

# VALE OF GLAMORGAN REVIEW GROUP

JANUARY 2013

## STRATEGIC REVIEW OF SCHOOL SWIMMING LESSONS IN VALE OF GLAMORGAN



## 1.0 BACKGROUND

In the past 12 months Wales has seen significant change in the way that aquatics will be developed and Swim Wales, in consultation with Sport Wales have made a decision that Wales is now following the same school swimming assessment criteria that England has been working towards for the last few years. England's mission statement is *"that every child by the age of 11 should be able to swim 25 metres"*. It is essential that as an authority we aim as a minimum to address this target. The first step to achieving this is to formulate a clear picture of the current situation and set out a clear way forward.

In order to achieve this target, Sport Wales and Swim Wales have produced minimum targets for young people to ensure that the mission statement is achieved. The targets below sit comfortably with the Swim Wales Aqua Passport Learn to Swim Framework outcomes throughout which children develop FUNdamental movement and aquatic skills. An overview of the Aqua Passport Framework can be viewed within this document. Although we are unable to provide robust data of the number of children achieving this standard within the authority, it is hoped by implementing new guidelines for the development of swimming, the targets will be achieved by every child.

By the age of 7:  
Children should have learned the fundamentals of swimming, reaching a standard that is equivalent to Aqua Passport Wave 3. This stage is assessed without aids or support, and includes:

- Developing safe entries including submersion
- Swimming up to 10 metres on the front and back
- Progressing rotation skills
- Water safety knowledge

By the age of 11:  
Children should be classified as having learnt to swim, reaching a standard that is equivalent to Aqua Passport Wave 6. This stage includes:

- Developing effective swimming skills, including coordination breathing across all strokes
- Swimming for 50 metres in a chosen stroke
- Understanding water safety
- Knowing how to prepare for exercise

In response to these developments, the School swimming review group have looked in detail at the schools learn to swim programme with a view to improve the quality and standard of aquatics in Vale of Glamorgan. The groups' findings have revealed the current situation is inconsistent and is in need of improvement. Therefore, it is vital that all Head teachers, staff and pupils are provided with the very best standards of teaching, training and achievement.

A review conducted in 2012, which examined the current status of schools swimming, recommended that the primary school 'learn to swim' programme needed to be addressed (*see appendix 1 - Recommendations for School Swimming in Vale of Glamorgan LA document*).

One of the most important issues is finding an effective vehicle for the delivery of school swimming, which will maximise the quality and delivery of the service, which develops the necessary aquatic skills to provide opportunities for involvement in all aquatic disciplines.

Our objective from the outset has been to explore the current situation, analyse the findings and put in place improvements, which will offer the very best programme to ensure the highest standards of achievement for all pupils from all schools.

**The aims are:**

- To provide a clear standard of achievement for every child attending school swimming lessons
- To improve the standard and quality of swimming whilst maintaining and improving the schools swimming usage.
- To ensure every child can swim by the end of year 6
- The Vale of Glamorgan in partnership with Parkwood Community Leisure aims to run a fully inclusive programme, which satisfies the needs of all learners irrespective of ability/disability.
- To provide and adopt a high quality teaching plan for swimming to deliver effective and efficient swimming lessons
- To provide effective development pathways to ensure lifelong participation
- Review the pool programming arrangements and timetabling to achieve the improvements
- To ensure our adults of the future, learn the importance of developing aquatic skills, which will help form a habit of lifelong participation and regular exercise.
- To increase and promote skills, knowledge and experience among all teachers and assistants involved in the delivery of swimming, through the provision of comprehensive Continuing Professional Development (CPD) training and ongoing education services.
- To provide swimming lesson top up scheme during all school holidays in all pools to capture children who fall behind.
- To offer first hand experience through play to help provide a suitable and integrated approach for young children's learning in Aquatics
- Swimming Festivals  
To celebrate success, the swimming coordinators together with school teachers will organise a swimming festival on an annual basis for schools that have attended within that period. This will create a vibrant and exciting environment to promote Aquatics. Parents and family will be encouraged to attend to celebrate in the children's success.

## **2.0 TERMS OF REFERENCE**

### **Vale of Glamorgan School Swimming Provision**

#### **Aim**

To provide an effective and efficient vehicle to deliver school swimming lessons maximising the quality of delivery service whilst creating effective development pathways

#### **Accountable to:**

Vale of Glamorgan Council in partnership with Parkwood Community Leisure

#### **Objectives**

1. Review current usage and establish:
  - Number of primary schools in the county plus establish, which of these schools participate in the county's scheme and in what leisure facility.
  - Determine pupil numbers in each school, frequency of visits to each leisure facility, average numbers and school years attending.
  - Determine Drive time and distance travelled to and from the leisure facility.
2. Consult with Head Teachers with regard to the perception of the current schools learn to swim scheme.
3. To establish the National Curriculum for school swimming.
4. To agree the best Vehicle to deliver educational swimming ensuring the curricular needs are achieved.
5. To establish recommended Health and Safety guidelines determining effective teaching and supervisory ratios
6. To consider and develop a SWOT analysis regarding Intensive lessons as apposed to weekly lessons.
7. To provide guidance to Head teachers with regard to teacher competences and expected outcomes.

8. To establish monitoring reports and performance management information.
9. Develop a formula recommending the amount of pool time to be made available for each primary school.
10. To establish the revenue implications when delivering school swimming and determine whether there are more cost effective ways of delivery without effecting quality.
11. To consult with Welsh Assembly Government, Governing Bodies and other Local Authorities in the UK to determine Best practice.

## **Membership**

Membership of the group will comprise of:

Jenny Hunt	Aquatic Development Officer
Karen Davies	Sport & Play Development Manager
Andrew Honey-Jones	PESS Facilitator
Laura Edwards	Sport Wales Senior Officer
Hanna Guise	Swim Wales Regional Business Manager

In addition, external advice was sought from the following:

- Carmarthenshire County Council, Caerphilly County Borough Council and Rhondda Cynon Taf County Borough Council's Swimming Development Officers
- Teachers – PESS Partnership meeting

#### Membership Requirements:

1. To have full support of the parent bodies in accessing sufficient time, skills, information and administrative support to make necessary contribution to the work of the group.
2. Representatives will be invited to sit on the group to provide additional information and support where appropriate.
3. Members of the group will be empowered and mandated to contribute on behalf of their organisations at meetings.

#### Frequency of meetings

The group will meet on a regular basis.

### **3.0 SCOPE**

All swimming pools run by Vale of Glamorgan Council will be identified for the review. These include the following pools:

- Barry Leisure Centre
- Penarth Leisure Centre
- Llantwit Major Comprehensive School

#### Objective 1:

Review current usage and establish:

4:1 Number of primary and secondary schools in the county plus establish which of these schools participate in the county's scheme and in what swimming facility. (Diagram 1-5)

School Name	Total Number of Pupils in KS2	Number of Sessions Offered	Nearest Swimming Pool Facility	Distance
Albert Primary	377	3	Penarth Leisure Centre	1.1 miles
All Saints C in W	247	2	Barry Leisure Centre	1.3 miles
Barry Island Primary	234	2	Barry Leisure Centre	1.7 miles
Cadoxton Primary	331	2	Barry Leisure Centre	1.7 miles
Cogan Primary	190	1	Penarth Leisure Centre	0.3 miles
Colcot Primary	286	2	Barry Leisure Centre	2 miles
Eagleswell Primary	211	2	Llantwit Major Leisure Centre	1 mile
Evenlode Primary	419	3	Penarth Leisure Centre	2.2 miles
Fairfield Primary	257	2	Penarth Leisure Centre	1.5 miles
Gladstone Primary	389	3	Barry Leisure Centre	0.4 miles
Gwenfo C in W	167	1	Barry Leisure Centre	3.5 miles
High Street Primary	182	1	Barry Leisure Centre	0.6 miles
Holton Primary	409	3	Barry Leisure Centre	1.1 miles
Jenner Park Primary	237	2	Barry Leisure Centre	1 mile
Llancarfan Primary	109	1	Barry Leisure Centre	5.8 miles
Llandough Primary	191	1	Penarth Leisure Centre	1.1 miles
Llanfair Primary	136	1	Llantwit Major Leisure Centre	3.7 miles
Llangan Primary	128	1	Llantwit Major Leisure Centre	6.2 miles
Llanilltud Fawr Primary	243	2	Llantwit Major Leisure Centre	0.1 miles
Llansannor C in W	221	2	Llantwit Major Leisure Centre	8.9 miles
Murch Junior	183	1	Penarth Leisure Centre	2.4 miles
Oakfield Primary	113	1	Barry Leisure Centre	1.8 miles
Palmerston Primary	231	2	Barry Leisure Centre	2.6 miles
Pendoylan C in W	218	2	Barry Leisure Centre	8.6 miles
Peterston-Super-Ely C in W	201	2	Barry Leisure Centre	8.3 miles
Rhws Primary	404	3	Barry Leisure Centre	5.7 miles
Romilly Primary	666	3	Barry Leisure Centre	1.1 miles
St Athan Primary	195	1	Llantwit Major Leisure Centre	3.5 miles
St Bride's Major C in W	185	1	Llantwit Major Leisure Centre	7.4 miles
St David's C in W	149	1	Llantwit Major Leisure Centre	5.9 miles
St Helen's RC Junior	182	1	Barry Leisure Centre	0.7 miles
St Illtyd Primary	395	3	Llantwit Major Leisure Centre	0.5 miles
St Josephs RC	181	1	Penarth Leisure Centre	1.7 miles
St Nicholas C in W	115	1	Barry Leisure Centre	7.3 miles
Sully Primary	390	3	Barry Leisure Centre	3.5 miles
Victoria Primary	485	3	Penarth Leisure Centre	1.9 miles

Wick & Marcross C in W	96	1	Llantwit Major Leisure Centre	4.5 miles
Y Bont Faen	242	2	Llantwit Major Leisure Centre	6.1 miles
Ysgol Dewi Sant	18			
Ysgol Gwaun Y Nant	222	2	Barry Leisure Centre	1.8 miles
Ysgol Gymraeg Pen-y-Garth	354	3	Penarth Leisure Centre	1.1 miles
Ysgol Iolo Morgannwg	201	2	Llantwit Major Leisure Centre	5.8 miles
Ysgol Gymraeg Nant Talwg	31			
Ysgol Sant Baruc	261	2	Barry Leisure Centre	0.4 miles
Ysgol Sant Curig	442	3	Barry Leisure Centre	0.4 miles
St Andrews Major	222	2	Penarth Leisure Centre	

- Llanfair have been attending at Barry Leisure centre, distance = 10.1 miles, but Llantwit Major is closer
- Y Bont Faen have been attending at Barry Leisure Centre, distance = 11.1 miles, but Llantwit Major is closer

**Recommendation:**

R1 To re allocate time slots to all schools by proximity to swimming pools

**Objective 2:**

1:0 To consult with Head Teachers with regard to the perception of the current schools learn to swim scheme.

