

	Section	Question	Available Responses	RAG Rating	Links to Referenced Resources
	Section 1	Administrative Detail			
1	School Name				
1	URN				
1	Email				
1	BSSP Kitemark Accreditation	Have you received BSSP Kitemark Accreditation in a previous academic Year?	Yes/ No		
1	Term	Which term do you do commence school swimming?	Autumn, Spring, Summer, All year round, We do not currently offer School Swimming, Other	We do not offer = Red	
	Section 2	Overview			
1	Headteacher	The Headteacher has reviewed HSG179 (Health and Safety in Swimming Pools) and selected the most appropriate provision for their school.	Yes/ To be actioned	To be actioned = Red	HSG179 -Health and Safety in Swimming Pools.
1	Headteacher	The Headteacher has reviewed Safe Supervision of Programmed Swimming Lessons and Training Sessions in Swimming Pools and selected the most appropriate provision for their school.	Yes/ To be actioned	To be actioned = Red	Safe Supervision of Programmed Swimming Lessons and Training Sessions in Swimming Pools
1	Headteacher	The Headteacher has reviewed Pool Water Treatment Advisory Group (PWTAG) and selected the most appropriate provision for their school.	Yes/ To be actioned	To be actioned = Red	PWTAG Code of Practice.
1	Headteacher	The Headteacher has read, understood and implemented the Bucks Safe Practice Policy and Guidance 2025.	Yes/ To be actioned	To be actioned = Red	Bucks Safe Practice in School Swimming Policy and Guidance 2025
1	Governor Awareness	The Governing Body (or designated Swimming Governor) has read, understood and implemented the Bucks Safe Practice Policy and Guidance 2025.	Yes/ To be actioned	To be actioned = Red	
1	PE Lead	The PE Lead has read, understood and implemented the Bucks Safe Practice Policy and Guidance 2025.	Yes/ To be actioned	To be actioned = Red	
1	Class Teacher	The class teacher has read, understood and implemented the Bucks Safe Practice Policy and Guidance 2025.	Yes/ To be actioned	To be actioned = Red	
1	Support Staff	The support staff (or teaching assistant(s)) have read, understood and implemented the Bucks Safe Practice Policy and Guidance 2025.	Yes/ To be actioned	To be actioned = Red	
1	Staffing	Please enter the number of staff currently qualified, at the minimum level, of Swim England Stage 1 Support Teacher of School Swimming and Stage 2 Teacher of School Swimming.		<2 = Red	
1	Staffing Qualifications	Please enter the name(s) and qualification(s) of your current staff and their level of qualification, i.e. Stage 1 Support Teacher of School Swimming (STOSS), Stage 2 Teacher of School Swimming (TOSS) and/or other swimming qualifications.			
1	Pool Facility Used	What pool do you use to deliver School Swimming and Water Safety?	Leisure, Own Pool, Sister-Site Pool, Above Ground Domestic Temporary Pools, commonly referred to as "Pop-Up Pools"		
	Section 3	Leisure Centre			
1	Pool	State the Leisure Centre used for School Swimming and Water Safety			
1	Insurance	The Headteacher has requested the pool's insurance details and these are included within the school swimming folder?	Yes/ To be actioned	To be actioned = Red	
1	Hire Agreement	The Headteacher, Bursar and Teacher in charge of School Swimming are familiar with the pool's current Hire Agreement and a signed and dated record of the Agreement is kept in the School Swimming folder.	Yes / To be actioned	To be actioned = Red	
1	Trips and Visits	Completed a Trips and Visits Form (supported by Evolve)	Yes/ To be actioned	To be actioned = Red	
					Leisure Centre Partnership Agreement
	Pool Assessment	The Teacher in charge of School Swimming (along with relevant others) needs to ensure that the following points have been carefully thought of and relevant documentation is in place.			

