and keep themselves safe in and around water by the time they leave primary school very seriously. We are delighted to be able to offer your son/daughter a place on a Top Up Swimming Programme taking place at Wycombe Abbey School from Monday, 16th to Thursday, 19th December. Each lesson over the 4 days will be 45 minutes in duration. Case studies of previous 'crash style' courses have demonstrated great success in developing safe confident swimmers. We will leave school at XXXXXXXX each day and travel by XXXXXXXX to Wycombe Abbey School. We expect to return to school by XXXXXXXX.

The aim for the programme is to enable pupils to fulfill the minimum National Curriculum requirements:

- Swim competently, confidently and proficiently over a distance of **at least** 25 metres,
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke,
- Perform safe self-rescue in different water based situations.

Neil Bailey Swimming, an experienced learn-to-swim provider, are donating, free of charge, ASA qualified Level 2 Swimming Teachers and their assistants (both male and female; all DBS checked) the majority of whom will hold appropriate and current lifesaving qualifications for this exciting programme. Most of the teachers will be working in the water with the pupils to ensure their safety and build confidence with oversight across the pool area from dry side. We are also very grateful to Wycombe Abbey School for providing their pool free for the lessons. School staff will accompany the pupils and will be on poolside at all times.

Pupils will need the following:

- one-piece swimming attire (longer length costumes may also be worn),
- swimming hat,
- towel,
- Water.

Whilst they are not considered to be essential, we recognise that children who swim frequently or whose eyes are susceptible to irritation may prefer to use goggles for swimming. Therefore, you may request that your child uses goggles during the lessons (see below instructions). I should inform you that it is your responsibility, as parent, to teach your child to put on and take off goggles in the correct and safe fashion. Our advice would be to read the manufacturer's instructions for putting them on and taking them off. This is important to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers. Please ensure that goggles are of a good quality. Goggles should be British Standard Institution (BSI) Goggles which includes makes such as Speedo or Zoggs, which will include instructions on the package for the correct way to put them on and take them off. You should be aware that on occasions your child will be asked to remove their goggles in order to safely perform certain aquatic activities.

Assessment will be ongoing throughout the 4 days and all pupils will receive a certificate at the end of the course.

Please give consent for your son/daughter to take part in this exciting programme (and wear goggles if requested) by (provide details of how to give consent - online/return slip and by when).

We hope that your son/daughter enjoys this opportunity, improves their swimming ability and love of the water!

Kind regards

Information letter to schools



Aylesbury High School, Walton Road, Aylesbury, Bucks. HP21 7SX
Tel: 01296 388222 / swimming@ahs.bucks.sch.uk

Dear

Thank you for your interest in the Top Up Swimming Programme taking place at the end of the Autumn Term at Wycombe Abbey School. We have pleasure in providing you with further details. Given that most schools break up on Thursday 19 December, the programme will run from Monday 16 to Thursday 19 December. Each school will swim for 45 minutes each morning in one of the slots outlined below. Please rank the slots in preference from 1 - 4 (1 being your first choice and so on) in order that we can try to give you a convenient session (see below).

Slot 1: 9.20 - 10.05am

Slot 2: 10.05 - 10.50am

Slot 3: 10.50 - 11.35am

Slot 4: 11.35 - 12.20pm

The aim for the programme is to enable pupils to fulfill the minimum National Curriculum requirements:

- Swim competently, confidently and proficiently over a distance of **at least** 25 metres,
- Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke,
- Perform safe self-rescue in different water based situations.

In identifying your pupils for the Top Up, you need to have the above in mind. In reality, this is likely to be a pupil unable to swim more than 10M. If you are a school who have requested more than 15 spaces, please could you look at your pupils as we will need to limit spaces to no more than 15 per school to ensure progression for those most at need. This opportunity is open to Year 5 and 6 pupils only.

As notified in your original letter, we are very grateful to Neil Bailey Swimming, an experienced learn-to-swim provider, for donating his staff free for this exciting programme. We are also very grateful to Wycombe Abbey School for providing their pool to us free for the lessons.

Neil Bailey Swimming will be providing at least 9 qualified Level 2 Swimming Teachers (both male and female; all DBS checked) who all hold appropriate and current lifesaving qualifications. Most of the teachers will be working in the water with the pupils. Accompanying school staff will need to remain on poolside at all times due to Duty of Care they hold for their pupils. We would request that one member of accompanying staff holds the Swim England Support Teacher of School Swimming Certificate. All school staff will receive information about the pool's NOP and EAP in order to be knowledgeable and confident in the pool's emergency procedures.