Cluster Head Teacher meetings have been arranged to confirm the current situation and ensure all Head Teachers and schools were given an opportunity to express their opinions and ideas for improvement. The Head teachers questionnaire findings can be found in appendix 1 - Key point Analysis.

***Recommendation:***

- R1 - All Headteachers that have been consulted have been fully supportive of the actions proposed by VoGCBC in partnership with Parkwood Community Leisure. Consultation to continue with remaining headteachers**
- R2 - Lists of time slots available to be distributed to Headteachers at the earliest possible convenience to allow planning for the next Academic year**

### **Objective 3:**

#### **Curriculum**

To establish the standard for school swimming which satisfies the National Curriculum assessment criteria.

The National Curriculum for school swimming makes references to swimming, which are highlighted below. There are no specific references to swimming targets for achievement at end of Key stage 2, 3 or 4.

#### **Physical Education at Key Stage 2**

“At Key Stage 2, learners build on the skills, knowledge and understanding acquired **through adventurous activities, they learn how to swim, be safe and feel confident in water.** Planning to increase participation in activity might include walking or cycling to school, joining a sports club, **or swimming with the family and friends.**”

#### **KS2**

*Pupils should be given opportunities to:*

- *Develop skills of water safety and personal survival.*
- *Swim unaided for a sustained period of time.*

Pupils should be taught:

1. To develop confidence in water, and how to rest, float and adopt support positions
2. A variety of means of propulsion using either arms or legs or both, in order to develop effective and efficient swimming strokes on the front and back
3. To swim unaided, competently and safely
4. The principles and skills of water safety and survival
5. The need for personal hygiene in relation to pool use

***Recommendation:***

To formally introduce a recommended standard into the delivery of the National Teaching Plan.

Defined as:

“All children to achieve stage 6 of the National Teaching Plan by the end of year 6 (Primary key stage 2)”.

**Age Recommendation**

It is the Sport Wales and Swim Wales target that all children are able to swim 25 metres by the time they leave Primary School. It is the responsibility of schools and their governing bodies to offer opportunities to achieve this curriculum goal. If we are to ensure that all pupils are able to achieve this target, it is imperative that children are offered the opportunity to develop their swimming ability at a younger age. For those children at the end of KS2 who are unable to meet National Curriculum targets, ‘top-up’ sessions can be provided. Top up swimming is an intervention designed to enable every child to achieve the KS2 standard in swimming at primary school.

***Recommendation:***

*To offer school swimming to children at lower KS2 and to track their progress*

*‘Top up’ sessions to be delivered to children unable to achieve the National Curriculum targets*

#### **Objective 4:**

**To agree the best Vehicle to deliver educational swimming ensuring the curricular needs are achieved.**

**4.1** We have established what is being delivered currently by site (Primary only). The table below highlights that all of our pools are using the swimming challenges (Bronze, Silver, Gold) and are not delivering to the National Teaching Plan. This is inconsistent with what is being delivered through community Learn to Swim (LTS) sessions, and this inconsistency is something that needs to be addressed.

Barry Leisure Centre	ASA Swimming Challenges (Bronze, Silver, Gold) & National Curriculum Assessment
Penarth Leisure Centre	ASA Swimming Challenges (Bronze, Silver, Gold) & National Curriculum Assessment
Llantwit Major Comprehensive School	ASA Swimming Challenges (Bronze, Silver, Gold) & National Curriculum Assessment

**4.2** The group needed to establish the best teaching programme to deliver the scheme.

**4.3** The Swim Wales Aqua Passport Learn to Swim Framework is the preferred programme of choice.

The main benefits are:

- The extensive education support programme offered by Swim Wales through UKCC courses, CPD's and National Curriculum Training.
- The Swim Wales Aqua Passport Framework is recognised by Sport Wales as a best practice example
- Swim Wales is the national governing body for aquatics in Wales
- The National Teaching Plan emphasises learning strategies through the National Curriculum.

**4.4** Contingency plans will be put in place for children who have difficulty in achieving the required standard or fall behind for other reasons e.g. illness or absence.

**4.5** Any children falling in to this category will be offered free top up intensive lessons at any pool of their choice during all school holidays as part of the Welsh Assembly Government Free swimming initiative.

**4.6** The top up programme will help create closer links with; pupils, parents and the learn to swim programme in each swimming pool. The aim is to have a positive effect on the pupil's confidence, skill level and development, which will enable the child to hopefully continue in the LTS scheme on a regular basis.

**4.7** Children to be continually assessed to Swim Wales Aqua Passport Framework 'wave' standard

**4.8** Children will be monitored at the end of each course and top up sessions offered to pupils who are off track.

**Recommendation:**

To formally adopt the Swim Wales Aqua Passport Learn to Swim Framework, as the programme of delivery in all Swimming pools in Vale of Glamorgan.

Monitor record and report to the Head Teacher each child's progress through the school learn to swim scheme up to the end of year.

**Objective 5:**

**To establish recommended Health and Safety guidelines determining effective teaching and supervisory ratios.**

**5.1** The Group have consulted with:

- British Swimming Facilities Department
- Swim Wales
- Vale of Glamorgan LA Health & Safety Department

**5.2** These organisations have written a publication called "Safe Supervision for teaching & coaching" which is recognised in the industry as the guidelines for supervisory and teaching ratios for all pools and operators.

**5.3** The recommended ratios for qualified swimming instructors (Level 2) to teach a group is 20 pupils: 1 teacher in school swimming environments. The recommended ratio for teaching beginners is 12 pupils: 1 teacher.

**5.4** Each school will require 1 extra teaching assistant to attend all swimming lessons to satisfy the 1:12 ratio when working with 12 children in one group. This will be under the supervision of a fully qualified teacher who is also teaching on poolside.

**5.5** Training will be provided for all teaching assistants and support staff in all aspects of poolside supervision and teaching. This training would enable the schools instructor to maximise pool space.

**5.6** To ensure the highest quality of teaching, Vale of Glamorgan Council (in partnership with Parkwood Community Leisure) will offer specialist training to all school teachers, teaching assistants and support staff accompanying children to the pool for swimming lessons.

The training on offer would involve:

- National curriculum training Modules 1 for Primary school teachers, teaching assistants and support staff.
- All staff to be trained to National Curriculum Module 1 standard. This can be achieved in one day and will be paid for by Aquatic Development / PESS.

- We would request that staff time is paid for by the school as part of the in service training programme.
- All Swimming Instructor Staff will be trained to UKCC Level 2 standard

***Recommendation:***

To provide training for all primary school teachers; teaching assistants and support staff in all aspects of poolside assistant supervision and National Curriculum Module 1 training.

To recommend all school teachers and teaching assistants attend Pool Safety Award to ensure safe supervision for teaching aquatics.

**Objective 6:**

**To Consider and develop a SWOT analysis regarding intensive lessons as opposed to weekly lessons**

**6.1** National research suggests young people learn best when:

- Group sizes are small
- Pupils swim on a frequent regular basis (i.e. daily)
- When the quality of teaching is of the highest level

**6.2** We have consulted with the Welsh Assembly Government, Governing Bodies and other Local Authorities in the UK to determine Best practice

**SWOT Analysis – Weekly Lessons**

The SWOT analysis below shows the advantages; strengths; weaknesses; opportunities; and threats of weekly lessons

Strengths	Weaknesses
<ul style="list-style-type: none"><li>• Easier to develop teaching plans for school</li><li>• Would not involve schools having to rearrange yearly plan in school</li><li>• Teaching is consistent over the year with reduced period between terms of lessons</li><li>• Environmental conditions will not effect lessons as much</li></ul>	<ul style="list-style-type: none"><li>• Issues with public swimming times</li><li>• Over subscribing during favoured times and periods (creatures of habit)</li><li>• Different lesson times at each pool</li><li>• Short lesson times teachers unable to focus on skills and outcomes</li><li>• Pupil performance and data collection not being tracked</li><li>• No links to learn to swim scheme</li><li>• Teaching assistants have not received training</li><li>• Sessions are missed during the year due to other school activities</li><li>• Pupils not having enough time to practice skill development.</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Potential increase in future customers</li><li>• Increase in LTS &amp; club participation</li><li>• Increased income due to spin off into LTS programme and efficient use of pool space</li><li>• Possibility of additional lessons booked</li><li>• Added value to the programme (attract more schools)</li><li>• Marketing opportunities</li><li>• Additional funding for staff up skilling</li></ul>	<ul style="list-style-type: none"><li>• Education department not buying in to programme</li><li>• Teachers unwilling to participate in up skilling programme</li><li>• Cancellation of bookings leading to unused pool space and loss of revenue</li><li>• Attainment rates not as high as expected during early years leading to drop-out</li><li>• Loss of, or reduced funding meaning elements of programme are unsustainable</li><li>• Private sector involvement</li></ul>