1	H&S Induction	Visited the pool for a H&S Induction	Yes/ To be actioned	To be actioned = Amber	
1	Service Level Agreement	Agreed and signed Service Level Agreement	Yes/ To be actioned	To be actioned = Amber	
1	Pupil Info (SEND, EAL etc).	Provided the Leisure Provider with an up-to-date list of pupils' medical conditions (SEND, EAL, Behavioural, PP)	Yes/ To be actioned	To be actioned = Amber	
1	Pupil Support	Pupils identified within the Risk Assessment have had the recommended amendments made for the safe delivery of school swimming i.e. a pupil with epilepsy having a spotter.	Yes/ To be actioned	To be actioned = Amber	
Section 4		Schools with their own pool			Technical Guidance on the Management of Swimming Pools and Swimming Pool Plant on School Sit
1	Headteacher training	Headteachers of schools with pools on their site must attend the course entitled Swimming Pool Awareness for Headteachers - this requires refreshing every two years.	Yes/ To be actioned	To be actioned = Red	
1	Staff acknowledgement	Headteachers are aware that the monitoring of pool plant procedures is included in the annual H&S compliance report to the Director of Children's Services.	Yes / To be actioned	To be actioned = Red	
1	Facility Staff	The person setting up the safe systems of work in the pool should be trained and aware of both pool plant safety and pool operational safety. These functions and body of knowledge may be split between two persons. Pool plant operators must attend the PALM Academy Small Pool Operators Certificate (PWTAG or equivalent) - this requires refreshing every three years. In your school, do you have both of these positions operational?	Yes / To be actioned	To be actioned = Red	
1	Staffing	Please enter the number of staff currently qualified in; National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) and/or Pool Safety Award for Teachers (PSAT)		<1 = Red	
1	Staff Qualifications	Please enter the name(s) and qualification(s) of your current staff and their level of qualification, i.e. National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) and/or Pool Safety Award for Teachers (PSAT)			
1	Staff Insurance	Staff delivering school swimming hold the relevant insurances i.e. Institute of Swimming or are covered as part of school insurances	Yes / To be actioned	To be actioned = Red	
1	Monitoring Documentation	Pools should be professionally inspected prior to opening for seasonal pools, and termly for others and a satisfactory report recorded in the Facilities Documentation. Does the school hold current inspection documentation?	Yes/ To be actioned	To be actioned = Red	
1	Test Records	Does the school keep all pool test records i.e. pool quality records (in line with PWTAG) for at least 5 years?	Yes/ To be actioned	To be actioned = Red	Q
1	Routine Maintenance	Daily running of the pool and plant room will be the responsibility of the Pool Operators (POs). Are regular checks carried out and recorded, and is the fault log managed?	Yes/ To be actioned	To be actioned = Red	
Section 5		Sister-site schools			
1	Pool	State the name of the school where you deliver your school swimming sessions			
1	Insurance	The Headteacher has requested the pool's insurance details and these are included within the school swimming folder?	Yes/ To be actioned	To be actioned = Red	
1	Hire Agreement	The Headteacher, Bursar and Teacher in charge of School Swimming are familiar with the pool's current Hire Agreement and a signed and dated record of the Agreement is kept in the School Swimming folder.	Yes / To be actioned	To be actioned = Red	H1, H2
1	Staffing	Please enter the number of staff currently qualified; National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) and/or Pool Safety Award for Teachers (PSAT)		<1 = Red	

1	Staff Qualifications	Please enter the name(s) and qualification(s) of your current staff and their level of qualification, i.e. National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) and/or Pool Safety Award for Teachers (PSAT)			
1	Staff Insurance	Staff delivering school swimming hold the relevant insurances i.e. Institute of Swimming or are covered as part of school insurances	Yes/ To be actioned	To be actioned = Red	
	Pool Assessment	The Teacher in charge of School Swimming (along with relevant others) needs to ensure that the following points have been carefully thought of and relevant documentation is in place.			
1	Trips and Visits	Completed a Trips and Visits Form (supported by Evolve)	Yes/ To be actioned / Other	To be actioned = Red / Other = Red	
1	H&S Induction	Visited the pool for a H&S Induction	Yes/ To be actioned	To be actioned = Amber	
	Section 6	Above Ground Domestic Temporary Pools, commonly referred to as "Pop-Up Pools"			Buckinghamshire Council do not recommend the use of temporary pools for any of its schools (refer to Appendix C2). For schools that decide to use such provision please refer to the latest Swim England guidance on using temporary pop-up pools. It is advisable to contact an independent contractor in order sign off the onsite installation covering all aspects of the Swim England recommendations, outlined in their guidance. It is also a requirement to seek written landowner permission to install one of these structures on the school site.
1	Swim Franchise	State the name of the company/ swim franchise that is being utilised to deliver your school swimming			C2
1	BC H&S	The Bucks County Council Health and Safety team have been informed and a monitoring visit made (or scheduled) for the use of the "pop-up pool" at your school site.	Yes/ To be actioned	To be actioned = Red	
1	H&S Induction	The provider of the "Pop-Up Pool" company has provided a PSOP, NOP, EAP and Risk Assessment for your specific site	Yes/ To be actioned	To be actioned = Red	
1	Staff Provision	The provider of the "Pop-Up Pool" has provided assurances of their staff's up-to-date and relevant qualifications i.e. DBS, NPLQ, NRASTC, Swim England or STA Teaching Qualifications	Yes/ To be actioned	To be actioned = Red	
1	Staff Insurance	Staff delivering school swimming hold the relevant insurances i.e. Institute of Swimming or are covered as part of school insurances	Yes/ To be actioned	To be actioned = Red	
1	Insurance	The Headteacher has requested the pool's / Swim Franchise insurance details and these are included within the school swimming folder?	Yes/ To be actioned	To be actioned = Red	
1	Hire Agreement	The Headteacher, Bursar and Teacher in charge of School Swimming are familiar with the pool's / Swim Franchise current Hire Agreement and a signed and dated record of the Agreement is kept in the School Swimming folder.	Yes/ To be actioned	To be actioned = Red	
1	School Staff Qualifications	Please enter the name(s) and qualification(s) of your current staff and their level of qualification, i.e. National Rescue Award for Swimming Teachers and Coaches (NRASTC), National Pool Lifeguard Qualification (NPLQ) and/or Pool Safety Award for Teachers (PSAT); Swim England Stage 1 Support Teacher of School Swimming, SE Stage 2 Teacher of School Swimming			
	Section 7	Documentation			
1	Generic Risk Assessment	There is an up to date Risk Assessment for School Swimming for all classes has been completed (including medical conditions), signed and dated by the Headteacher and Governors.	Yes/ To be actioned	To be actioned = Red	A
1	Class Specific Risk Assessment	There is a class specific Risk Assessment , to identify specific pupil conditions e.g. asthma, epilepsy (and all other relevant conditions) .	Yes/ To be actioned	To be actioned = Red	A, B, C,