Pupils will need to wear one-piece swimming attire and a swimming hat. It is the school's responsibility to request permission from parents for goggles to be worn, in accordance with the Bucks Safe Practice in School Swimming Policy 2018. Please ensure that pupils are changed and ready on poolside 10 minutes before the start of the lesson. Assessment will be ongoing throughout the 4 days and all pupils will receive a certificate at the end of the course.

Please could you provide us with the following information by Friday 27 September:

- Confirmation that involvement in the programme has been agreed by the head teacher (to ensure commitment to the lessons, due to the high demand),
- Ranked preferences (1-4; 1 being your first choice and so on) for the time slot you would like to bring your pupils,
- Number of places you require in light of the above information (maximum 15 per school).

And then the following information by Friday 15 November:


- Name, ability and any medical conditions/additional needs we need to be aware of (this information will be requested in due course via an encrypted document in accordance with GDPR),
- Details of how you will be travelling to Wycombe Abbey School (minibus; number of cars etc), in order that we can let Wycombe Abbey know.

We will send further information and confirmation of your time slot in due course. We are really looking forward to working with your pupils to improve their swimming ability and love of the water!

Accompanying this information is an example letter you may wish to send to your parents explaining the programme.

If you have any further questions, please do not hesitate to contact me.

Yours faithfully,



Mandy Carey
Buckinghamshire School Swimming Adviser - AVTP and BCC (Weds and Thurs)
Aylesbury High School,
Walton Road, Aylesbury
Bucks. HP21 7SX
Enquiries: Tel: 01296 388222 ext. 296
swimming@ahs.bucks.sch.uk



Final letter to schools



Aylesbury High School, Walton Road, Aylesbury, Bucks. HP21 7SX
Tel: 01296 388222 / swimming@ahs.bucks.sch.uk

13th November 2019

Dear Headteacher,

**Top Up Swimming Programme, Monday, 16th - Thursday, 19th December at Wycombe Abbey School,
Abbey Way, High Wycombe, Bucks. HP11 1PE**

With the Top Up Swimming Programme rapidly approaching, we would like to finalise arrangements with you. You will have received your slot by now but the table below shows which school may be swimming at the same time as you. Please be aware that there will be a boys and girls changing room available which means that no more than two schools at a time will be using these. As previously explained, each school will swim for 45 minutes each morning.

Slot 1: 9.20-10.05	High Wycombe CE Combined	Bledlow Ridge
Slot 2: 10.05 - 10.50	Cadmore End	Wooburn Green
Slot 3: 10.50 - 11.35	Highworth Combined	West Wycombe School
Slot 4: 11.35 - 12.20	Tylers Green Middle	St. Michael's Catholic School

As notified in your original letter, Neil Bailey Swimming will be providing qualified, Level 2 Swimming Teachers (both male and female; all DBS checked) the majority of whom hold appropriate and current lifesaving qualifications. Most of the teachers will be working in the water with the pupils with oversight from dry side. Accompanying school staff will need to remain on poolside at all times due to Duty of Care they hold for their pupils. We would request that one member of accompanying staff holds the Swim England Support Teacher of School Swimming Certificate.

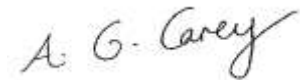
We recommend that you arrive at the school 40 minutes prior to the lesson. Please arrive on the first day at the main entrance to see the Custodians. You will be directed up the hill to the sports centre. Schools arriving in mini buses will be directed up the hill to Clarence Gate where you will be able to park at the sports centre. Please ensure that pupils are changed and ready on poolside 10 minutes before the start of the lesson. Assessment will be ongoing throughout the 4 days and all pupils will receive a certificate at the end of the course.

If you have not already done so, please ensure that we have the following information by **Friday, 15th November**:

- Name, ability and any medical conditions/additional needs we need to be aware of (this information will be requested in due course via an encrypted document in accordance with GDPR),
- Details of how you will be travelling to Wycombe Abbey School (minibus; number of cars etc), in order that we can let Wycombe Abbey know.

We look forward to meeting your pupils and seeing them make great progress in the water. If you have any further questions, please do not hesitate to contact me.