## Vale of Glamorgan School Swimming Lessons - CCC SWOT Analysis – Intensive Lessons

The SWOT analysis below shows the advantages; strengths; weaknesses; opportunities; and threats of intensive lessons

### Content Delivery

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Set school swimming times at all centres</li> <li>• Longer lesson times allowing teachers more time to focus on skills and outcomes</li> <li>• Consistency of programme and teachers delivering it</li> <li>• Intensive learning environment and continuity for pupils</li> <li>• Easier (condensed) travel arrangements</li> <li>• Effective use of school and leisure centre time and resources</li> <li>• Lessons easier to staff for schools</li> <li>• More clarity for centre, schools and public customers</li> <li>• Pupil performance and data collection easier to track</li> <li>• Efficient changeovers</li> <li>• Shared travel arrangements between cluster schools</li> <li>• Efficient administration and booking procedures</li> <li>• Increased availability of pool time for other aquatic activities</li> <li>• Frees up Swimming co coordinator to take responsibility for development of the programme and opportunities to work in partnership with the school to develop the aquatics programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Child absence (e.g. Illness)</li> <li>• Issues with public swimming times</li> <li>• Programme over-intensive for some pupils</li> <li>• Over subscribing during favoured times and periods (creatures of habit)</li> <li>• Volume and quality of teachers available to deliver programme</li> <li>• Long periods of time between each intensive course (use it or lose it)</li> <li>• Bad weather e.g. snow could disrupt delivery</li> <li>• Does not promote habit forming regular exercise</li> </ul>

Opportunities	Threats
<ul style="list-style-type: none"> <li>• Potential increase in future customers</li> <li>• Increase in LTS &amp; club participation</li> <li>• Increased income due to spin off into LTS programme and efficient use of pool space</li> <li>• Possibility of additional lessons booked</li> <li>• Added value to the programme (attract more schools)</li> <li>• Marketing opportunities</li> <li>• Additional funding for staff up skilling</li> <li>• Funding opportunities to subsidise top-up lessons</li> <li>• Improved relationship between local authority and schools</li> </ul>	<ul style="list-style-type: none"> <li>• Education department not buying in to programme</li> <li>• Teachers unwilling to participate in up skilling programme</li> <li>• Cancellation of bookings leading to unused pool space and loss of revenue</li> <li>• Attainment rates not as high as expected during early years leading to drop-out</li> <li>• Loss of, or reduced funding meaning elements of programme are unsustainable</li> <li>• Private sector involvement</li> <li>• Unable to form links with LTS to establish regular exercise within aquatics.</li> <li>• Unable to provide enough places in the LTS programmes.</li> </ul>

### **Recommendation:**

To adopt an intensive programme of delivery made up of 5 lessons per week of 40 minutes duration, over 15 consecutive weekdays.

**Objective 7:**

**To provide guidance to Head teachers with regard to teacher competences and expected outcomes**

**Teacher competencies and Training Issues**

**7.1** Vale of Glamorgan Council has accountability for all aspects of school swimming and ensures all schools participate in the school swimming programme.

The department realises the importance of well - trained and motivated staff. To this end the department can offer training for all teachers and teaching assistants attending with each school. This investment will ensure quality delivery of the Aqua Passport Framework and satisfy Health and Safety poolside supervision and ensure each school attains the agreed standard and curriculum standards through the Aqua Passport Learn to Swim Framework.

The training on offer would involve: Swim Wales National curriculum training Modules 1 & 2 for training teaching assistants. All staff to be trained to Module 1 standard. This can be achieved in one day and will be paid for by Aquatic Development. We would request that staff time is paid for by the school as part of the in service training programme.

A joint approach to the organisation of poolside lesson delivery will result in children learning in a more enjoyable structured system with the emphasis on smaller numbers and quality teaching.

***Recommendation:***

To provide training for all primary school teachers; teaching assistants and support staff in all aspects of poolside assistant supervision and Module 1 teacher training.

## **Objective 8:**

### **To establish monitoring reports and performance management information**

**Aim:** To establish monitoring reports and performance management information for all pupils, which can be, shared with all schools Headteachers; Swimming Teachers and staff. This will enable all interested parties to track swimmers progress.

- All aspects of Data Protection Law will be adhered to.
- At the end of each 3-week block of lessons schools will be given an evaluation sheet to complete to feedback on the programme with a chance to make observation/improvements.
- Head Teachers to agree to this in the SLA. SLA agreement would be binding between schools and swimming pools.
- The review group will conduct a review on a 12 monthly basis to evaluate the scheme and data collection

We will provide monitoring information on:

#### **Measure 1**

Percentage and number of year 6 pupils able to achieve Wave 6 of the Aqua Passport Framework by the end of year 6.

Reports to be produced at each stage of a child's development through the Aqua Passport Framework

#### **Measure 2**

Percentage and number of pupils eligible for top up lessons

#### **Measure 3**

Percentage and number of pupils eligible for top up lessons who were offered places

#### **Measure 4**

Percentage and number of pupils offered top up lessons that were booked onto places by schools

**Measure 5**

Percentage and number of pupils offered top up lessons that actually attended sessions

**Measure 6**

Percentage and number of top up pupils who go on to achieve Wave 6 of the Aqua Passport Framework by the end of year 6

**Measure 7**

Progress by individual pupils will be made available by request from the Head Teacher.

We would expect most pupils to achieve the target assessment in year 6 and to track swimmers through their journey of school swimming. Any who fall behind will be offered free top up lessons during all school holidays in all Vale of Glamorgan Council Swimming Pools in partnership with Parkwood Community Leisure.

***Recommendation:***

The review group will conduct a review on a 12 monthly basis to evaluate the scheme and data collection

## **Objective 9:**

**Develop a formula recommending the amount of pool time to be made available for each primary and secondary school**

**Aim: To improve timetabling arrangements to ensure all schools receive sufficient time in each pool to achieve the required standard**

9.1 The Group was keen to ensure that all swimming pools achieve maximum community use and balancing the needs of both the public and schools was deemed to be key to this. To achieve this, the group requested timetabling arrangements for each site. All pools provided details.

9.2 The Group looked at how the timetables were drawn up and found that priority was always given to schools and that each timetable was developed around their requirements and the needs of the school. As a result, some pools are closed to the public for the majority of the day.

9.3 The Group also learnt that each pool operated independently from each other in terms of timetabling and communication between each of the Head teachers and the Site Managers/ Officers was often minimal.

9.4 The Group acknowledged that whilst it is not possible to satisfy the requirements of all parties it was agreed to adopt a generic model for timetabling for the pools for the greater good of achieving the main objective. The new timetabling would enable greater flexibility in identifying areas for improvement, which may contribute to greater efficiency in travelling costs and time spent travelling on buses.

9.5 A clause was contained within the SLA to set out the financial implications should a school wish to extend its use over this ratio balance i.e.: if more time was required, then a flat rate fee of £45.00 per session over the initial 'fee free' 45mins would apply. The funds generated from this fee would then be used to reimburse the general running costs of the facility.

9.6 The formula of a maximum of 30 pupils per 40 minutes ensures larger schools are given sufficient pool time for all pupils to participate in school lessons. This ensures that all schools are offered the same opportunity

9.7 It is proposed that all school lessons will take place between the hours of 9.15am and 2.50pm in each pool (where possible)

9.8 Lesson duration would be 40 minutes allowing 3 Schools per morning and 2 per afternoon

- Exercise to formulate timetables on spreadsheets has been conducted
- Formula recommending the amount of pool time to be made available for each primary and secondary school
- Exercise to work out pool programme has been conducted
- Exercise has been conducted to calculate no of hours per school

- Exercise carried out to calculate, which schools go to which pool
- Anything above allocated time is chargeable if schools wish to purchase more time
- The training programme for teachers could provide further employment opportunities for classroom assistants to be employed in the learn to swim programme

**Example Timetabling – Penarth Leisure centre**

<b>Monday 6th Sept to Friday 24th Sept 2010</b>					
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
1	1	6.9.13	Monday	9.30 -10.10	Albert Primary School
	1	6.9.13	Monday	10.10 -10.50	Cogan Primary School
	1	6.9.13	Monday	10.50 -11.30	Evenlode Primary School
	1	6.9.13	Monday	1:30 - 2:10	Victoria Primary School
	1	6.9.13	Monday	2:10 - 2:50	Ysgol Pen-y-Garth
	1	7.9.13	Tuesday	9.30 -10.10	Albert Primary School
	1	7.9.13	Tuesday	10.10 -10.50	Cogan Primary School
	1	7.9.13	Tuesday	10.50 -11.30	Evenlode Primary School
	1	7.9.13	Tuesday	1:30 - 2:10	Victoria Primary School
	1	7.9.13	Tuesday	2:10 - 2:50	Ysgol Pen-y-Garth
	1	8.9.13	Wednesday	9.30 -10.10	Albert Primary School
	1	8.9.13	Wednesday	10.10 -10.50	Cogan Primary School
	1	8.9.13	Wednesday	10.50 -11.30	Evenlode Primary School
	1	8.9.13	Wednesday	1:30 - 2:10	Victoria Primary School
	1	8.9.13	Wednesday	2:10 - 2:50	Ysgol Pen-y-Garth
	1	9.9.13	Thursday	9.30 -10.10	Albert Primary School
	1	9.9.13	Thursday	10.10 -10.50	Cogan Primary School
1	9.9.13	Thursday	10.50 -11.30	Evenlode Primary School	
1	9.9.13	Thursday	1:30 - 2:10	Victoria Primary School	
1	9.9.13	Thursday	2:10 - 2:50	Ysgol Pen-y-Garth	
1	10.9.13	Friday	9.30 -10.10	Albert Primary School	
1	10.9.13	Friday	10.10 -10.50	Cogan Primary School	

