



The Isle of Man Policy and Guidelines for Primary School Swimming



DEPARTMENT OF EDUCATION AND CHILDREN
Rheynn Ynsee as Paitchyn



The Isle of Man Policy and Guidelines for Primary School Swimming

The organisation and delivery of primary school swimming lessons on the Isle of Man is the responsibility of the Isle of Man Government's Department of Education and Children (DoEC) and is managed by Manx Sport & Recreation (MSR).

The Amateur Swimming Association (ASA) is the National Governing Body for swimming in England. Its aim is to encourage more people to swim and have fun swimming more often – this starts with creating a magic 'first' moment.

The Isle of Man Policy and Guidelines for Primary School Swimming document is based on the ASA Guidelines for School Swimming.

Isle of Man Government Responsibilities

The Department of Education and Children is constituted under the Government Departments

Act 1987. Its main duties and responsibilities are set out in the Isle of Man Education Act 2001. The Education (Miscellaneous Provisions) Act 2009 contains some supplementary provisions and there is a raft of secondary legislation in the form of regulations, articles and instruments. In relation to the Sports Development Unit and the National Sports Centre, the relevant legislation is the Recreation and Leisure Act 1998.

The Department of Education and Children operates the Island's 37 schools – 32 primary schools and 5 secondary schools – and the University College Isle of Man (UCM), which offers professional, exam/degree and recreational courses for adults. It works with other Government Departments and agencies to deliver services for children, including safeguarding and needs-based assistance. It runs the Youth Service, which offers play and youth clubs and special projects, Adventure Education at two outdoor learning centres, the Youth Arts Centre and Café Laare. It runs Manx Sport and Recreation, the NSC and Manx Arts Development and is the sponsoring Department for the semi-autonomous bodies Isle of Man Sport and the Isle of Man Arts Council.

Department of Education & Children: Our Vision

- A world-class education system for all, underpinned by the Essentials for Learning Framework and providing educational experiences which inspire, engage and enable children to become successful motivated learners, confident individuals, responsible citizens and effective contributors to society. Believing every learner has the potential to achieve and providing diversity of opportunity to meet the needs of all learners.
- Educational provision aligned to the Island's present and future skills needs, at the same time as equipping learners to compete in the global job market.
- High expectations of learners and staff and a commitment to excellent professional development and training.
- Children and young people experiencing a variety of activities in school which lead to their participation and engagement in positive activities out of school.
- Our premises used as shared learning spaces to facilitate and support lifelong learning in collaboration with local businesses and the wider community, engaging the whole community in learning.
- The lives of the people of the Isle of Man enhanced and enriched by improved health, wellbeing, confidence and self-esteem through accessible opportunities for regular, sustainable participation in sport, physical activity and the arts with a positive impact on the community and economy.

32 Primary
Schools

3647 Key Stage 2
Pupils

Strategy for Children & Young People 2015 – 2020

The 'Strategy for Children and Young People 2015 – 2020' sets out an ambitious five year plan to ensure all of the island's children and young people have the 'best possible opportunities in life'.

This strategy puts in place a clear structure to provide the opportunity for children and young people to grow and develop as positive and engaged citizens in a supportive community.

The work of the 'Children Services Partnership' will ensure that the priorities, as set out in the Strategy, are implemented in an integrated way across Government Departments and the Voluntary/Community and Third Sector. The Children Services Partnership is an exemplar of what can be achieved when Departments and agencies join up and take collaborative action in supporting some of the island's most vulnerable groups.

The 2015 – 2020 Plan builds on the firm foundations established back in 2009 with what was the first Integrated Children Services Plan. The review of Children Services in 2013 by the Scottish Inspectorate has both recognised the progress made and set out a number of clear challenges to the Children's Services Partnership. The Strategy for Children and Young People 2015 – 2020 is a major contributor to the Isle of Man Government key priorities:

- An inclusive and caring society
- An Island of enterprise and opportunity
- Financially responsible government

[An inclusive and caring society](#)
[An Island of enterprise and opportunity](#)
[Financially responsible government](#)

This strategy sets out a vision for the Isle of Man's children and young people aged 0 – 18 years. It is a vision shared by all the partner agencies providing services for children, young people and their families. It sets out the joint priorities for the next five years in line with the objectives of the Policy for Children (2014) and will address the key areas for action following the independent review of children services in 2013, including improving early identification and support, improving support for children with complex needs and

developing creativity and innovation through strong collaborative leadership. The scope of the document reflects the continued development of joint working across all services, partners and providers making provision for the children and young people of the Isle of Man. The centre piece of the Strategy will be the development of early help and support as part of a wider preventative agenda. This will ultimately support our ambition towards targeted seamless services.

The Strategy builds on the strengths of the previous Children's Plan and is aimed at developing a fully integrated approach to delivering outcomes that make a real difference to the lives of children and their families. This new plan for 2015-2020 focuses on joint activity which extends beyond departmental and agency boundaries and is underpinned by the following key principles:



Strategy for Children and Young People 2015-2020 aims to provide the "Best possible opportunities in life"

- Provision of high quality services with clearly defined outcomes for children and young people
- To work in partnership with families to help them achieve the best they can for their children
- Ensuring children and young people are safe from harm and are able to build resilience to overcome inequalities
- Promote the wellbeing of children and young people

For some children and young people, the outcomes they experience are different to the outcomes experienced by the majority of other children and young people. For some children and young people these experiences challenge efforts to get the best out of life's opportunities.

Resources will be targeted towards those that need it most and where there is a likely positive impact in the longer term for individuals and the wider community.

The Strategy for Children and Young People 2015-2020 will be implemented during unprecedented change and economic challenge. We are meeting this challenge by refocusing our efforts towards prevention and early intervention in order to provide timely support before difficulties escalate.

Priority 4 - Strategy for Children & Young People 2015 – 2020

Children and young people grow up to be engaged and contributing adults in a safe and supportive community.

What a good outcome looks like:

- Children and young people not involved / active become engaged in positive activities
- Children and young people engage in Education, Employment and Training
- Children who are in a 'bad place', are supported through opportunities to turn their life around
- More young people are making a positive contribution and recognised for their efforts
- Barriers to participation are understood and removed

Why is this priority important?

Different groups will potentially experience barriers to engagement and attention must be focussed to support them. Young people not positively engaged in the community are more likely to not achieve in school, become unemployed, have poor health and social well-being and get involved in adverse risk taking and involvement in anti-social behaviour and therefore require greater and more long-term support in the future.

The story for our children and young people in 2015

The majority of children and young people grow up in an environment which has low crime rates, a supportive community with a positive reputation as somewhere safe to live. These children are more often actively engaged and subsequently have good quality of life and it is important to recognise that this needs to be maintained. We need an active, healthy population of young people who will grow into healthy adults and more opportunities for young people and those not in education, employment and training to be engaged and contribute. Ensuring young people feel safe in their community and those that need

...active,
healthy
population of
young
people...

help have access to services and support that sort things out quickly and effectively.