Yours faithfully,



Mandy Carey
Buckinghamshire School Swimming Adviser - AVTP and BCC (Weds and Thurs)
Aylesbury High School,
Walton Road, Aylesbury
Bucks. HP21 7SX
Enquiries: Tel: 01296 388222 ext. 296
swimming@ahs.bucks.sch.uk



Risk Assessment

HAZARD	MEASURES THAT SHOULD BE IN PLACE TO REDUCE THE RISK FACTOR	ARE ADDITIONAL MEASURES NECESSARY (if yes, please specify)/additional notes
PHYSICAL STRUCTURE:		
POOL SURROUND AND BATHER CIRCULATION:		
Are there any structural or design conditions that could become hazardous?	<ul style="list-style-type: none"> - Access to the pool area is via the pre-swim showers located central to the middle of the pool. Pupils need to be supervised onto poolside by school staff and under the supervision of Neil Bailey Swimming. - The ceiling is in sound condition, with no loose material - Safety signs are in appropriate positions and unobstructed, where there are any sudden changes in depth and it is necessary to clearly mark the depth of water, especially at shallow and deep ends; it is necessary to show areas where it is unsafe to swim, or to dive (and indicating any sudden changes in depth which could pose a hazard) <p>“Danger Deep Water” signs complying with the Safety Signs and Signals Regulations displayed on the pool hall walls.</p>	<p>The pool has been visited by both Neil Bailey and AVTP – it is a modern 15 year old facility maintained to an excellent standard; well-managed; has a seating area at the shallow end and has water safety equipment</p> <p>Neil Bailey qualified staff in water to mitigate risks</p> <p>Neil Bailey carry Insurance; Neil Bailey and Alice Peacock have a combined experience in excess of 30 years and have taught over 10,000 people to swim</p>
Is there adequate lighting?	<ul style="list-style-type: none"> - There is an adequate mix of natural and artificial lighting. - The pool surface is free of glare from the either natural or artificial lighting. - All lighting units are appropriate for use in a pool area, and are adequately protected against moisture. 	<p>The pool is , light and airy with a good visibility,</p>
Are bathers exposed to any hazards in the pool hall?	<ul style="list-style-type: none"> - The pool hall walls adjacent to wet circulation areas up to 2 m above the floor are in sound condition and free of sharp or abrasive areas. - Any pool equipment which might cause injury to bathers is stored safely at all times, e.g. if steps are removed from pool, ensure these are not a tripping hazard. 	

Is there any possibility of scalds or burns to bathers?	<ul style="list-style-type: none"> - No unprotected low level radiators or heating pipes below 2m around the perimeter of the pool which could cause burns or scalds 							
Are there any trip hazards?	<ul style="list-style-type: none"> - The pool surround is of adequate width and unobstructed. - Any steps in the pool hall (indoor pools), are clearly defined and in sound condition. - Any flights of steps in the pool hall are they provided with appropriate handrails. 							
Are emergency exit signs clear?	<ul style="list-style-type: none"> - The exits from the pool hall is clearly signed with an approved sign. - The fire exit(s) from the pool hall are clearly signed, with approved illuminated signs (indoor pools). - The following signs prominently displayed in the pool hall/compound:- <table border="1" data-bbox="577 619 1220 783"> <tr> <td data-bbox="577 619 792 703">"No Diving"</td> <td data-bbox="792 619 1008 703">"No Bombing"</td> <td data-bbox="1008 619 1220 703">"No Running"</td> </tr> <tr> <td data-bbox="577 703 792 783">"Shallow End"</td> <td data-bbox="792 703 1008 783">"Deep End"</td> <td data-bbox="1008 703 1220 783">Pool water depth</td> </tr> </table> <ul style="list-style-type: none"> - The deep water area is clearly indicated to non-swimmers. 	"No Diving"	"No Bombing"	"No Running"	"Shallow End"	"Deep End"	Pool water depth	All Neil Bailey staff, AVTP and accompanying school staff have read and understood pool NOP & EAP
"No Diving"	"No Bombing"	"No Running"						
"Shallow End"	"Deep End"	Pool water depth						
<p>Is there a possibility of entrapment, or vortex formation?</p> <p>Emergency Alarms</p>	<p>The pool at Wycombe Abbey is modern and has been built to the standards laid down in the Pool Water Treatment Advisory Group (PTWAG) Pool Water Guide 1995 (subsequently the PTWAG Swimming Pool Water Treatment and Quality Standards), therefore reducing the risk of entrapment due to inlets, outlets and other grilles. Lifeguards must be aware of the possible entrapment dangers arising from such grilles.</p> <p>There are 4 poolside alarms, one at each corner of the pool. Once the alarm is activated and alarm sounds in the poolside office (refer to the pool EAP for further instructions)</p>							
Pool Interior (Flooring/Lining)	<ul style="list-style-type: none"> - There are no sharp or exposed edges to the tiled finish; nor broken or missing tiles, including at tile expansion joint positions. - The pool floor is in sound condition, free from abrasive surfaces, sharp edges and is not slippery 							