	1	10.9.13	Friday	10.50 -11.30	Evenlode Primary School
	1	10.9.13	Friday	1:30 - 2:10	Victoria Primary School
	1	10.9.13	Friday	2:10 - 2:50	Ysgol Pen-y-Garth
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
1	2	13.9.13	Monday	9.30 -10.10	Albert Primary School
	2	13.9.13	Monday	10.10 -10.50	Cogan Primary School
	2	13.9.13	Monday	10.50 -11.30	Evenlode Primary School
	2	13.9.13	Monday	1:30 - 2:10	Victoria Primary School
	2	13.9.13	Monday	2:10 - 2:50	Ysgol Pen-y-Garth
	2	14.9.13	Tuesday	9.30 -10.10	Albert Primary School
	2	14.9.13	Tuesday	10.10 -10.50	Cogan Primary School
	2	14.9.13	Tuesday	10.50 -11.30	Evenlode Primary School
	2	14.9.13	Tuesday	1:30 - 2:10	Victoria Primary School
	2	14.9.13	Tuesday	2:10 - 2:50	Ysgol Pen-y-Garth
	2	15.9.13	Wednesday	9.30 -10.10	Albert Primary School
	2	15.9.13	Wednesday	10.10 -10.50	Cogan Primary School
	2	15.9.13	Wednesday	10.50 -11.30	Evenlode Primary School
	2	15.9.13	Wednesday	1:30 - 2:10	Victoria Primary School
	2	15.9.13	Wednesday	2:10 - 2:50	Ysgol Pen-y-Garth
	2	16.09.13	Thursday	9.30 -10.10	Albert Primary School
	2	16.09.13	Thursday	10.10 -10.50	Cogan Primary School
	2	16.09.13	Thursday	10.50 -11.30	Evenlode Primary School
2	16.09.13	Thursday	1:30 - 2:10	Victoria Primary School	
2	16.09.13	Thursday	2:10 - 2:50	Ysgol Pen-y-Garth	
2	17.9.13	Friday	9.30 -10.10	Albert Primary School	
2	17.9.13	Friday	10.10 -10.50	Cogan Primary School	
2	17.9.13	Friday	10.50 -11.30	Evenlode Primary School	
	2	17.9.13	Friday	1:30 - 2:10	Victoria Primary School
	2	17.9.13	Friday	2:10 - 2:50	Ysgol Pen-y-Garth

Block	Week numbers	Date	Day	Time	School
1	3	20.9.13	Monday	9.30 -10.10	Albert Primary School
	3	20.9.13	Monday	10.10 -10.50	Cogan Primary School
	3	20.9.13	Monday	10.50 -11.30	Evenlode Primary School
	3	20.9.13	Monday	1:30 - 2:10	Victoria Primary School
	3	20.9.13	Monday	2:10 - 2:50	Ysgol Pen-y-Garth
	3	21.9.13	Tuesday	9.30 -10.10	Albert Primary School
	3	21.9.13	Tuesday	10.10 -10.50	Cogan Primary School
	3	21.9.13	Tuesday	10.50 -11.30	Evenlode Primary School
	3	21.9.13	Tuesday	1:30 - 2:10	Victoria Primary School
	3	21.9.13	Tuesday	2:10 - 2:50	Ysgol Pen-y-Garth
	3	22.9.13	Wednesday	9.30 -10.10	Albert Primary School
	3	22.9.13	Wednesday	10.10 -10.50	Cogan Primary School
	3	22.9.13	Wednesday	10.50 -11.30	Evenlode Primary School
	3	22.9.13	Wednesday	1:30 - 2:10	Victoria Primary School
	3	22.9.13	Wednesday	2:10 - 2:50	Ysgol Pen-y-Garth
	3	23.9.13	Thursday	9.30 -10.10	Albert Primary School
	3	23.9.13	Thursday	10.10 -10.50	Cogan Primary School
3	23.9.13	Thursday	10.50 -11.30	Evenlode Primary School	
3	23.9.13	Thursday	1:30 - 2:10	Victoria Primary School	
3	23.9.13	Thursday	2:10 - 2:50	Ysgol Pen-y-Garth	
3	24.9.13	Friday	9.30 -10.10	Albert Primary School	
3	24.9.13	Friday	10.10 -10.50	Cogan Primary School	
3	24.9.13	Friday	10.50 -11.30	Evenlode Primary School	
	3	24.9.13	Friday	1:30 - 2:10	Victoria Primary School
	3	24.9.13	Friday	2:10 - 2:50	Ysgol Pen-y-Garth
<b>Monday 27th Sept to Friday 16th of October</b>					
Block	Week numbers	Date	Day	Time	School
2	4	27.9.13	Monday	9.30 -10.10	Albert Primary School

	4	27.9.13	Monday	10.10 -10.50	Evenlode Primary School
	4	27.9.13	Monday	10.50 -11.30	Fairfield Primary School
	4	27.9.13	Monday	1:30 - 2:10	Victoria Primary School
	4	27.9.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth
	4	28.9.13	Tuesday	9.30 -10.10	Albert Primary School
	4	28.9.13	Tuesday	10.10 -10.50	Evenlode Primary School
	4	28.9.13	Tuesday	10.50 -11.30	Fairfield Primary School
	4	28.9.13	Tuesday	1:30 - 2:10	Victoria Primary School
	4	28.9.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	4	29.9.13	Wednesday	9.30 -10.10	Albert Primary School
	4	29.9.13	Wednesday	10.10 -10.50	Evenlode Primary School
	4	29.9.13	Wednesday	10.50 -11.30	Fairfield Primary School
	4	29.9.13	Wednesday	1:30 - 2:10	Victoria Primary School
	4	29.9.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	4	30.9.13	Thursday	9.30 -10.10	Albert Primary School
	4	30.9.13	Thursday	10.10 -10.50	Evenlode Primary School
	4	30.9.13	Thursday	10.50 -11.30	Fairfield Primary School
	4	30.9.13	Thursday	1:30 - 2:10	Victoria Primary School
	4	30.9.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth
	4	1.10.13	Friday	9.30 -10.10	Albert Primary School
	4	1.10.13	Friday	10.10 -10.50	Evenlode Primary School
	4	1.10.13	Friday	10.50 -11.30	Fairfield Primary School
	4	1.10.13	Friday	1:30 - 2:10	Victoria Primary School
	4	1.10.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
	5	4.10.13	Monday	9.30 -10.10	Albert Primary School
	5	4.10.13	Monday	10.10 -10.50	Evenlode Primary School
	5	4.10.13	Monday	10.50 -11.30	Fairfield Primary School
	5	4.10.13	Monday	1:30 - 2:10	Victoria Primary School
	5	4.10.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth

	5	5.10.13	Tuesday	9.30 -10.10	Albert Primary School
	5	5.10.13	Tuesday	10.10 -10.50	Evenlode Primary School
	5	5.10.13	Tuesday	10.50 -11.30	Fairfield Primary School
	5	5.10.13	Tuesday	1:30 - 2:10	Victoria Primary School
	5	5.10.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	5	6.10.13	Wednesday	9.30 -10.10	Albert Primary School
	5	6.10.13	Wednesday	10.10 -10.50	Evenlode Primary School
	5	6.10.13	Wednesday	10.50 -11.30	Fairfield Primary School
	5	6.10.13	Wednesday	1:30 - 2:10	Victoria Primary School
	5	6.10.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	5	7.10.13	Thursday	9.30 -10.10	Albert Primary School
	5	7.10.13	Thursday	10.10 -10.50	Evenlode Primary School
	5	7.10.13	Thursday	10.50 -11.30	Fairfield Primary School
	5	7.10.13	Thursday	1:30 - 2:10	Victoria Primary School
	5	7.10.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth
	5	8.10.13	Friday	9.30 -10.10	Albert Primary School
	5	8.10.13	Friday	10.10 -10.50	Evenlode Primary School
	5	8.10.13	Friday	10.50 -11.30	Fairfield Primary School
	5	8.10.13	Friday	1:30 - 2:10	Victoria Primary School
	5	8.10.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
	6	11.10.13	Monday	9.30 -10.10	Albert Primary School
	6	11.10.13	Monday	10.10 -10.50	Evenlode Primary School
	6	11.10.13	Monday	10.50 -11.30	Fairfield Primary School
	6	11.10.13	Monday	1:30 - 2:10	Victoria Primary School
	6	11.10.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth
	6	12.10.13	Tuesday	9.30 -10.10	Albert Primary School
	6	12.10.13	Tuesday	10.10 -10.50	Evenlode Primary School
	6	12.10.13	Tuesday	10.50 -11.30	Fairfield Primary School

6	6	12.10.13	Tuesday	1:30 - 2:10	Victoria Primary School
	6	12.10.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	6	13.10.13	Wednesday	9.30 -10.10	Albert Primary School
	6	13.10.13	Wednesday	10.10 -10.50	Evenlode Primary School
	6	13.10.13	Wednesday	10.50 -11.30	Fairfield Primary School
	6	13.10.13	Wednesday	1:30 - 2:10	Victoria Primary School
	6	13.10.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	6	14.10.13	Thursday	9.30 -10.10	Albert Primary School
	6	14.10.13	Thursday	10.10 -10.50	Evenlode Primary School
	6	14.10.13	Thursday	10.50 -11.30	Fairfield Primary School
	6	14.10.13	Thursday	1:30 - 2:10	Victoria Primary School
	6	14.10.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth
6	15.10.13	Friday	9.30 -10.10	Albert Primary School	
6	15.10.13	Friday	10.10 -10.50	Evenlode Primary School	
6	15.10.13	Friday	10.50 -11.30	Fairfield Primary School	
6	15.10.13	Friday	1:30 - 2:10	Victoria Primary School	
6	15.10.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth	
No Schools 18th to 22nd of October					
Half Term 25th October to 29th of October					