Key Actions

- Identify those that are not engaged or involved and listen to their needs and requirements
- Find out and understand children and young people's barriers to engagement
- Establish localised, tailored services for young people in the areas which they live

Manx Sport & Recreation

Manx Sport and Recreation includes the National Sports Centre and its satellite facilities, Sports Development Unit and IOM Sport. IOM Sport is an independent forum for the promotion and development of sports and recreation and provides advice and expertise to the Minister and the Department of Education and Children on all matters pertaining to sports and recreation on the Island.

Manx Sport and Recreation delivers a vast array of programmes and initiatives all over the Isle of Man, for children, young people, adults and the elderly. The Isle of Man Strategy for Sport, published in November 2014, has shaped the vision for much of the work over the next 10 years, with community participation and engagement, health and wellbeing and elite performance at the centre of its core aims. The National Sports Centre hosts a wide variety of sports and activities, attracting attendances of more than 655,000 each year and is the focal point for the development of sport on the Island as well as being a centre of sporting excellence and a unique community venue which improves the health and well-being for all ages and abilities of people. Manx Sport and Recreation delivers a range of initiatives which engage young people all over the island, providing opportunities for thousands of children to get involved and stay involved with sport for a lifetime. It also recognises that there will be certain individuals and groups in society who have found it difficult to access provision and thus there is a clear focus on early intervention to help and support specific target groups and those people with disabilities and to remove any barriers that may exist. IOM Sport helps many athletes realise



their potential and supports them in their quest to become British, European, Commonwealth, World and Olympic Champions, ensuring that the 'Isle of Man' is promoted across the globe and inspiring the next generation of children to become active and involved in a wide variety of sports.

Isle of Man Strategy for Sport 2014 – 2024

Sport and physical activity can make a significant contribution to improving health, community safety, education and social well-being. Together with the ever increasing international sporting success which the Isle of Man has experienced over recent years and the large numbers of people who visit the Island for sporting events and competitions, sport and physical activity can also help grow the local economy.

By working together with other Government Departments, Manx Sport and Recreation have developed the Isle of Man Strategy for Sport 2014 – 2024 which consists of ten objectives aimed at achieving and improving positive outcomes for children, young people, adults and the elderly. The Strategy can help deliver the far wider reaching aims and objectives of the Isle of Man Government and its broader policies and strategies in a cost effective manner to achieve long term savings.

Many of the objectives in the Isle of Man Strategy for Sport 2014 - 2024 complement the wider Government strategies and plans, demonstrating how sport and physical activity can contribute to:

- Programme for Government
- Isle of Man Strategy for Children & Young People

Obesity has become one of the biggest public health concerns around the world. Expensive to treat on its own, it is also responsible for many other related illnesses such as diabetes, coronary heart disease, strokes and joint problems along with the psychological risks that affect mental health and social well being. Forecasts from other Governments around the world indicate that costs will increase ten-fold by 2050 if the issue is not dealt with properly.

Manx Sport and Recreation can be a key service provider to assist the Department of Health and Social Care with the objectives established within

the Health Strategy to ensure that this will not be the case on the Isle of Man in the future by getting more people, more active, more often.

Sport and physical activity can also help improve social inclusion and community engagement. Manx Sport and Recreation can play a significant role in 'The Programme for Government' by making sure the protection of the vulnerable remains a high priority. Embedded within this Isle of Man Strategy for Sport 2014 - 2024 is a commitment to ensuring that children and families have more accessible opportunities to participate in sport and physical activity to help improve their quality of life.

Involvement in sport is vital in preventing and tackling anti-social behaviour. Where young people are bored and have nothing to do, the likelihood of becoming involved in crime and anti-social behaviour becomes greater and consequently so do the costs of dealing with it.



Ten objectives aimed at achieving and improving positive outcomes for children, young people, adults and the elderly

Diverting young people away from anti-social behaviour and providing early intervention programmes using sport and physical activity is essential in helping to keep them out of the criminal and youth justice system and thus reducing costs.

'The Programme for Government' also recognises the importance of enterprise and opportunity. In recent years, the Island has received world-wide coverage as a result of the conveyor belt of sporting talent produced on the Isle of Man. Sports men and women competing in Olympic and Commonwealth Games, World Championships and other major international events has and will continue to produce millions of pounds of publicity for the Isle of Man.

This group of elite performers will also inspire young people on the Island to get involved and stay involved in sport, regardless of their level of participation.

Isle of Man Sport acts as an independent body providing a vital role in supporting and assisting governing bodies on the Island and helping talented athletes fulfil and achieve their potential.

The Isle of Man attracts a large number of visitors who travel to the Island for sports competitions and events. Since 1998, the National Sports Centre has hosted an ever increasing number of international competitions for off-Island participants. Other than events at the National Sports Centre, the natural environment of the Isle of Man is a fabulous location to host and stage large sporting events.

Such facilities, landscapes and access can also contribute to attracting high net worth individuals and skilled workers to the Isle of Man, as families seek good quality sports provision for their children.

The Isle of Man Strategy for Sport 2014 – 2024 aims to align a significant number of its objectives to *The Strategy for Children and Young People 2015 - 2020*. Providing opportunities and provision for children and young people to grow up healthy and safe, reach their full potential and personal development and in doing so be happy, independent and prosperous adults. Participation in physical activity and sports clubs from an early age can contribute to this plan. Through a multi-agency approach with other Government Departments, Manx Sport and Recreation can

contribute to making a difference to the lives of children and young people on the Island.

Following the inspection into Children's Services on the Isle of Man in October 2013, it was identified that the quality of sport and recreation services, provision and facilities was of a very high standard. Verbal feedback from the inspectorate suggested that effective and supportive early intervention will be essential in the future and that there was a need for creativity and innovation across departments for joint planning and continuous improvement. The Isle of Man Strategy for Sport 2014-2024 will contribute to the delivery of this.

Manx Sport and Recreation will be a key service provider in helping other Departments within Isle of Man Government to achieve their objectives.

The Isle of Man Strategy for Sport 2014 – 2024 has been written using a model known as outcome or results based accountability. The aim is to demonstrate the contribution sport can make to the lives of those people who live on the Isle of Man. Manx Sport and Recreation can support other Government Departments to deliver their own strategies and thus save money during a difficult economic climate.

Primary School Swimming

A Vision for the Isle of Man

“To ensure that every child on the Isle of Man in Key Stage 2 (KS2) has the opportunity to participate in weekly, high quality school swimming lessons linked to opportunities within holistic community based programmes, delivered by appropriately qualified people in a safe environment”

Introduction and Aims

The aim of the Isle of Man Policy and Guidelines for Primary School Swimming document is to provide guidance and advice on the safe and best practice of primary school swimming delivery at the NSC and the three regional swimming pools.

All schools must provide appropriate swimming provision for Key Stage 2 pupils whereby pupils should be taught to:

- Swim 25 metres without pause demonstrating **good technique**
- Demonstrate a reaching rescue using available equipment within 2 metres of the poolside
- Demonstrate a throwing rescue using a flotation aid within 5 metre of the poolside

Duty of Care

The delivery of the Isle of Man primary school swimming programme involves a number of partner agencies which will vary between schools and between pool locations:

- Department of Education and Children
 - Manx Sport & Recreation
 - National Sports Centre swimming pool
 - School teachers
 - Swim teachers
- Local authority
 - Swimming pool provision
- Primary School
 - Teachers
 - Poolside assistants
 - Parent helpers
- Department of Infrastructure
 - Transport provision

Manx Sport & Recreation will ensure that all Department of Education and Children swimming teachers delivering swimming lessons are appropriately qualified in the aspects of swimming being taught and will ensure that the delivery of the primary school swimming programme is appropriate to the needs of the children.