Pool Edge Definition:	- The pool edge is well defined and colour contrasted with the pool surround or pool tank edge.	
Handrails and Rest Ledges:	- Any rest ledges or handrails are secure and free of limb traps.	
Pool Access Steps/Ladders:	- Pool access ladders are securely mounted, free of excessive movement or gaps in which limbs could be trapped. - The ladders are positioned to prevent risk of trapping between the ladder and the poolside.	
Blind Spots:	- Any concealed areas, or blind spots, are covered by existing lifeguard positions. - Where permanent starting platforms, or underwater projecting features or fittings are fitted, adequate supervision and controls are in place.	Lifeguards will need to move around the poolside to avoid glare and be able to see the pool bottom
TRAVEL TO / FROM POOL		
Coach involved in an accident:	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> - Make a careful check of all individuals in party. Ask the advice of authorities present and consider taking individuals to hospital for check - Phone school contact with details of the incident and your plan - Arrange regular update phone times <p>If member(s) of party are injured, you will also need to:</p> <ul style="list-style-type: none"> - Ensure a competent member of staff accompanies pupil to hospital - Contact County Grave Emergency Contact, with details of what happened, names of injured (and injuries) and your plan - Keep school contact informed of the extent of injuries and the release time of individuals - Make arrangements for the return to school of remaining pupils <p>School contact will:</p> <ul style="list-style-type: none"> - Immediately contact the emergency services, always requesting assistance from the Police and also requesting attendance of the emergency services if anyone is injured in any way at all - Alert Headteacher, Chair of Governors – school contact should only be giving parents very basic information about the incident at this stage until full information about any injuries or extent of these is established - If necessary, contact County Grave Emergency Contact - Ask pupils to turn off mobile phones to reduce phone calls home/causing undue worry - Inform parents about the incident and injured/uninjured and extent of injuries known 	

	<ul style="list-style-type: none"> - Note parents who intend to travel immediately to the hospital and inform Group Leader - Consider inviting parents to school for updates, counselling and joint decisions <p>Group Leader should take with him/her a mobile phone and a high visibility jacket; the vehicle should carry a breakdown warning triangle and a first-aid outfit with which to administer emergency first aid</p>	
Procedures whilst travelling:	<ul style="list-style-type: none"> - Instruct all party members to wear seatbelts and check they do so - Consider who should sit by an emergency exit - Know who is prone to travel sickness and place them near the front - In the case of any disabled pupils the School needs to ensure that wheelchairs are properly secured in position using the correct restraints fastened in position by suitably trained personnel 	
Breakdown:	<ul style="list-style-type: none"> - Consult driver and decide whether to stay on coach or evacuate to safer place - If this happens on a motorway then everyone should vacate the vehicle as quickly as possible and also leave the hard shoulder to assemble on the grassy verge on the far side of any vehicle impact barrier 	
Significant delay:	<p>Keep school contact updated with developments on both the outward and return journeys</p> <ul style="list-style-type: none"> - School contact will keep parents (and leisure providers if on outward journey) informed with regular updates of progress 	
Prevention of loss of pupil or member of staff: Pupil lost for more than 10 minutes	<ul style="list-style-type: none"> - Strict adherence to procedures for Head Counts at all arrival and departure points - Emphasising to pupils that they should stay in groups as instructed at all times - Emphasise the need to be at meeting points on time - Gather all other pupils together, ensure their safety and keep them together - Inform leisure provider staff - Send member of staff to check the toilets, changing rooms, meeting point etc - Notify local police, school contact - Dependent on age, time of day and location, decide with the school contact whether to instigate the County Grave Emergency Procedure 	
Pupil lost for more than an hour		
SWIMMING LESSON:		
Accident and Incident Prevention and Reporting:	All accidents, incidents and near misses reported in accordance with County Council procedures.	