**Monday 1st of November to Friday 19th of November**

Block	Week numbers	Date	Day	Time	School
3	7	1.11.13	Monday	9.30 -10.10	Albert Primary School
	7	1.11.13	Monday	10.10 -10.50	Evenlode Primary School
	7	1.11.13	Monday	10.50 -11.30	Fairfield Primary School
	7	1.11.13	Monday	1:30 - 2:10	Victoria Primary School
	7	1.11.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth
	7	2.11.13	Tuesday	9.30 -10.10	Albert Primary School
	7	2.11.13	Tuesday	10.10 -10.50	Evenlode Primary School
	7	2.11.13	Tuesday	10.50 -11.30	Fairfield Primary School
	7	2.11.13	Tuesday	1:30 - 2:10	Victoria Primary School
7	2.11.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth	

	7	3.11.13	Wednesday	9.30 -10.10	Albert Primary School
	7	3.11.13	Wednesday	10.10 -10.50	Evenlode Primary School
	7	3.11.13	Wednesday	10.50 -11.30	Fairfield Primary School
	7	3.11.13	Wednesday	1:30 - 2:10	Victoria Primary School
	7	3.11.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	7	4.11.13	Thursday	9.30 -10.10	Albert Primary School
	7	4.11.13	Thursday	10.10 -10.50	Evenlode Primary School
	7	4.11.13	Thursday	10.50 -11.30	Fairfield Primary School
	7	4.11.13	Thursday	1:30 - 2:10	Victoria Primary School
	7	4.11.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth
	7	5.11.13	Friday	9.30 -10.10	Albert Primary School
	7	5.11.13	Friday	10.10 -10.50	Evenlode Primary School
	7	5.11.13	Friday	10.50 -11.30	Fairfield Primary School
	7	5.11.13	Friday	1:30 - 2:10	Victoria Primary School
	7	5.11.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
3	8	8.11.13	Monday	9.30 -10.10	Albert Primary School
	8	8.11.13	Monday	10.10 -10.50	Evenlode Primary School
	8	8.11.13	Monday	10.50 -11.30	Fairfield Primary School
	8	8.11.13	Monday	1:30 - 2:10	Victoria Primary School
	8	8.11.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth
	8	9.11.13	Tuesday	9.30 -10.10	Albert Primary School
	8	9.11.13	Tuesday	10.10 -10.50	Evenlode Primary School
	8	9.11.13	Tuesday	10.50 -11.30	Fairfield Primary School
	8	9.11.13	Tuesday	1:30 - 2:10	Victoria Primary School
	8	9.11.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	8	10.11.13	Wednesday	9.30 -10.10	Albert Primary School
	8	10.11.13	Wednesday	10.10 -10.50	Evenlode Primary School
	8	10.11.13	Wednesday	10.50 -11.30	Fairfield Primary School

	8	10.11.13	Wednesday	1:30 - 2:10	Victoria Primary School
	8	10.11.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	8	11.11.13	Thursday	9.30 -10.10	Albert Primary School
	8	11.11.13	Thursday	10.10 -10.50	Evenlode Primary School
	8	11.11.13	Thursday	10.50 -11.30	Fairfield Primary School
	8	11.11.13	Thursday	1:30 - 2:10	Victoria Primary School
	8	11.11.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth
	8	12.11.13	Friday	9.30 -10.10	Albert Primary School
	8	12.11.13	Friday	10.10 -10.50	Evenlode Primary School
	8	12.11.13	Friday	10.50 -11.30	Fairfield Primary School
	8	12.11.13	Friday	1:30 - 2:10	Victoria Primary School
	8	12.11.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth
<b>Block</b>	<b>Week numbers</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>School</b>
3	9	15.11.13	Monday	9.30 -10.10	Albert Primary School
	9	15.11.13	Monday	10.10 -10.50	Evenlode Primary School
	9	15.11.13	Monday	10.50 -11.30	Fairfield Primary School
	9	15.11.13	Monday	1:30 - 2:10	Victoria Primary School
	9	15.11.13	Monday	2:10 - 2:50	Ysgol Pen-Y-Garth
	9	16.11.13	Tuesday	9.30 -10.10	Albert Primary School
	9	16.11.13	Tuesday	10.10 -10.50	Evenlode Primary School
	9	16.11.13	Tuesday	10.50 -11.30	Fairfield Primary School
	9	16.11.13	Tuesday	1:30 - 2:10	Victoria Primary School
	9	16.11.13	Tuesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	9	17.11.13	Wednesday	9.30 -10.10	Albert Primary School
	9	17.11.13	Wednesday	10.10 -10.50	Evenlode Primary School
	9	17.11.13	Wednesday	10.50 -11.30	Fairfield Primary School
	9	17.11.13	Wednesday	1:30 - 2:10	Victoria Primary School
	9	17.11.13	Wednesday	2:10 - 2:50	Ysgol Pen-Y-Garth
	9	18.11.13	Thursday	9.30 -10.10	Albert Primary School

9	18.11.13	Thursday	10.10 -10.50	Evenlode Primary School	
	18.11.13	Thursday	10.50 -11.30	Fairfield Primary School	
	18.11.13	Thursday	1:30 - 2:10	Victoria Primary School	
	18.11.13	Thursday	2:10 - 2:50	Ysgol Pen-Y-Garth	
9	19.11.13	Friday	9.30 -10.10	Albert Primary School	
9	19.11.13	Friday	10.10 -10.50	Evenlode Primary School	
9	19.11.13	Friday	10.50 -11.30	Fairfield Primary School	
	9	19.11.13	Friday	1:30 - 2:10	Victoria Primary School
	9	19.11.13	Friday	2:10 - 2:50	Ysgol Pen-Y-Garth

**Objective 10:**

To establish the revenue implications when delivering school swimming and determine whether there are more cost effective ways of delivery without effecting quality.

**School Swimming Audit - January 2013**

Proposed Costs	Per 40 minutes	Price per Pupil	£
Lifeguard	£ -	30 pupils	2.00
Swimming Instructor	£ -		
Assistant swimming instructor	£ -		
Pool hire	£ -		
<b>Total cost</b>	<b>£ 60.00</b>		

School Name	Pupil Numbers	Blocks Offered	Number of sessions	Nearest Swimming Pool Facility	total cost
Albert Primary	377	3	45	Penarth Leisure Centre	£ 2,700.00
All Saints C in W	247	2	30	Barry Leisure Centre	£ 1,800.00
Barry Island Primary	234	2	30	Barry Leisure Centre	£ 1,800.00
Cadoxton Primary	331	2	30	Barry Leisure Centre	£ 1,800.00
Cogan Primary	190	1	15	Penarth Leisure Centre	£ 900.00
Colcot Primary	286	2	30	Barry Leisure Centre	£ 1,800.00
Eagleswell Primary	211	2	30	Llantwit Major Leisure Centre	£ 1,800.00
Evenlode Primary	419	3	45	Penarth Leisure Centre	£ 2,700.00
Fairfield Primary	257	2	30	Penarth Leisure Centre	£ 1,800.00
Gladstone Primary	389	3	45	Barry Leisure Centre	£ 2,700.00
Gwenfo C in W	167	1	15	Barry Leisure Centre	£ 900.00
High Street Primary	182	1	15	Barry Leisure Centre	£ 900.00
Holton Primary	409	3	45	Barry Leisure Centre	£ 2,700.00
Jenner Park Primary	237	2	30	Barry Leisure Centre	£ 1,800.00
Llancarfan Primary	109	1	15	Barry Leisure Centre	£ 900.00
Llandough Primary	191	1	15	Penarth Leisure Centre	£ 900.00
Llanfair Primary	136	1	15	Llantwit Major Leisure Centre	£ 900.00
Llangan Primary	128	1	15	Llantwit Major Leisure Centre	£ 900.00
Llanilltud Fawr Primary	243	2	30	Llantwit Major Leisure Centre	£ 1,800.00

Llansannor C in W	221	2	30	Llantwit Major Leisure Centre	£ 1,800.00
Murch Junior	183	1	15	Penarth Leisure Centre	£ 900.00
Oakfield Primary	113	1	15	Barry Leisure Centre	£ 900.00
Palmerston Primary	231	2	30	Barry Leisure Centre	£ 1,800.00
Pendoylan C in W	218	2	30	Barry Leisure Centre	£ 1,800.00
Peterston-Super-Ely C in W	201	2	30	Barry Leisure Centre	£ 1,800.00
Rhws Primary	404	3	45	Barry Leisure Centre	£ 2,700.00
Romilly Primary	666	3	45	Barry Leisure Centre	£ 2,700.00
St Athan Primary	195	1	15	Llantwit Major Leisure Centre	£ 900.00
St Bride's Major C in W	185	1	15	Llantwit Major Leisure Centre	£ 900.00
St David's C in W	149	1	15	Llantwit Major Leisure Centre	£ 900.00
St Helen's RC Junior	182	1	15	Barry Leisure Centre	£ 900.00
St Illtyd Primary	395	3	45	Llantwit Major Leisure Centre	£ 2,700.00
St Joseph's RC	181	1	15	Penarth Leisure Centre	£ 900.00
St Nicholas C in W	115	1	15	Barry Leisure Centre	£ 900.00
Sully Primary	390	3	45	Barry Leisure Centre	£ 2,700.00
Victoria Primary	485	3	45	Penarth Leisure Centre	£ 2,700.00
Wick & Marcross C in W	96	1	15	Llantwit Major Leisure Centre	£ 900.00
Y Bont Faen	242	2	30	Llantwit Major Leisure Centre	£ 1,800.00
Ysgol Dewi Sant	18				£ -
Ysgol Gwaun Y Nant	222	2	30	Barry Leisure Centre	£ 1,800.00
Ysgol Gymraeg Nant Talwg	31			Penarth Leisure Centre	£ -
Ysgol Gymraeg Pen-y-Garth	354	3	45	Penarth Leisure Centre	£ 2,700.00
Ysgol Iolo Morgannwg	201	2	30		£ 1,800.00
Ysgol Sant Baruc	261	2	30	Barry Leisure Centre	£ 1,800.00
Ysgol Sant Curig	442	3	45	Barry Leisure Centre	£ 2,700.00
			1170	<b>Totals</b>	<b>£ 72,900.00</b>

Centre	Number of Schools	Potential Number of Sessions
Barry Leisure Centre	22	44
Penarth Leisure Centre	9	18
Llantwit Major Comprehensive	11	17

**Total Number of Block Sessions** 79

**Objective 11:**

**To investigate cross border usage and agree a Service Level Agreement with neighbouring authorities**

**11.1** Developing and Agreeing Service Level Agreements (SLA's) with Schools

**11.2** During the course of the review the Group explored the use of SLA's and found that there were no such agreements between schools and the Local Authority for school swimming lessons.