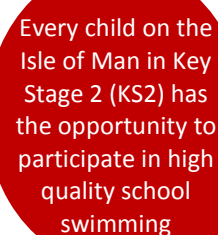
Some primary school teachers may also hold recognised national swimming teaching qualifications and can therefore assume responsibility for all aspects of the lesson delivery. Where this is the case, Manx Sport & Recreation will require details from the school of all appropriately qualified staff.

Where lessons are delivered within the National Sports Centre swimming pool and the regional swimming pools around the Island by a qualified swimming teacher, the duty of care to the pupils remains with the schools' and the school teachers present. It is essential that school staff remain on poolside to provide assistance to the qualified swim teacher employed to lead the lesson delivery.

Responsibilities

Manx Sport & Recreation

The co-ordination and management of the Isle of Man Primary School Swimming programme is the responsibility of Manx Sport & Recreation (MSR).



Every child on the Isle of Man in Key Stage 2 (KS2) has the opportunity to participate in high quality school swimming

MSR are responsible for the following:

- Management of the Isle of Man Primary School Swimming programme
- Management of the DEC Swimming teachers
- Ensuring that the Isle of Man Policy and Guidelines for Primary School Swimming document is maintained up to date and is fit for purpose
- Lesson allocation and swimming timetable
- Ensuring that all risk assessments for the Isle of Man Primary School Swimming programme are in place, up to date and fit for purpose
- Ensure that all parties are aware of the Isle of Man Primary School Swimming Policy and Guidelines document

Pool

The National Sports Centre and the local authority pool providers are responsible for the following:

- Ensuring that there is appropriate pool space available as per the agreed timetable
- Ensuring that there is appropriate lifeguard provision in place during all swimming lessons
- Ensure that Normal Operating Procedures (NOP) and Emergency Accident Plans (EAP) are in place, that users are aware of them and that they can be implemented where necessary
- Ensuring that the pool floors are set to the appropriate levels for the lesson (NSC Only)

School

Individual Primary Schools are responsible for the following:

- Arranging transportation where necessary to and from the swimming pools
- Ensuring that all children are transported safely to and from the swimming pools
- Advise all parents and children that the children should not eat within 30 minutes of the lesson
- Ensuring adequate supervision of children whilst at the pool facility, in the changing areas and on poolside
- All procedures and risk assessments are up-to-date, signed and sent to the appropriate persons/systems ie EVOLVE
- Ensure that all teachers and poolside helpers are aware of facility specific documentation, policies and procedures as well as the Isle of Man Policy and Guidelines for Primary School Swimming document
- Ensuring that the parents of any child involved in an incident are informed of the details
- Ensuring that the swim teachers are aware of any medical/behavioural conditions of any child within the swimming lessons. Any child whose medical/behavioural information is not shared with the swim teachers, is the responsibility of the school teacher present at the lesson
- The safeguarding of all children in attendance at the swimming lesson at all times
- Initiating any safeguarding protocols following the disclosure of information or an incident occurring
- Provide MSR with the details of all members of staff who are swimming qualified

School Teachers/School Support Staff

The school teachers are responsible for the well-being and safety of their pupils at all times. It is essential that teaching staff remain on poolside to

assist the swim teacher delivering the lesson. It is also recommended that teachers accompany their own class to their swimming lesson.

School teachers are therefore responsible for the following:

- The children when travelling to and from the respective swimming pool
- Appropriate supervision of children within the pool facility, when changing in the changing areas and on poolside
- Ensuring that the appropriate medication is available on poolside for those children who require it
- Health and well-being of all children within the lesson in particular those whose medical/behavioural conditions have not been disclosed to the swim teachers
- The showering of all children prior to entering the pool (where necessary)
- Ensuring that the children are wearing the appropriate clothing suitable for the lesson as per the guidelines
- Ensuring that all jewellery is removed from each child prior to the lesson and that should ear rings be worn due to recent piercings, ensure they are suitably covered, preferably by neoprene head bands
- The control of the pupils at all times
- The overall observation of the teaching of their children and the conduct of the class whilst at the swimming pool
- Registering of the children and ensuring that all children are present at the start of the lesson on poolside
- Ensuring that the poolside register (NSC) is completed
- Working alongside and supporting the swimming teacher whilst they are delivering the session
- If teachers are required to be in the pool during the lesson, they must be wearing a t shirt over their costume
- Ensuring that all children leave the pool safely and make their way to the changing area
- Ensuring that all children leave the changing area safely and make their way out of the facility and onto the buses (where appropriate)
- The lead school teacher present is responsible for initiating any safeguarding protocols following the disclosure of information or an incident occurring

Swim Teachers

The Department of Education and Children swim teachers will be suitably qualified and will ensure the

safe conduct of the classes whilst in the water and on poolside in line with good practice and their training.

Swim teachers are responsible for the following:

- The planning and delivery of safe, appropriate and effective swimming lessons in line with elements of the National Curriculum and the Isle of Man Primary School Swimming programme
- Ensuring that all children work towards achieving the minimum standards of the “Green” award by the end of Key Stage 2 (School Year 6)
- Responsible for the pupils whilst they are in the pool during the lesson
- Communicate with the class teacher to ensure that the correct number of pupils are present on poolside prior to the lesson commencing
- Identify appropriate groups for each swimming session
- Have an understanding of the Normal Operating Procedures and the Emergency Action Plan at each facility and the ability to apply these where necessary
- Ensuring that they have a whistle in order to implement the whistle alarm code if required
- Provide lifesaving and first aid skills where necessary
- Ensuring that all relevant qualifications are kept up to date in line with the ASA guidelines
- Recording progress of pupils against the agreed guidelines
- Authorisation of the pool floor movement if required (NSC only)
- Ensure that any safeguarding concerns are passed to the lead school teacher present at the lesson
- Ensure MSR are informed of any raised concerns

Poolside Helpers (includes parents)

All poolside help during the delivery of the primary school swimming lessons is invaluable when done correctly, therefore all poolside helpers should:

- Support and work alongside the swim teacher delivering the session and be given a clearly defined role ensuring that they understand the limits of that role
- Be confident on poolside
- Communicate directly with the swim teacher and other adults on any safety issues that may arise
- Be disciplined

- Be aware of the Normal Operating Procedures and Emergency Action Plans and apply where necessary
- Complete the poolside visitors log (NSC)
- Look after any unwell children and any children who are not taking part in the swimming lesson

Lifeguard Provision

Whenever there are pupils in the water a suitably qualified RLSS adult should be present on poolside who is able to affect a rescue from the water, carry out cardiopulmonary resuscitation (CPR) and effectively carry out emergency procedures.

Swimming lessons should never be delivered without at least one other person present to assist with first aid and rescues if necessary.

Whilst on poolside appropriate footwear must be worn.