	<p>Positioned so as to be readily available when needed without creating additional hazards to pool users.</p> <p>A variety of teaching and floatation aids should be available. Equipment should:</p> <ul style="list-style-type: none"> - Conform to any BS EN standard, where available - Be checked before the session to ensure it is safe to use - Be close at hand for easy access and use during the lesson - Be placed tidily on the poolside to minimise tripping or other safety hazards - Be used appropriately to avoid over-reliance on it - Be appropriate and safe for the needs of the students - Be correctly fitted or held according to the design or purpose of the aid <p>Where an adult has responsibility for teaching more than two students, the recommended teaching position is from the side of the pool as this provides the best position to oversee the whole group and respond quickly to any teaching or emergency situation</p> <p>Access to a telephone giving direct contact from the pool to the emergency services is essential</p> <p>School staff should count pupils off the poolside and walk around the pool at the end of each aquatics lesson to ensure it is clear of all pupils.</p>	
Pupils	<p>All pupils understand the pool rules and have regular opportunities to demonstrate this understanding, e.g. 'Whistle/alarm drill'. Any absent pupils are informed of pool rules and procedures as above and this should be documented.</p> <ul style="list-style-type: none"> - Pupils only enter poolside once instructed to do so (& only once lifeguards are in position) - Pupils are assessed; baseline data is gathered before and during first lesson. - Pupils are not swimming out of their depth until after water based assessment and deemed competent to do so - Use of appropriate swimming aids for pupils - Teachers with a responsibility for water safety have easy access to a rescue pole 	
SPECIFIC ACTIVITIES Diving	<p>Teachers hold relevant qualifications to teach diving.</p> <ul style="list-style-type: none"> - Refer to Bucks Safe Practice in School Swimming Policy and Guidance 2018, Health and Safety in Swimming Pools 2018 and also to Safe Practice in Physical Education and Sport 2016 for water depths, entries and progression for diving. <p>Goggles should not be worn when learning to dive.</p>	
Beginner Swimmers	<p>Prior knowledge of pupils' ability gathered and fed back to Neil Bailey Swimming. All pupils regardless of their ability will be assessed in shallow water</p>	<p>Neil Bailey swim teachers will be both in and out of the water. Leaders Neil Bailey</p>

	<p>Low pupil to teacher ratios in place</p> <p>Use of aids where required</p> <p>Neil Bailey Swimming staff to work in the water with pupils</p>	<p>and Alice Peacock to be on poolside at all times</p> <p>No session will have more than 30 pupils; each session will be split into 3 groups with staff in and out of the water – high level of teacher/pupil ratio to non-swimmers/beginners/nervous pupils</p> <p>Up to 9 Neil Bailey staff in the water at any one time</p>
Teaching water safety and self-rescue skills	<ul style="list-style-type: none"> - Ensure pupils are competent at skills without additional clothing before introducing clothing - Caution applied when introducing clothing in the water (e.g. introduce clothing gradually; appropriate depth) - Contact rescues should not be taught to children under 13 years of age - Increase depth at which swimmers climb out gradually. 	
Teaching Water Polo	<p>No goggles to be worn (risk of ball hitting eyes)</p> <ul style="list-style-type: none"> - Play in depth appropriate to swimming ability - Spacing with balls - Water polo hats to be worn where possible (ear protectors) - Short games (be vigilant about pupils tiring) - Smaller/lighter balls - Use of aids where required 	
Teaching Synchronised Swimming	<p>Use of aids where required</p> <ul style="list-style-type: none"> - Depth appropriate to ability - Ensure synchronised swimming jumps/stepped entries have been approved by qualified Swimming Teacher and are supervised at all times (refer to safe depths for feet first entries: Bucks Safe Practice in School Swimming Policy 2018 and Safe Practice in Physical Education and Sport 2016) 	
Timed swims/continuous swims	<p>Be vigilant to tired swimmers who may be overtaxing their physical strength and swimming ability (risk of hyperventilation)</p>	
Are all staff on poolside competent to carry out their duties?	<p>All who teach swimming are qualified to ASA Level 2 or equivalent.</p> <p>At least 2 School Staff accompany pupils to their School Swimming Lesson and hold the minimum Bucks County Council requirement: Swim England Support Teacher of School Swimming Certificate. It is essential that these staff remain on pool side to</p>	