**11.3** It should be noted at this point that before any agreement is agreed it should be established in a written format.

**11.4** Through further consultation with Senior Officers, the Group found that it would also be beneficial to the Authority and the School to have these SLA's established in the written format, as it would provide additional assistance to other departments. It would also help the Estyn<sup>1</sup> inspection process, which examines schools' agreement packs. (See SLA example below).

**11.5** With regards to the use of using swimming pools the review highlighted that only primary schools (not secondary schools) used the swimming facilities as part of the National Curriculum.

***Recommendation:***

To formally agree Service Level Agreements and annual timetables with all schools and pools this would support any previous verbal or historical agreement.

Further define in each SLA the demarcation for the liability of insurance and security of both the users and the buildings. Clearly define roles and responsibilities.

To formally record the use of the times and sessions booked by schools (including seasonal trends) in order to inform and provide supporting evidence to assist with the annual review of the Service Level Agreements and timetables. This data transfer would be made via Gladstone IT booking and reception system in each pool.

---

**Example Service Level Agreement ( S.L.A.)**

**Vale of Glamorgan Sport and Play Department**

**Formatted:** Font: (Default) Arial

**SERVICE LEVEL AGREEMENT**

**Formatted:** Font: (Default) Arial, Bold

**To Provide Swimming Pool facilities and Swimming Lessons**

**To  
Primary Schools  
In  
The County of Vale of Glamorgan**

**Formatted:** Font: (Default) Arial

**ACADEMIC YEAR 2013/14**

## **SERVICE LEVEL AGREEMENT**

Proposed arrangements for the provision of swimming pool facilities by Vale of Glamorgan County Borough Council, to primary and comprehensive schools within the Vale of Glamorgan Local Education Authority.

### **1. The Parties**

- a. Service Provider                      Vale of Glamorgan Council in Partnership with Parkwood Community Leisure
  
- b. The Client                                The Department for Education

The main points of contact for this agreement will be Andrew Honey-Jones on behalf of Vale of Glamorgan Council (in partnership with Parkwood Community Leisure) and ..... on behalf of The Department for Education.

### **2. Aim**

The aim of this document is to specify the provision of service mutually agreed between the Client and the Service Provider. This includes the nature of services, the premises involved, the duration of the agreement, charging basis, methods and mechanisms for dealing with variations, service review, any specific exclusions from the agreement and the responsibilities of the Client and Service Provider.

### **3. Services to be provided.**

#### 3.1 Swimming Pools.

Vale of Glamorgan Council (in partnership with Parkwood Community Leisure) will provide the following service in relation to schools usage of swimming pools:

- 1. Each pool facility will provide a nominated member of staff to liaise with schools as required.
  
- 2. Each pool facility will provide an adequate level of qualified staff to supervise the facility and to assist bathers in difficulty. This will also

include first aid treatment to school pupils and staff as required. (N.B. Refer to Schedule B – “Guidelines for Schools using Vale of Glamorgan Leisure Swimming Pools” for teacher: pupil supervisory requirements at pools).

3. Swimming pool staff will ensure that the facility is fit for purpose and safe to use by school pupils and staff.
4. Swimming pool staff will oversee and encourage responsible behaviour by all pool users, and when deemed necessary, report specific incidents to teaching staff for appropriate action to be taken.
5. Bathing loads (i.e. maximum occupancy rates of a pool) will be controlled by pool staff as recommended by industry guidelines and as determined by activity and user profile and ratios given in guidelines.
6. Pool staff will maintain a record of all water-based and dry-side accidents and incidents, which will include the application of first aid.
7. Any incident involving the loss of life, serious injury, or where loss of life or serious injury may have occurred will be reported to Vale of Glamorgan County Council and The Health and safety Executive (HSE) – (RIDDOR '95).
8. Vale of Glamorgan Council will provide adequately trained and or competent staff to deliver the requirements of the National Curriculum. The department will also provide Module 1 training and poolside helper training to all teaching staff, support staff and helpers who accompany children to school swimming lessons. There will be no cost to schools for this training.
9. The nominated Swimming Instructor for School Swimming at each facility will liaise with schools in relation to any swimming issues.
10. Pool staff will monitor and maintain water quality and temperature within recommended parameters as laid down by the Institute of Sport and Recreation Management (I.S.R.M.)
11. Pool staff will be responsible for ensuring the safe evacuation of all users in the event of an emergency. All teachers/supervisors must act under the guidance of the lifeguards/pool staff in the event of any situation, which arises in relation to Health and Safety.
12. Vale of Glamorgan Council will report all building fabric, structural, technical and maintenance issues to the responsible parties in a timely manner so as to endeavour to minimise the disruption to all users.

### **Exclusions**

1. Vale of Glamorgan Leisure Facilities pool staff are not responsible for the supervision of children within any area of the pool facility except in relation to water safety and health and safety procedures N.B. Teacher: pupil ratios are still applicable and the pool staff is

supernumerary to these levels. Vale of Glamorgan County Borough Council will provide general supervision of the facility to a level equal to that offered for normal public usage.

2. Use of activity areas other than the designated pool facilities (except by agreed variation and additional payment).
3. The security and responsibility of teaching staff and school pupils' personal belongings lies with the school. The Department for Education must ensure that they are adequately insured against loss or damage to the above items whilst at leisure facilities - negligence on behalf of Vale of Glamorgan Council excepted.
4. The Department for Education must ensure Public Liability Insurance cover is in place for claims, which may arise against them in relation to activities provided by teaching staff/school representatives.

#### **4. Premises**

- 4.1 The premises included in this agreement are as follows:

Barry Leisure Centre  
Penarth Leisure Centre  
Llantwit Major Comprehensive School

#### **5. Personnel**

- 5.1 Vale of Glamorgan Council in partnership with Parkwood Community Leisure will ensure that adequate levels of staffing are maintained at all facilities to facilitate emergency procedures as and when required.
- 5.2 Parkwood Community Leisure staff will be appropriately trained to ensure that all equipment is erected and dismantled in a safe and proper manner.
- 5.3 Swimming pool staffing will be consistent with recognised industry guidelines. All lifeguards will possess a recognised qualification i.e. National Pool Lifeguard Qualification
- 5.4 Swimming coordinators will be trained and competent to deliver the requirements of the National Curriculum and will endeavour to ensure all children achieve Wave 6 of the Aqua Passport Learn to Swim Framework by the end of year 6/Key Stage 2

5.5 Nominated school swimming instructors from each of Vale of Glamorgan Leisure sites will act as contact officers for school swimming in relation to usage of facilities

## **6. Duration and Termination of Agreement**

6.1 This agreement will cover the period **September 2013 – July 2014**

6.2 Specifically, the agreement relates to the intensive 3-week block period (15 consecutive lessons) within the academic term dates within the above annual period.

6.3 Within the specified academic terms the Swimming Pools detailed in Section 3 will be made available between 9.30a.m. – 2.50 p.m only. (This will alter dependent on Leisure Centre Availability)  
(Excluding any requests for additional lessons or special events).

## **7. Level of usage**

7.1 This agreement is based on the current levels of usage by Vale of Glamorgan schools.

7.2 School head teachers and governing bodies will be required to outline each school's requirements by completion and submission of a booking form to the nominated swimming coordinator at the relevant facility. Details to include, no of 40 minute slots required, pupil numbers in slots, size of school, school years involved in each slot. Distance from the facility. Accompanying Teacher swimming Qualifications.

7.3 Each facility will draw up a programme and timetable of school usage and schools will be allocated time slots. Some of the slots may combine two schools. These schools do not have to be geographically situated although this will be accommodate by geographical positioning where practicably possible

7.4 Each school will be advised in writing of the allocated time at the facility in question.

7.5 Vale of Glamorgan Council will circulate requests for schools' requirements at the beginning of each summer term. Schools will be requested to submit details of their requirements for the forthcoming academic year (September) by Whitsun half term. Vale of Glamorgan Council will advise schools of their allocated timeslots prior to the end of each summer term preceding the forthcoming academic year. Wherever possible each individual school's needs will be accommodated.

## **8. Cost of Service and Payment Terms**

8.1 The cost of the sessions will be

- Pool Usage - £2.30 per pupil
- There will be no cost for lifeguards
- There will be no cost for UKCC Level 2 Instructors

8.2 The allocation allowance is based on 40 minutes per 30 children.

## **9. Variations to Agreement**

9.1 Any variation to this agreement during the annual term may be by mutual agreement between the relevant parties (i.e. the school in question and the school swimming instructor).

9.2 No unilateral variations to be permitted outside the annual review which is to be held during each December to formulate the agreement of each new Service Level Agreement for the forthcoming year.