Swimming Attire

Pupils should wear appropriate costumes for swimming that conform to safety and teaching requirements. It is important that swimming clothing is tight fitting to minimise the effect of drag in the water and to enable teachers to see the movements that limbs and joints are making in the water to ensure appropriate learning takes place. There are additional safety factors in relation to inappropriate and baggy swimwear to take into consideration which include:



Pupils not wearing the appropriate clothing **will not** be allowed to take part in the lesson

- Increased drag within the water making it increasingly difficult for young people to swim
- Young people in baggy swimwear have increased buoyancy and therefore greater difficulty in swimming
- Floatation devices and woggles can get caught within baggy swimwear posing significant risk to other young people learning to swim
- Other pupils can get caught within baggy swimwear and are at a greater risk of getting into difficulty in the water as a result

Therefore appropriate clothing must be worn by **ALL** pupils during swim lessons:

- No baggy shorts are allowed to be worn
- Bikinis and loose clothing are not permitted

- Those children with long hair must wear swimming hats

Changing Facilities

* PUPILS NOT WEARING THE APPROPRIATE CLOTHING **WILL NOT** BE ALLOWED TO TAKE PART IN THE LESSON AND WILL REMAIN ON POOLSIDE *

Children who swim frequently, or whose eyes are susceptible to irritation, may request to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion.

It is not appropriate for members of the public to share the same changing facilities as those used by school swimmers. Facility providers, wherever possible, should make arrangements for separate changing areas or changing times to be made available for school swimming sessions where a pool is used by members of the public at the same time. When this is not possible, appropriate supervision arrangements should be agreed between the pool and school.

Safeguarding Children Board (Isle of Man)

The purpose of the Board is to ensure that there is effective safeguarding of children and young people in the Isle of Man. It's primary function is to scrutinise and challenge aspects of policy and practice to ensure that all those that provide services to children and young people work effectively together to provide coherent, co-ordinated safeguarding provision. Robust information sharing, communication and collaborative working is critical in ensuring the safeguarding of children and young people.

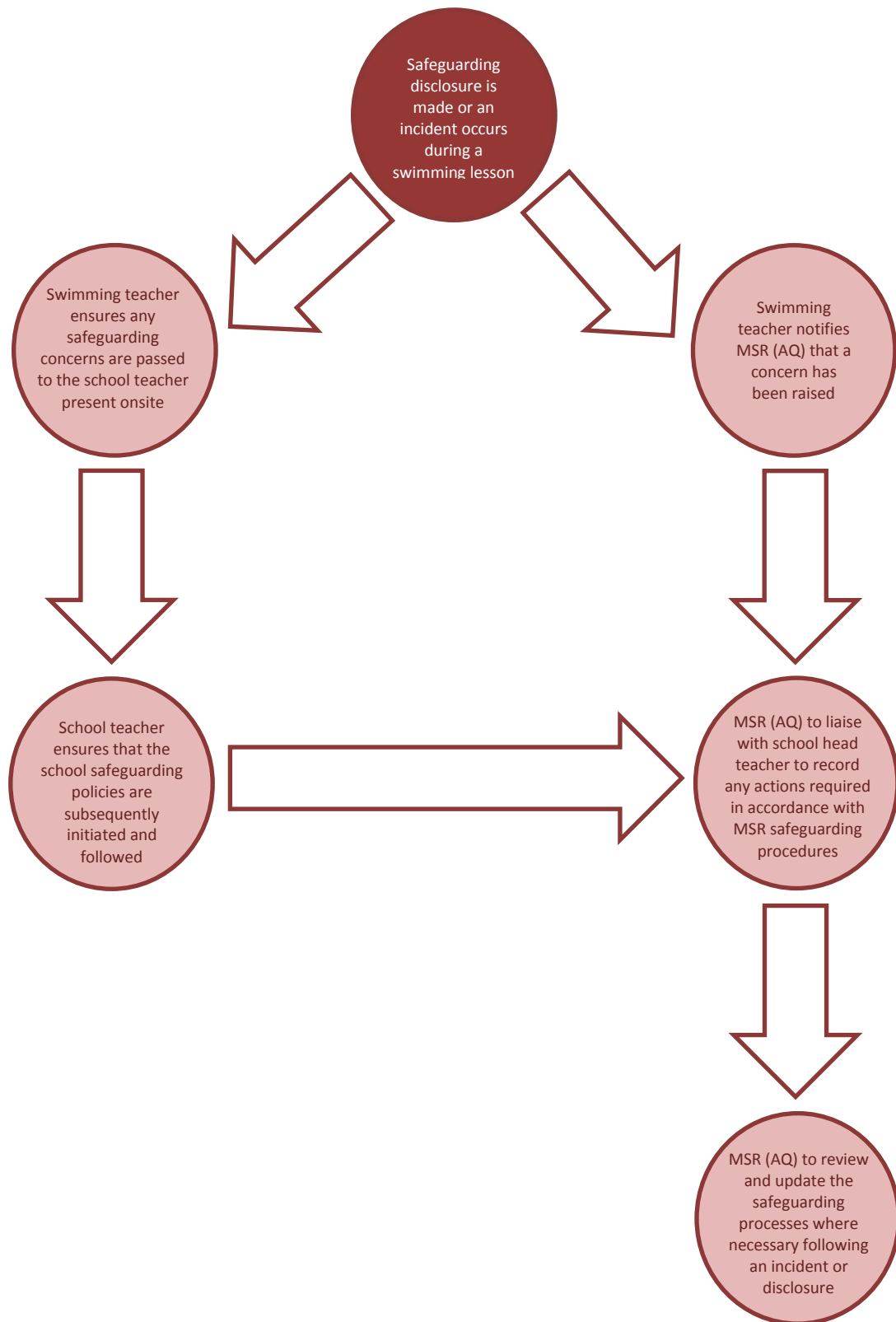
Safeguarding our children and young people is everyone's business.

Individual Primary Schools are responsible for managing any safeguarding concerns raised at any of the swimming lessons relating to their pupils and follow their schools safeguarding reporting procedures. **(It is vital that staff involved with swimming lessons are aware and understand their own schools safeguarding / child protection procedures, and know who their safeguarding children officer/ lead is)**

Where the disclosure is in relation to the swimming teacher, the School would liaise directly with Manx Sport and Recreation and the Primary School Swimming programme manager, Aaron Quinn.

All swim teachers are encouraged to familiarise and follow the Safeguarding Children Board Isle of Man guidelines detailed at www.isleofmanscb.im

Safeguarding Flowchart of Responsibility



Pupil to Teacher Ratios

Each swimming pool used for primary school swimming lessons will have a designated maximum bather capacity appropriate to the size of the pool and the activities taking place within the pool which will be detailed within each pool's Normal Operating Procedures (NOP).

Where possible, pupil to teacher ratios must not exceed 16:1 for primary school swimming lessons.