1	PSOP - Headteacher	The Headteacher has read and understood the pool's Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) . This has been signed and dated, as per the Bucks Safe Practice Policy and Guidance 2025 (pages 23 to 25), to indicate confirmation of understanding and adherence to the procedures.	Yes/ To be actioned	To be actioned = Red	D, E
1	PSOP - Teacher in Charge of School Swimming	The Teacher in Charge of School Swimming has read and understood the pool's Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) . This has been signed and dated, as per the Bucks Safe Practice Policy and Guidance 2025 (page 26), to indicate confirmation of understanding and adherence to the procedures.	Yes/ To be actioned	To be actioned = Red	
1	PSOP - All Staff attending School Swimming	All staff involved in School Swimming have read and understood the pool's Normal Operating Procedure (NOP) & Emergency Action Plan (EAP). This has been signed and dated, as per the Bucks Safe Practice Policy and Guidance 2025 (page 26), to indicate confirmation of understanding and adherence to the procedures.	Yes/ To be actioned	To be actioned = Red	
1	PSOP - Governing Body	The Governing Body and/or a specific Governor involved in School Swimming has read and understood the pool's Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) . This has been signed and dated, as per the Bucks Safe Practice Policy and Guidance 2025 (pages 23 to 25), to indicate confirmation of understanding and adherence to the procedures.	Yes/ To be actioned	To be actioned = Red	
Section 8					
Safeguarding					
1	Risk Assessment	Is the Risk Assessment in line with KCSiE	Yes/ To be actioned	To be actioned = Red	RA - in line with Keeping Children Safe (additional considerations)
1	Changing Rooms	Have all staff involved in School Swimming read and understood, and are parents/ guardians informed of, the Safeguarding provisions with regards to changing arrangements within the Risk Assessment?	Yes/ To be actioned	To be actioned = Red	E
1	Staffing Ratios	Depending on the type of session, different staff ratios and staff qualifications are required. Do swimming sessions always have the correct staffing ratios?	Yes/ To be actioned	To be actioned = Red	
1	Supporting in the water	Have all staff involved in School Swimming read and understood, and are parents/carers informed of, the Safeguarding provisions with regards to manual guidance required when supporting in the water?	Yes/ To be actioned / Other	To be action = Red/ Other = Red	Bucks Safe Practice in School Swimming Policy and Guidance 2025 (page 48)
1	Volunteers	Does your school receive any additional support for school swimming?	Yes/ No		
Section 9					
Volunteers in School Swimming (Adults)					
1	How Many? (Adults)	Please state the number of volunteer(s) / helper(s) who support in the delivery of school swimming and water safety. These are not members of school staff.	Insert number		
1	Safeguarding Training	Have they attended Safeguarding training within your school?	Yes/ To be actioned	To be action = Red	
1	Volunteer Qualifications	Do you hold copies of their qualification (s) (Swim England / ASA or STA teaching/ coaching) within your School Swimming folder?	Yes/ To be actioned	To be action = Red	
1	Volunteer DBS	It is the responsibility of the school to complete a DBS on any volunteer. Have the relevant DBS checks been completed? N.B. If this volunteer is being overseen by the school, then their details should be added to the single central record (KCSiE para 273) accompanied by full references as well	Yes/ To be actioned	To be action = Red	KCSiE 2025
1	Volunteer Risk Assessment	Is the additional volunteer(s) included in the risk assessment for that particular class? N.B. This risk assessment should also consider the guidance from KCSiE paras 309-312	Yes/ To be actioned	To be action = Red	KCSiE 2025
1	Volunteer and Parental awareness	Are parents/carers informed about any additional support?	Yes/ To be actioned	To be action = Red	