## **10. Cancellation of Sessions/Unavailability of Facilities**

- 10.1 Vale of Glamorgan Council recognise the need for schools to cancel sessions from time to time – for example – for examinations, staff training days, school trips, concerts etc. Likewise the need will arise for Vale of Glamorgan Council to cancel sessions for special events, maintenance works etc. It is anticipated that a mutual co-operation will develop in such instances.
- 10.2 Where possible a minimum of one week notice in writing will apply to both parties.
- 10.3 It is the schools responsibility to ensure the swimming coordinators are given up to date contact details including email and telephone numbers to ensure efficiency in all matters of communication

## **11. Health and Safety**

- 11.1 Vale of Glamorgan Council will provide to each school using its facilities a copy of the “Emergency Action Procedures” for the relevant site. School teachers, staff and volunteers will be required to familiarise themselves with this document.
- 11.2 All schools using Leisure facilities will be required to participate in emergency evacuation procedures as required. Prior notice will be given to school staff in the event of practice evacuations.
- 11.3 During an emergency evacuation of a facility all teaching staff, school representatives and pupils must follow the instructions of the site staff in order to ensure safe procedures are adhered to.

**12. Parties to the Agreement**

The signatures below confirm agreement to a one-year's service level agreement for the period commencing September 2013 – July 2014 (academic teaching dates only) between Vale of Glamorgan Council and Head teachers/Governing bodies of the Department for Education.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

On behalf of Vale of Glamorgan Council in partnership with Parkwood Community Leisure

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

On behalf of The Department for Education representing the Head teachers and Governing bodies of Vale of Glamorgan Council primary schools

## **SCHEDULE (A)**

### **EQUIPMENT PROVISION**

#### **Equipment provided at site by Vale of Glamorgan County Borough Council:**

1. Full scheme of work and related resources for Waves 1-7 of the Swim Wales Aqua Passport Learn to Swim Framework
2. Floats/buoyancy aids/ teaching aids
3. Equipment for Galas (Lane ropes etc)
4. First aid equipment
5. Rescue equipment
6. Assessment sheets

#### **Equipment provided by schools**

1. Register and list of pupils in relevant classes

## **SCHEDULE (B)**

### **Guidelines for Schools Use of Swimming Pools**

#### **1. Introduction**

The aim of the following Guidelines is to establish a framework for head teachers and swimming pool managers in respect of the delivery of schools swimming instruction. The growing need for such a document stems from the pressures of an increased awareness of Health and Safety and Child Protection issues. The guidelines laid down herein derive from National guidelines, which govern the way Vale of Glamorgan Council manages its facilities.

Whilst they are merely guidelines it should be emphasised that any deviation from the nationally accepted standard without good reason could result in very serious consequences. As a point of principle the document is intended to safeguard individuals from such consequences rather than seek to penalise them.

The policy seeks to provide specific guidance in the following areas:-

- Teaching syllabus i.e. Swim Wales Aqua Passport Framework
- Supervision
- Role of lifeguard/teaching staff/non-teaching staff and pupils
- Emergency procedures/induction training
- General information.

#### **2. Supervision**

This section is intended to cover the issue of safe supervision of the school children and should not be confused with the issue of appropriate levels of lifeguarding.

The following information, therefore, details the responsibility the school has for providing adequate personnel.

In order to ensure a continuity of service throughout the County, it is recommended that each facility provides a 'Schools Swimming Instructor (S.S.I) and that person be made known to the relevant Education personnel.

## 2.1. Competence

All school teaching staff and pool side helpers attending the pool ideally should have a minimum competence and training in basic poolside helper rescue skills, and ASA National Curriculum Module 1 Certificate. The provision of these courses at local pools will be available as part of a regular ongoing programme of staff development for Teachers, Teachers assistants, poolside helpers and parent helpers.

## 2.2. Pupil Staff Ratios

### Poolside

Where the facility provides a separate pool for beginners e.g. Barry Leisure Centre. Maximum number of children allowed in this area is 10, with 1 adult supervising these children in this area of water (teacher or non teaching staff).

### Over 6 years to 11 years

Teaching assistants teaching on poolside; ratio 1 teacher to 12 children. Qualified Teacher ASA Level 2 teaching on poolside; 1 teacher to 20 children. A maximum group consisting of 44 children therefore should have 1 qualified teacher and 2 poolside assistants/ helpers all trained to National Curriculum Module 1.

**Comment [G1]:** Where has this information been taken from? It is incorrect!

### Changing rooms and bus

#### Children attending the pool on the bus

Under the guidelines of WAG regarding adult to pupil ratio adequate supervision should be provided by the school (e.g. ideally there should be a female member of staff and a male member of staff for changing facility requirements ). The maximum allowable is 44 children per 40-minute lesson.

### **3. Voluntary Supervision**

Where a school, due to age and or the ability of the children they bring to the swimming pool are required to make use of voluntary supervisors to assist in supervision it is recommended that:-

The school or The Department for Education and Children conducts a police check on any individual being considered for such a position.

That person is competent, i.e. possesses a level of water confidence determined by training and assessment, which would enable him/her to perform duties required of them as indicated by the school.

**A set of guidelines is issued to the individuals, outlining sound codes of practice relating to the situation in which they will be operating, e.g. children should not be handled other than to perform a rescue, etc. and also what is expected of them. The Leisure Facilities department could offer Poolside helper and Module 1 training to voluntary assistants nominated by headmasters.**

#### **3.1. Disabled Users**

Due to the many forms of disability that a school child may suffer from, each of which requiring specific arrangements with regards to their Health and Safety and general wellbeing, it is recommended that prior to any visit, the relevant school undertake a comprehensive risk assessment so as to establish what measures, if any, need to be introduced.

### **4. Lifeguards**

This section intends to identify the roles and responsibilities of various schools/leisure personnel.

#### **4.1. Role of the Lifeguard**

- The Lifeguard has ultimate control when related to Health & Safety issues.
- To provide a safe environment for users.
- Encourage responsible behaviour by bathers.
- Control bathing loads and supervisory ratios subject to recommendations as given on “Management of Health and Safety in Swimming Pools” and “Pool Lifeguarding”.
- To oversee general conduct.

- To ensure general safety.
- To assist when required in any queries.
- All teachers/supervisors are to act under the guidance of lifeguard instructions.

#### **4.2. Role of the Schools Swimming Instructor**

- In all Health and Safety issues to follow guidance of lifeguards.
- To develop a teaching progression in order to meet the requirements of National Curriculum (See Appendix B).
- To monitor and record all achievement levels within the schools National Teaching Plan to ensure the required standard is met i.e. “All children to achieve Wave 6 of the Swim Wales Aqua Passport Framework by the end of year 6. (Primary key stage 2)”.
- School teachers/supervisors to accept and follow instructions given.
- S.S.I dictates standards after assessment of each child.
- S.S.I only will examine all children in swimming achievement.
- All schools must liaise through the S.S.I. i.e. relevant queries.
- S.S.I will assist schools in keeping accurate records of individual and school achievements.
- S.S.I will liaise with schools with reference to any Gala provision.
- The school swimming instructor has the right to prevent entry to the pool or poolside should a pupil or member of staff not be suitably attired

#### **4.3. Role of School Teaching Staff**

- To assist with the teaching of groups under the direction of the S.S.I
- To maintain and complete an up to date register of all pupils and staff using the pool on a session by session basis
- To follow all advice given by the S.S.I or any pool staff.
- Accustom themselves with correct pool communication skills between lifeguards and themselves.
- To maintain discipline on poolside and changing rooms.
- Maintain correct pool hygiene procedures, e.g. no outdoor footwear.
- Advise S.S.I of any child who has a known medical condition, e.g. epilepsy, diabetics, heart problems.
- Ensure correct ratio of children to supervisors.
- Where possible, ensure that both male and female supervisors are present.
- Teachers will not take it upon themselves to advance any child without consultation with the Schools Swimming Instructor.
- Any issues related to child protection can be directed to Leisure staff.
- Teachers are responsible for ensuring all children are suitably attired and prepared for their swimming lessons
- Teachers are responsible for ensuring all equipment borrowed i.e. floats woggles sinkers are returned to their correct storage area

#### **4.4. Expected Behaviour of the Pupils**

- They should conduct themselves in the correct manner.
- All pupils to be aware and adhere to the pool rules
- They should listen to all instructions given.
- All pupils should wear a suitable swimming hat
- Wear suitable bathers defined by the School Swimming Instructor, no bikinis, no board shorts, cut off's, etc.
- No spectacles, jewellery or watches are to be worn into the water.
- Valuables should not be brought to the pool.
- The wearing of goggles is permitted and recommended, but a full mask is not.
- No flippers or snorkels to be used in the pool.
- Pupils must inform a supervising member of staff if they are leaving the water, i.e. toilets or feeling unwell.

#### **5. Emergency Procedures/Induction Training**

The nominated S.S.I is to ensure that each Head teacher is provided with sufficient copies of the facilities Emergency Evacuation Procedures (If requested) and in addition is coached in the appropriate means of evacuation.

The S.S.I is responsible for informing all Education Personnel regarding the location of fire points, phone protocol, first aid provision and emergency exit points.

Where possible, the S.S.I should instruct Education Personnel in matters such as basic rescue skills, e.g. reach and rescue and how best to alert lifeguards attention, e.g. voice or whistle.

## **6. General Information**

### **6.1. Clothes Storage**

The arrangements for clothes storage differs throughout the various facilities, never the less, ultimately security and responsibility for personal belongings lies with the school.

### **6.2. Changing Room Protocol**

For the safety of the children and their belongings it is imperative that the school supervisors ensure children restrict themselves to the areas designated to them within the changing areas. Under no circumstances will leisure centre staff be used to supervise children in the changing rooms or changing areas. Other than what is described in the centres EAP or NOP.

### **6.3. School Swimming Instructor**

The schools will liaise with Leisure facilities via the S.S.I on matters such as policy, discipline galas, etc.

### **6.4. Swimming Festivals**

To celebrate success, the Aquatic Development Officer, the school swimming instructor together with school teachers will organise an annual swimming festival for schools that have attended within that period. This will create a vibrant and exciting environment to promote Aquatics. Parents and family will be encouraged to attend to celebrate in the children's success.