	HEALTH & SAFETY	QUALITY DELIVERY
NON SWIMMERS AND BEGINNERS - Young children, normally primary school age, being introduced to swimming who are unable to swim 10 metres unaided on back or front	16:1	14:1
IMPROVING SWIMMERS - Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth	16:1	12:1
MIXED ABILITY GROUPS - Pupils with a range of abilities (from improving to competent) where the least able and least confident are working well within their depth. Swimmers techniques, stamina and deep water experience should be considered	16:1	12:1
COMPETENT SWIMMERS - Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes	16:1	16:1
SWIMMERS WITH DISABILITIES - Each situation must be considered individually, as people with disabilities are not a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support, and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group	8:1 with 1:1 support in the water where required	6:1 with 1:1 support in the water where required

Qualifications

Any person delivering a physical education lesson should be competent to do so safely. This involves the necessary skills, knowledge, understanding and expertise to plan, deliver and evaluate a physical education programme.

The Health and Safety Executive highlights four means of demonstrating competence:

- To hold a relevant qualification
- To hold an equivalent qualification
- To have received appropriate in-house training
- To be competent through experience

Therefore staff should be able to demonstrate that they are suitably trained, experienced and qualified to undertake the activities in which they

engage with pupils. Those teaching aquatics should hold recognised and current qualifications.

In addition to any swimming specific qualifications which individuals may have, all Department of Education and Children staff involved with the Isle of Man Primary School Swimming programme will have had the following:

- a satisfactory Disclosure and Barring Services check (DBS) or equivalent Police Check
- up-to-date Safeguarding and Protecting Children training

Swim teachers

- ASA Level 2 Teaching Swimming/Aquatics certificate (or equivalent)
- a satisfactory Disclosure and Barring Services check (DBS)
- up-to-date Safeguarding and Protecting Children training

School teachers

It is the school's responsibility to risk assess the suitability for the teacher and to deem them suitable to be on poolside to aid the swimming teacher with the delivery of the lessons. Where possible, the school teachers will have had the following:

- a satisfactory Disclosure and Barring Services check (DBS) or equivalent Police Check
- up-to-date Safeguarding and Protecting Children training

Poolside helpers (includes parents)

It is the school's responsibility to risk assess the individual poolside helpers and deem them suitable to be on poolside to aid the swimming teacher with the delivery of the lessons. Where possible, the poolside helpers will have:

- a satisfactory Disclosure and Barring Services check (DBS)
- up-to-date Safeguarding and Protecting Children training

Insurances

Poolside helpers and those 'co-opted' to assist the 'insured' (Swim Teachers) are covered by the Isle of Man Government's Liability insurance under the definition of 'Insured Person' or 'Employee'. This is subject to them being under the direct control and supervision of the Department and is subject to the usual terms, conditions and exceptions of the policy.

Swimming Awards

The Department of Education and Children Swimming Teachers must test the stroke element of all awards, except the first certificate (Red). They will also be responsible for monitoring all awards so that similar standards are achieved and maintained at each swimming pool.

Teaching staff and parent helpers may assist in examining the skills section of all awards.

All children qualifying for the awards will receive a certificate. Certificates and badges for Dolphin awards are only available from the Department of Education and Children swimming teachers.

Discretion may be used when testing children with special educational needs.

Grade 1

Buoyancy aids may be used

- 1 Make a safe entry into the water without assistance
- 2 Wet the face without submersion of any kind
- 3 Blow bubbles at the water surface
- 4 Float on the front OR back in a relaxed manner
- 5 Kick the legs on the front OR back, achieving approximately 5 metres travel
- 6 Make a safe exit from the water, with support

Grade 2

Buoyancy aids may be used

- 1 Put the face in water with confidence and comfort
- 2 Blow bubbles whilst the mouth is under the water
- 3 Complete any two of the following floats:
 - front float
 - back float
 - mushroom float
 - star float
- 4 Kick the legs on the front AND back, achieving approximately 5 metres travel in each case
- 5 Climb out of the water safely and with support if necessary

First Certificate (Red)

- 1 Put the face in the water and blow bubbles
- 2 Front glide with face in the water following a push off from the side and show the ability to regain standing
- 3 Swim a minimum of 8 metres on the front or back

Second Certificate (Blue)

- 1 Make an unassisted safe entry into the water (not a jump or dive)
- 2 Place the face in the water and open the eyes to pick up, by hand, an object on the bottom of the pool
- 3 Hold a mushroom float for 5 seconds, regain standing
- 4 Front glide with face in the water for 3 metres showing the ability to regain standing
- 5 Back glide for 3 metres showing the ability to regain standing
- 6 Swim a minimum of 16 metres without pausing, 8 metres on the back and 8 metres on the front, maintaining a reasonable head, body and leg action. Arms should clear the water on front crawl and back crawl

Third Certificate (Orange)

- 1 Perform a push and glide to touch the pool floor with both hands in water which has a minimum depth of 1 metre
- 2 Tread water for 30 seconds in shoulder depth water
- 3 Swim through a hoop submerged in shoulder depth water
- 4 Swim without pause for a minimum of 30 metres using any 2 recognised strokes demonstrating **an improved and effective technique**

Fourth Certificate (Green)

This certificate is the performance measure used by the Department of Education and Children when monitoring and measuring the success of the Isle of Man Primary School Swimming programme for key stage 2 children.

- 1 Scull HEAD FIRST for 5 metres, return sculling FEET FIRST 5 metres
- 2 Demonstrate a reaching rescue using available equipment within 2 metres of the poolside
- 3 Demonstrate a throwing rescue using a flotation aid within 5 metre of the poolside
- 4 Swim 25 metres without pause demonstrating **good technique** in ONE of the following strokes:
 - Backstroke
 - Front crawl
 - Breaststroke
 - Dolphin butterfly
 - Lifesaving backstroke
 - Sidestroke
- 5 Perform two jumps into water of 1.5 depth or more:
 - Pencil Jump with arms by the side
 - Pencil Jump with arms above the head maintaining a streamlined position

Fifth Certificate (Yellow)

- 1 Perform a straddle jump from the side of the pool
- 2 Tread water for 1 minute
- 3 Surface dive and pick up by hand an object from the bottom of the pool in water deeper than own height
- 4 Perform a surface dive and swim 5 metres underwater completely submerged
- 5 Swim 50 metres without pause demonstrating **good technique** in any TWO of the following strokes:
 - Backstroke
 - Front crawl
 - Breaststroke
 - Dolphin butterfly
 - Lifesaving backstroke
 - Sidestroke

The Dolphin Certificate (Purple)

- 1 Enter the water by a sitting or crouch dive (minimum depth 1.8 metres)
- 2 Tread water for 2 minutes with one hand behind the back
- 3 Perform a peaked surface dive from swimming keeping legs straight at all times; retrieve, carry and land an object having swum with it for a distance not less than 5 metres
- 4 Perform a feet first surface dive and swim not less than 5 metres under water
- 5 Swim 200 metres continuously using 1 or more strokes showing the ability to maintain **good stroke technique** throughout the swim
- 6 Swim 75 metres using 3 different strokes demonstrating correct turning and finishing techniques (strokes must comply with ASA Law)

Distance Swimming Certificates

Care must be taken to ensure that the child is capable of completing the distance.

- 1 Swim 25 metres from the deep to the shallow end of the pool using one stroke only which need not comply with ASA Laws
- 2 Further certificates may be given for additional distances

Swimming Challenge Awards – Bronze

For the following grades Sections A and B may be completed on two different occasions, but each section must be completed without pause and in the order listed.