Section 10					
		Preparation and Outcomes			
		Teacher in charge of School Swimming ; 1- 6. Prior to School Swimming lessons commencing, has the Teacher in charge of School Swimming completed the following;			
1	National Curriculum	Read and aware of the National Curriculum for school swimming and water safety.	Yes/ To be actioned	To be actioned = Amber	Nation Curriculum - School Swimming and Water Safety
1	Prior-attainment letter (Baseline Attainment)	Has the Teacher in charge of School Swimming identified the pupils current swimming ability? I.e. through communication home in the form of a letter to the Parent/ Guardian	Yes/ To be actioned	To be actioned = Amber	Z2
1	Goggles	The decision to allow swimming goggles during lessons is down to the school's PE policy, but it is important for parents to be informed. Has the Teacher in charge of School Swimming sent a letter to parents/carers explaining the policy and gaining consent .	Yes/ To be actioned	To be actioned = Amber	A Guide for Parents/Carers developed by Swim England to help parents/carers understand why it is important their child learns about swimming and water safety at primary school. Information Form requesting information on previous swimming experience and ability; also a permission request for pupils to wear goggles for School Swimming. Parent/Carer Letter explaining the School Swimming Programme – you may wish to send this to parents/carers prior to School Swimming commencing in your School.
1	Swim Data	Are there dated records showing learning outcomes for all pupils?	Yes/ To be actioned	To be actioned = Amber	
1	Forecasting Attainment	Has there been identification of those who are not likely to achieve the outcomes of the National Curriculum?	Yes/ To be actioned	To be actioned = Amber	
1	TOP-UP Swimming	Is there a provision in place, to support pupils who have not met the National Curriculum expected standards?	Yes/ To be actioned	To be actioned = Amber	
1	Swimming Planning	Have all teachers involved with school swimming read and understood the Scheme of Work and Assessment Criteria?	Yes/ To be actioned	To be actioned = Amber	BSSP Schemes of Work (example only, some leisure centres may have their own proforma).
1	Pupil preparation	Does the teacher inform the pupils of the NOP (behaviour, safety and expectations) and EAP (pool alarm, pool evacuation and fire exit location)? I.e. in the form of a introductory session/ lesson.	Yes/ To be actioned	To be actioned = Amber	
Section 11					
Not offering school swimming					
1	No School Swimming	Please state the reason(s) why you are not currently offering school swimming. We will be in touch to see if there is any additional support we can offer.		Red	
75					

Question Analysis for Kitemark Accreditation					
Section	Title of Section	Number of Questions	Red	Amber	Green
Section 1	Administrative Detail	5	1		
Section 2	Overview	11	9		
Section 3	Leisure Centre	8	4	4	
Section 4	Schools with their own Pools	9	7		
Section 5	Sister-site Schools	8	5		
Section 6	Pop Up Pools	8	6		
Section 7	Documentation	6	6		
Section 8	Safeguarding	5	4		
Section 9	Volunteers (Adults)	6	5		
Section 10	Preparation & Outcomes	8		8	
Section 11	Not offering School Swimming	1	1		
TOTAL		75	48	12	
ANALYSIS			<48= Red	49-60 = Amber	60+ = Green

Any red response will mean that the school is classed as "red". We will communicate with the school to facilitate them in becoming compliant with Bucks Safe Practice Document. The same support will be offered to "amber" schools. Where schools have placed "other" as a response, we will communicate with them to ascertain their level of provision and how we can best support them. Green schools will have the latest kitemark shared with them and the relevant leisure centres informed.

Confirmation message Thank you for submitting a response to the BSSP School Swimming Policy Checklist 25/26. It is important to note, that if there are any changes to your swimming delivery model and/or a change of Headteacher, it is down to the school to contact us to ensure that they are compliant.