	<p>provide an assisting role to Leisure Provider Staff. Refer to Bucks Safe Practice in School Swimming Policy.</p> <p>A suitably qualified lifeguard is present on pool side at all times (qualified to appropriate depth).</p> <p>Aquatics teachers and school staff who have responsibility for the water safety of the class in programmed activities should hold, as a minimum The National Rescue Test for Swimming Teachers and Coaches (NRASTC).</p> <p>There is a clear policy in place for adequate removal of a person with a suspected spinal injury from the pool.</p> <p>All School Staff accompanying students to aquatic lessons should:</p> <ul style="list-style-type: none"> - Be given a clear role - Understand the limits of the role - Be confident on poolside - Communicate with the other adults on safety issues - Have the necessary discipline and control standards - Regularly carry out head counts during, as well as at the beginning and end of sessions - Know, understand and be able to apply the pool normal operating procedures (NOP's) and emergency action plan (EAP) - Be suitably dressed for the role they play in the lesson. <p>A lifeguard chair is provided to give the lifeguard clear vision of all parts of the pool. Safe Supervision of lessons will need to take account of whether the group has sole or shared use of the pool. Shared use with the general public would have further implications for the supervision and designated responsibility for safety, which would need to be satisfactorily addressed.</p>	
<p>Clothing</p> <p>Cultural or Religious requirements</p> <p>Goggles</p>	<ul style="list-style-type: none"> - One piece costumes - Tight swim trunks or shorts – no Bermuda style shorts - Children with long hair should wear caps to prevent vision being affected - Correct balance between safety, cultural requirements and the need to be able to see the limb movements of students - As required by Bucks Safe Practice in School Swimming Policy and Guidance 2018, pupils wishing to wear goggles must bring a letter signed by parents giving consent (See Appendix J2 for sample letter) 	

	<ul style="list-style-type: none"> - Pupils must have been taught to put on and take off goggles in the correct and safe fashion (i.e. to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers) - Goggles should be British Standard Approved goggles which include makes such as Speedo or Zoggs. - On occasions pupils will be asked to remove their goggles in order to safely perform certain aquatic activities. 	
Protecting children:	<ul style="list-style-type: none"> - Children are supervised and monitored while changing by school staff in accordance with the Bucks Safe Practice in School Swimming Policy 2018 and in accordance with School Safeguarding Policy - Separate school changing areas made available as no members of public using the pool - Where necessary, children are given assistance changing, 2 members of staff need to work with a pupil if this is the case and the this is written into the pupil's individual education plan and RA - All staff and observers are DBS checked. Where Neil Bailey staff work in the water with pupils, they may need to physically assist – if this is the case, assistance will be above the shoulder and if required to hold hands and correct hand gestures in the water. Neil Bailey Swimming will work with the School Staff on a pupil by pupil basis with any specific issues with pupils. Where possible, pupils will be supported via aids as per Swim England recommendations. Neil Bailey Staff will wear floatation jackets and vests. 	<p>All Neil Bailey staff (male and female) are DBS checked, insured and have just been on safeguarding on line refresher course within a week of the programme</p> <p>Neil Bailey – Safeguard Lead Alice Peacock – Deputy Safeguard Lead</p>
Disabilities/Special Needs		
Dealing with persons with special needs	<p>An individual written risk assessment has been made for all users of the pool who have disabilities/special needs. This will be shared with Neil Bailey Swimming.</p> <p>If persons with special needs, or mobility difficulties sufficient additional helpers will be present, including 1:1 supervision, if required.</p> <p>Where manual support is provided in the water by additional adults, care needs to be taken to:</p> <ul style="list-style-type: none"> - Avoid embarrassment to student or adult - Ensure support is provided in an appropriate form (see above measures) 	
Manual handling and lifting of persons	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 persons involved in lifting persons with mobility difficulties in and out of the pool receive training and refresher training in back care and the use of the hoist, slings and other lifting equipment.	
Relevant Medical Conditions	<p>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 NOP and EAP (refer to Appendix K – ASA Guidance ‘Teaching in the Water and the handling of children’ which gives advice on supporting pupils in the water - Safeguarding).</p> <p>The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan?</p> <ul style="list-style-type: none"> - All staff on poolside 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 <p>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?</p>	
Managing Un-Programmed Sessions, and external hirings:	As this is a Top Up programme, it will be a programmed session at all times	