This group of skills test the pupil's ability:

Section A

- 1 To jump into water of at least full reach depth
- 2 To swim 10 metres, followed by a surface-dive into water of at least full reach depth and under water swim for a distance of five metres
- 3 To tread water in a vertical position for three minutes
- 4 To scull head-first on the back for 15 metres with the feet at, or near, the surface throughout

Section B

- 1 To swim 400 metres using two strokes. Changes of stroke can only occur at the completion of a length of the pool. A minimum of 100 metres is to be swum on each stroke
- 2 To climb out at the deep end without assistance

Swimming Challenge Awards – Silver

This group of skills tests the pupil's ability:

Section A

- 1 To plunge dive into water of at least full reach depth
- 2 To swim 100 metres in less than three minutes using any stroke. A change of stroke may only occur at the completion of a length of the pool
- 3 To tread water for two minutes with one hand behind the back
- 4 To swim 10 metres, followed immediately by two surface-dives into water of full reach depth, one head first and one feet first, bringing an object to the surface on each occasion
- 5 To scull head first on the back for 10 metres and return by sculling 10 metres feet first. A horizontal position must be maintained throughout

Section B

- 1 To swim 800 metres: 400 metres on the front and 400 metres on the back. A change of stroke may only occur every 50 metres
- 2 To climb out at the deep end without assistance

Swimming Challenge Awards – Gold

This group of skills tests the pupil's ability:

Section A

- 1 To plunge dive into water of at least full reach depth and swim 100 metres in two minutes, 30 seconds or less, using two different strokes, 50 metres of each
- 2 To tread water for three minutes with one hand remaining above the head throughout. The arm raised may be changed no more than five times
- 3 To scull head-first on the back for 10 metres, move into a tucked position and turn through 360° keeping the head above water. Return to the starting point by sculling feet first with the feet at or near the surface throughout and the hands close to the hips
- 4 To swim 10 metres, perform a forward somersault without touching the pool bottom and continue to swim in the same direction for a further 10 metres

Section B

- 1 To swim 800 metres using three of the following strokes: front crawl, backstroke, breaststroke, butterfly, English backstroke or sidestroke for a minimum distance of 200 metres per stroke. A change of stroke may only occur every 100 metres. This swim to be completed in 25 minutes
- 2 To climb out at the deep end without assistance

Swimming Challenge Awards – Honours

This group of skills tests the pupil's ability:

Section A

- 1 To make a straddle entry into water of at least full reach depth, swim five metres into a piked surface dive to retrieve an object weighing approximately 2kg from water of full reach depth; carry the object using a backstroke or sidestroke for a distance of 20 metres, to land it on the poolside
- 2 To scull 10 metres head first on the back; complete a back somersault finishing in a back layout position; perform a roll to take up a front layout in a fully extended prone position; carry out a front somersault finishing in a front layout position; tuck and rotate backwards into a back layout position and continue to scull feet first for 15 metres. Throughout all sculling and layout positions, the hands must remain close to the hips and the feet must be kept together on or near the surface of the water

Section B

Tests 3 and 4 are to be completed in a total time of 20 minutes without a pause.

- 1 To swim 200 metres front crawl, 200 metres backstroke and either 100 metres breaststroke or 50 metres butterfly. A change of stroke may only occur every 100 metres (except for butterfly)
- 2 To swim 500 metres freestyle during which surface-dive twice head first and twice feet first; on each surface-dive, swim through two hoops four metres apart without surfacing. The tops of the hoops are to be at least one metre below the surface of the water

Personal Survival Awards

Level One

To pass this part of the ASA Water Safety and Survival Awards learners have:

- 1 To enter water of at least full reach depth from the side of the pool by sliding in from a sitting position
- 2 To tread water for two minutes
- 3 To swim 25 metres to a floating object

- 4 To take up and hold the 'H.E.L.P.' position for five minutes in water of at least full reach depth
- 5 To swim 50 metres retaining the floating object
- 6 To climb out from water of at least full reach depth without using the steps or rail or any other assistance
- 7 To answer three questions on when the skills learned might be used

Level Two

To pass this part of the ASA Water Safety and Survival Awards learners have:

- 1 To enter water of at least full reach depth using a straddle entry
- 2 To tread water for two minutes with one arm out of the water (the raised hand to be above the head throughout, candidates may change arms twice throughout)
- 3 To swim 25 metres to a floating object
- 4 To take up and hold the 'H.E.L.P.' position for six minutes
- 5 To participate in a 'HUDDLE' for two minutes using any floating object for support with at least two other similarly clothed swimmers who may be candidates
- 6 To swim 100 metres retaining a floating object
- 7 To climb out from water of at least full reach depth without using the steps or rail
- 8 To answer three questions on when the skills learned might be used

Diving

Is not permitted unless under the direct supervision of the swimming teacher as part of a structured lesson.

Critical factors to take into consideration:

- Depth of water
- Height/weight of pupil
- Angle of entry
- Pupil's previous experience
- Pupil's level of ability

As a general guide, the minimum safe depth for diving is 1.8 metres or the pupils stretched height, whichever is the greater.

When diving from the poolside ensure that pupils are well spaced and that the water is clear of other swimmers.

Jumping into Water

Is not permitted unless under the direct supervision of the swimming teacher as part of a structured lesson.

Pool and Personal Hygiene

Outdoor shoes must not be worn on the poolside.

Good standards of personal hygiene and cleanliness must be maintained at the swimming pools at all times.

Children suffering from the following should not be permitted to swim:

- Infectious diseases
- Skin infections
- Boils
- Burns
- Open wounds
- Colds
- Coughs
- Sore throats
- Nasal catarrh
- Acute sinusitis
- Any discharge from the ears

Anyone suffering from an ear, nose or throat infection (including a blocked nose) should not take part in submerging activities eg diving or swimming underwater. If in doubt, excuse the child and insist on her/him seeking medical advice.

Verrucas

Learning to swim and verrucas can go hand in hand with children and adults alike. These warts on the feet have long been seen as a nuisance. But should parents worry about them? The answer is no.

Few parents would argue verrucas are anything other than a nuisance. However, experience has led the ASA to the opinion that to place resources into eradicating verrucas is a waste of time.

Swimming and verrucas: the best way forward

The use of devices, such as plastic socks, to protect the feet should be discouraged. As with elasticated knee bandages, the socks have limited value other than of attracting attention.

The use of a waterproof plaster is sufficient to cover the verruca during lessons as long as the verruca has been treated.

Verrucas, like most warts, are due to a viral infection of the growing layers of the skin. They get in when the skin is injured in some way.

This is especially the case for barefoot activities surrounding swimming pools. The plantar skin on the base of the feet gets soggy and is more easily damaged.

As with most infections, particularly viral, immunity to the virus occurs in time.

The majority of skin specialists are not in favour of treating verrucas. Many feel that because the virus is so widespread, it's better to spread it as much as possible and as early as possible in the lives of children.

When should verrucas be treated?

The main indication for treating verrucas is intolerable pain or tenderness on walking. This is usually because of the hard skin that accumulates around the wart. So, in short:

If they are causing your child pain, contact your doctor.

Pool Safety Normal Operating Procedures (NOP)

Normal Operating Procedures are written documents used to inform staff and users of the working practices in place in order to maintain pool safety at all times. These are the responsibility of the pool providers who will distribute the information accordingly to all parties.

NOPs are reviewed and updated on a regular basis especially after an emergency and should include some or all of the following:

- Plan of the pool
- List of key hazards
- Rules of supervision
- Systems of work and operational systems
- First aid supplies and training
- Details of alarm systems and other emergency equipment
- Conditions of hire

Emergency Action Plans (EAP) detail what everyone should do in the event of an emergency:

- Overcrowding
- Assault
- Lack of water clarity
- Fire
- Bomb threat
- Serious injury to a swimmer
- Discovery of a casualty in the pool

Manx Sport and Recreation Safeguarding Code of Conduct for Primary School Swimming

As a key provider of sports and recreational activities Manx Sport and Recreation (MSR) staff are in a position where they have regular contact with Children, Young People and Vulnerable Adults. The word 'Child' or 'Children' and 'Young People' is used to refer to anyone under the age of 18. This safeguarding code of conduct links into the Isle of Man's Children and Young Persons Act 2001.

Children, Young People and Vulnerable Adults regularly use our sports facilities in a variety of ways and this may include, wide ranging sports clubs participation, attending sports schemes or participation in wide ranging sports events. Often such groups of people use our facilities and activities without their parents, guardians or carers being present.

When Children Young People or Vulnerable Adults come into contact with us they have the right to feel safe and also enjoy using our facilities.

MSR Staff are in a position of trust when they come into contact with Children, Young People or Vulnerable Adults. Staff could be seen as role models and must act in an appropriate manner at all times. To this end MSR is committed to working to ensure that such groups of people are valued and respected and that their views and concerns are listened to.

This MSR code of conduct has been adapted to include swimming teachers and the delivery of the primary school swimming programme. "Staff" refers to all adults on poolside during swimming lessons.

This code of conduct not only applies to how we treat our wide ranging customer groups it also applies to how staff treat each other.

The following list provides details of what MSR considers to be important and appropriate in relation to Safeguarding.

- All swim teachers to have up to date Safeguard Awareness Training
- All swim teachers must have had a satisfactory DBS check
- Swim teachers must show respect to customers and other members of staff at all times taking into account gender, religion, age and ethnicity. This includes any practical jokes which may be perceived to be harmless fun to some members of staff/customers, but may cause embarrassment and/or distress to others
- Swim teachers are not to leave themselves in vulnerable situations with Children, Young People or Vulnerable adults. Avoid one to one contact with such groups of people in an enclosed environment. For example, do not be alone with these groups of people in isolated areas or transport Children, Young People or Vulnerable Adults in your own vehicle if no other adult is present
- Inappropriate or offensive language must not be directed towards any customers/staff and any form of bullying will not be tolerated
- Do not patronise or treat Children, Young People or Vulnerable Adults as if they are silly
- Do not do things of a personal nature for a Child, Young Person or Vulnerable Adult that they can do for themselves
- In accordance with the Data Protection Act 2002 MSR is committed to storing personal contact details of customers safely and securely. Swim teachers should not disclose personal contact information to anyone that is not authorised to see such information
- Do not give Children, Young People or Vulnerable adults your own personal contact details (mobile number or address).
- Do not act in a way that can be perceived as threatening or intrusive
- Do not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of other Staff Members or Customers.
- The distribution/circulation of images/videos or inappropriate messages to staff or customers via social media or any other means is unacceptable

- Swim teachers must not engage in any inappropriate relationships with Children, Young People or Vulnerable Adults
- Do not engage in a sexual relationship with a Child, or Young Person (under the age of 16) or a Vulnerable Adult. Such behaviour represents a serious breach of trust
- Do not make inappropriate promises to Children, Young People or Vulnerable Adults in relation to confidentiality
- Take all suspicions or allegations of abuse or risk to Children, Young People and Vulnerable Adults seriously and respond to these swiftly and appropriately in compliance with MSR's Safeguarding Policy
- Do not make any assumptions that other people have reported alleged incidents
- Everyone that works for MSR has a duty of care to raise any concerns about inappropriate behaviour of colleagues, volunteers, sports coaches or others
- If you are unsure about any aspect of this Code of Conduct please ask for clarification

The swimming pool provider should have in place a safeguarding policy should any areas of concern be raised and there should be a designated officer in place with a safeguarding responsibility.

Clear guidelines should be in place which highlights the steps to be followed by the designated member of staff in conjunction with the school should a concern be raised.

Risk Assessment

The following risk assessment has been implemented across all pool facilities and includes the delivery of all lessons within these facilities. Localised risks specific to individual venues have been included from the individual facility risk assessment documents.



ACTIVITY	HAZARDS	EXISTING CONTROLS	RISK			ACTIONS REQUIRED
			L	C	H/M/L	
Pre Lesson	Poor venue	All venues are managed by DoEC and are public facilities which have been suitably risk assessed. Each venue has individual specific risk assessments in place relating to the delivery of primary school swimming lessons	1	2	L	Individual venues to have up to date risk assessments in place in relation to the delivery of primary school swimming lessons. Water temperature, quality and clarity checked regularly by pool staff
	Inappropriate/damaged equipment	All equipment checked prior to each lesson by the pool staff	1	3	L	
	Information exchange problems between Manx Sport & Recreation, Swim Teachers, venues and Primary Schools	All Primary Schools, swim teachers and venues have copies of the swimming lesson timetables prior to the school year commencing. Contact details of all parties are shared and also detailed within the Isle of Man Policy and Guidelines for Primary School Swimming document. Centralised swimming email for general enquiries has been set-up together with department email addresses for each individual swim teacher	1	2	L	Information including timetables and Isle of Man Policy and Guidelines for Primary School Swimming document (once complete) to be sent to all schools, venues and teachers
	Poor child protection and supervision	All swim teachers have attended Safeguarding and Protecting Children training. All sessions are attended by school teachers from the relevant school	1	2	L	School teachers present at all lessons
	Inadequate supervisory ratios	Where possible, the Guidelines within this document for swim teacher : pupil ratios are adhered to at all lessons	1	3	L	Ratios detailed in Isle of Man Policy and Guidelines for Primary School Swimming document
	Inadequate preparation	All venues are aware of the timetable and all lessons are planned by the swim teachers prior to delivery in line with ASA recognised guidelines	1	3	L	Clear roles and responsibilities have been communicated with all parties

	Lack of emergency arrangements	Comprehensive Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are in place at all venues	1	3	L	Facility staff responsible for the implementation of such policies if required. Swim teachers, school teachers and poolside helpers are aware of any NOP and EAP in place
	Inadequate clothing	Ensure all children remove jewellery prior to taking part. Ear rings if worn, to be covered by a neoprene head band. Bikinis and loose clothing attire including baggy shorts are not permitted. Swimming hats to be worn by those with long hair. All people on poolside must wear appropriate footwear	2	2	L	No children are allowed to take part in the lesson wearing jewellery and inadequate clothing. Ear rings to be covered by a neoprene head band.
	Changing	Teachers are responsible for the appropriate changing of the pupils prior to the lessons	1	1	L	Teachers supervise changing facility
	Transport of Children	The transport of children to and from the venues is the responsibility of the schools and will be appropriately risk assessed	2	3	M	Schools to ensure internal risk assessments for transportation are in place and are appropriately maintained
	Cramps	Schools need to advise pupils do not consume food or drink within 30 minutes of the lesson.	2	1	L	Schools to advise children and parents
	Class medical equipment	Teachers are responsible for ensuring that the class medical equipment including inhalers and epi pens are readily available on poolside	3	3	M	School to ensure all relevant medical requirements for pupils are transported to the venues with the pupils for the lessons



ACTIVITY	HAZARDS	EXISTING CONTROLS	RISK			ACTIONS REQUIRED
			L	C	H/M/L	
Setting up activities	Inappropriate, damaged or broken equipment	Swimming teachers provided with correct, serviceable equipment. All equipment checked prior to each lesson by the pool staff. Swim teachers to report any shortfalls or damages to pool staff	1	3	L	All equipment to be checked
	Physical hazards (tripping, debris, spillages, leaks, protrusions) in changing areas and on poolside	Prior to each lesson a quick visual inspection of the poolside is done by pool staff to identify and remove any trip hazards. Safe storage for buoyancy aids and equipment.	2	3	M	Pool staff to ensure checks are carried out prior to each lesson
	Manual Handling	All equipment used is of a light and easy nature. Where applicable pool staff organise other equipment as required	1	3	L	
	Lack of awareness of management and emergency procedures	All parties (MSR, schools, teachers, swim teachers and poolside helpers) are aware of their roles and responsibilities and all procedures detailed within the Isle of Man Policy and Guidelines for Primary School Swimming document	1	4	M	MSR to ensure that Isle of Man Policy and Guidelines for Primary School Swimming document is distributed to all schools and swim teachers. Schools responsible for ensuring that all teachers and poolside helpers are familiar with the guidelines
	Early arrival of children	All children arrive onsite together prior to the swim lessons commencing. Individual children should not be arriving early and unaccompanied	1	1	L	
	Unclear Instruction	All swim teachers in charge of the lessons are suitably qualified and able to deliver quality sports sessions	1	3	L	
	Students with additional needs	Where necessary supervision levels increased to	2	1	L	Schools asked to notify swimming teachers

	Infectious Diseases	accommodate. Schools have responsibility to make sure that parents are aware of the Department Policy	2	1	L	of any additional needs
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Division: Manx Sport & Recreation

Area of Activity: Primary School Swimming Lessons



ACTIVITY	HAZARDS	EXISTING CONTROLS	RISK			ACTIONS REQUIRED
			L	C	H/M/L	
Lesson Delivery	Challenging behaviour/medical conditions	Behavioural/medical details are recorded on the school registers	2	2	L	The control and supervision of pupils at all times is the responsibility of the school teachers
	Lifting / Handling of Children	All staff are instructed not to do so – child safeguarding policy	1	2	L	Only staff appropriately trained in handling children and where necessary should do so
	Staff Shortage	Swim teachers to arrange cover from the supply list where necessary	1	2	L	
	Inclement weather	All lessons facilitated at indoor pools therefore should not be affected. Weather may affect transport to and from the venues	2	3	M	Risk assessed by the schools
	Dealing with accidents / incidents on poolside	Teachers are responsible for the supervision of the children on poolside	3	2	M	First aid kits are on sites. Follow facility procedures. At NSC, NSC staff to apply first aid and complete accident forms
	Drowning	Appropriate supervision levels and lifeguard cover in place. All pupils assessed for competence at first lesson. Group separated by ropes across the pool. Pupils are not permitted on poolside without lifeguard cover.	4	3	H	Emergency Action Plans would take affect and teachers to follow lead of the swim teachers and lifeguards. Teachers to ensure supervision of the remainder of the group

Spinal and cranium injuries	Training and instruction in good technique is given. Clear policy and instructions on diving and jumping in. Water depths indicated on poolside signs	1	2	L	
Collisions	Management strategy for safe delivery of sessions with adjacent groups is in place. All sessions are appropriately planned and delivered	1	2	L	
Hair/clothing trapped in outlets	Swimming hats to be worn by all pupils with long hair. Loose swimming attire not permitted	1	3	L	
Choking	Children are not allowed to have any food or chew gum during the swimming lessons	1	3	L	Teachers to ensure that children do not bring food into the facility
Eye injuries from goggles	Pupils and staff taught correct use of goggles. Adults other than parents not permitted to put goggles on to children	1	2	L	
Jewellery	No jewellery to be worn	2	1	L	School teachers to ensure that all jewellery is to be removed before a child takes part in a lesson. Ear rings to be covered by a neoprene head band.
Non participants	Schools are discouraged from bringing non-participants. Pupils in spectator area supervised by a member of teaching staff or a poolside helper	1	1	L	School teachers are responsible for the behaviour of any non participants
Evacuation	In the event of an evacuation the relevant EAP will be implemented. All staff to follow the instructions of the facility staff	2	2	L	School teachers to ensure that all young people are accounted for prior to evacuating the facility and registered once the evacuation is complete
Power Failure	Back up emergency lighting should activate	1	1	L	Follow facility staff instruction



ACTIVITY	HAZARDS	EXISTING CONTROLS	RISK			ACTIONS REQUIRED
			L	C	H/M/L	
End of Sessions	Manual Handling	All equipment used is of a light and easy nature. Where applicable pool staff organise other equipment as required	1	3	L	Teachers supervise changing facility Teachers are responsible for ensuring that all children are present prior to leaving the facility
	Changing	Teachers are responsible for the appropriate changing of the pupils prior to the lessons	1	1	L	
	Late leavers	All children will arrive and leave together. There will be no late leavers.	3	1	L	

MANAGERS SIGNATURE:

PRINT NAME:

Aaron Quinn
DEC Senior Sports Development Officer

DATE:

5th September 2017

COUNTER SIGNATURE:

PRINT NAME:

Paul Bridson
DEC Head of Sport & Recreation

DATE:

5th September 2017

Risk Matrix

Impact severity	Multiplier					
Fundamental	5	5	10	15	20	25
Major	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Minor	2	2	4	6	8	10
Insignificant	1	1	2	3	4	5
	Multiplier	1	2	3	4	5
Likelihood		Rare	Unlikely	Possible	Likely	Almost Certain

LIKELIHOOD

DESCRIPTOR	EXPOSURE
Rare	Exposure infrequent, controls adequate
Unlikely	Occasional exposure, controls adequate
Possible	More frequent exposure, ineffective controls
Likely	Frequent exposure, ineffective controls
Almost Certain	Regular exposure, ineffective controls

IMPACT SEVERITY

DESCRIPTOR	POTENTIAL INJURY/DAMAGE
Insignificant	No injury or damage
Minor	Minor injury or damage
Moderate	Time loss injury (>3 days), damage
Major	Serious injury or damage
Fundamental	Death or severe damage

Management Guide

Overall Risk Rating	Key
1 - 4	Low risk
5 - 10	Medium risk
12 - 25	High risk