### **6.4. Spectators**

Those children who are not taking part in the schools swimming lesson must stay in school and not travel to the facility.



## **APPENDIX (B)**

### **Definitions**

#### **Wave 1**

Able to shower water over head, able to swim (using arms and legs) with appropriate swimming aids, able to perform a push and glide with appropriate swimming aids.

#### **Wave 2**

Able to swim short distances (5m) without aids. Can perform push and glide. Comfortable putting face in water. Comfortable with aquatic orientation.

#### **Wave 3&4**

Able to swim increased distances (10m) using a range of strokes, advanced push and glide skills, development of the four leg kicks, understanding of buoyancy and water safety, ability to submerge, ability to tread water.

#### **Wave 5&6**

Proficient in all four leg kicks, can swim 10 metres of all four strokes to the expected standard, developing efficient techniques on all four strokes, breathing technique, sculling, somersaults and basic lifesaving skills. Complete 25m (Wave 5) / 50m (Wave 6) of a recognised stroke.

## APPENDIX (C)

### Teaching Syllabus

All children will follow the Swim Wales Aqua Passport Learn to Swim Framework. Depending upon ability and assessment they will progress through waves 1 to 6 of the Aqua Passport Framework, which satisfies Key Stage 2 National Curriculum.

Each site will provide a full scheme of work and related resources to cover waves 1-6 of the Aqua Passport Framework.

#### WAVE 1

1. Enter and exit the water without assistance
2. Answer 3 questions correctly on pool rules
3. Float on the front with or without assistance and move to an upright position in the water
4. Float on the back with or without assistance and move to an upright position in the water
5. Scoop and splash water onto the face and demonstrate confidence when water is showered over the head
6. On the front, push off from the wall with face in the water and hold a glide position
7. Swim frontcrawl for 5 metres, with aids if needed.
8. Swim breaststroke or butterfly for 5 metres with aids if needed.
9. Swim backstroke for 5 metres with aids if needed
10. Demonstrate a sculling action in a vertical position with aids if needed
11. Take part in a teacher led game in the pool

#### WAVE 2

1. Jump into water, at least 0.9m deep, and exit the water safely unassisted.
2. Whilst kicking with equipment, blow bubbles with face in the water 4 times.
3. Float on the back, unassisted and stand up.
4. Float on the front, unassisted and stand up.
5. Push and glide from the wall on the back.
6. Push and glide from the wall on the front with face in the water
7. Swim 5 metres Backstroke without assistance
8. Swim 5 metres Frontcrawl without assistance
9. Swim 5 metres Breaststroke or Butterfly without assistance
10. From a float on the back, rotate to a float on the front, and rotate to float on the back (longitudinal or horizontal rotation)
11. Demonstrate a head first sculling action on the back for 5 metres in a horizontal position with aids if needed.

#### WAVE 3

1. Without goggles, jump into the water (minimum depth 0.9m). Submerge to collect an object from the pool floor and exit the water without using the steps.
2. Push from the wall on the front in a streamlined position, hold position for 5 seconds, perform a longitudinal rotation onto the back and hold this position for 5 seconds.
3. Swim 10 metres Backstroke with a continuous over water arm action
4. Swim 10 metres Frontcrawl with a continuous over water arm action and breathing to the side
5. Swim 5 metres Breaststroke
6. Swim 5 metres Butterfly
7. Perform a push and glide from the wall on the front, swim 5m, tuck and rotate onto the back and swim to the wall.
8. Answer correctly 4 questions on the Safe Code
9. Demonstrate a feet first sculling action on the back for 5 metres in a horizontal position with aids if needed.
10. Tread water for 15 seconds

WAVE 4

1. Demonstrate 3 underwater Dolphin kicks on the front and back
2. Demonstrate 10m butterfly kick on the front (following FINA Stroke Rules)
3. Demonstrate 10m Backstroke kick in a streamlined position
4. Demonstrate 10m Breaststroke kick on the front (with or without equipment, following FINA Stroke Rules)
5. Demonstrate 10m Frontcrawl kick in a streamlined position.
6. Swim 10 metres Backstroke or Frontcrawl (following FINA Stroke Rules)
7. Swim 10 metres Breaststroke or Butterfly (following FINA Stroke Rules)
8. Demonstrate the HELP Position
9. Demonstrate a series of 3 floating shapes, including a tuck float.
10. Tread water for 30 seconds

WAVE 5

1. Demonstrate 3 different shaped jumps (recommended minimum depth 1.5m)
2. Swim 25m, choice of stroke is optional
3. Swim 15 metres Backstroke (following FINA Stroke Rules)
4. Swim 15 metres Frontcrawl (following FINA Stroke Rules)
5. Swim 10 metres Breaststroke (following FINA Stroke Rules)
6. Swim 10 metres Butterfly (following to FINA Stroke Rules)
7. With a partner demonstrate a series of sculling movements for 45 seconds
8. Tread water for 30 seconds whilst demonstrating an action for getting help then move into the HUDDLE position with a partner or small group
9. Demonstrate a handstand for 5 seconds
10. Perform a forward somersault

WAVE 6

1. Answer correctly 3 questions to show an understanding of preparation for exercise
2. Swim 50m- 25m backstroke/frontcrawl and 25m breaststroke/butterfly
3. Swim 15 metres Breaststroke (following FINA Stroke Rules)
4. Swim 15 metres Butterfly (following FINA Stroke Rules)
5. Demonstrate an underwater push and glide with 3 dolphin kicks into 20m Backstroke (following FINA Stroke Rules)
6. Demonstrate an underwater push and glide with 3 dolphin kicks into 20m Front crawl (following FINA Stroke Rules)
7. Swim 25 metres with clothes on (long sleeves and full length leg items required)
8. Demonstrate a 'shout & signal' rescue
9. Demonstrate a head first surface dive, in water of full reach depth
10. Demonstrate a backward somersault
11. Demonstrate a sitting dive (minimum depth 1.5m)

**APPENDIX D****School Swimming Review - Action Plan January 2013**

<b>Ref</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completed by / when</b>	<b>Review Date (s)</b>	<b>Action Completed Date</b>	<b>Comments</b>
R1	To re allocate time slots to all schools by proximity to swimming pools	Andrew Honey Jones / Jenny Hunt				
R2	To take in to consideration all comments received through the questionnaire and review all suggestions made by Head Teachers in relation to improvements and local considerations.	Jenny Hunt / Andrew Honey – Jones				
R3	To provide a fully bilingual scheme of work and resources covering waves 1 – 6 of the Aqua Passport Framework	Jenny Hunt & Hanna Guise & Translation Dept.				
R4	To formally introduce a recommended standard of swimming. Defined as: <b>“All children to achieve Wave 6 of the National Teaching Plan by the end of year 6 primary key stage 2”</b> .	Review Group				
R5	To formally adopt the Swim Wales Aqua Passport Learn to Swim Framework as the preferred programme of delivery in all Swimming pools in the Vale of Glamorgan in partnership with Parkwood community leisure.	Co - ordinators				
R6	Monitor record and report to the Head Teachers each child’s progress through the school learn to swim scheme up to the end of Key stage 2	Swim Wales/ Facilities				
R7	To provide training for all primary school teachers, teaching assistants and support staff in all aspects of poolside assistant supervision and Module 1 teacher	Swim Wales/ Aquatic Development				

Ref	Action	Responsibility	Completed by / when	Review Date (s)	Action Completed Date	Comments
	training.					
R8	To recommend adopting the ISRM Safe Supervision for teaching and coaching guidelines which determine effective teaching and supervisory ratios  ISRM Safe Supervision for teaching and coaching publication					
R9	To adopt an intensive programme of delivery of 3 - week blocks made up of 5 lessons per week of 45 minutes duration over 15 consecutive week days.	Andrew Honey – Jones & Jenny Hunt				Model proved and evidenced
R10	To investigate with other authorities and the private sector examples, best practice methods of monitoring and recording usage of school swimming lessons in conjunction with Swim Wales with a view to implementing such a range within the Vale of Glamorgan					
R11	The review group will conduct a review on a 12 monthly basis to evaluate the scheme and data collection.	Review Group				
R12	To formally agree Service Level Agreements and annual timetables with all schools and pools this would support any previous verbal or historical agreement	Andrew Honey – Jones & Jenny Hunt				
R13	Further define in each SLA the demarcation for the liability of insurance and security of both the users and the buildings. Clearly define roles and responsibilities.	REVIEW GROUP TO DISCUSS				
R14	To formally record the use of the times and sessions booked by schools (including seasonal trends) in order to inform and provide supporting evidence to assist with the annual review of the Service Level Agreements and timetables. This data transfer would be made via Gladstone IT booking and reception system in each pool	Jenny Hunt				

Ref	Action	Responsibility	Completed by / when	Review Date (s)	Action Completed Date	Comments
	Marketing requirements: 1. <b>Evaluation questionnaire</b> for teachers to complete after pupils have completed 15 - weeks of lessons to help evaluate the programme and put in place improvements	Review Group				

## Guidelines for Schools Use of Swimming Pools

### **1. Introduction**

The aim of the following Guidelines is to establish a framework for head teachers and swimming pool managers in respect of the delivery of schools swimming instruction. The growing need for such a document stems from the pressures of an increased awareness of Health and Safety and Child Protection issues. The guidelines laid down herein derive from National guidelines, which govern the way Vale of Glamorgan Council currently manages its facilities.

Whilst they are merely guidelines it should be emphasised that any deviation from the nationally accepted standard without good reason could result in very serious consequences. As a point of principle the document is intended to safeguard individuals from such consequences rather than seek to penalise them.

The policy seeks to provide specific guidance in the following areas:

- Teaching syllabus i.e. Aqua Passport Framework
- Supervision
- Role of lifeguard/teaching staff/non-teaching staff and pupils
- Emergency procedures/induction training
- General information.

### **2. Supervision**

This section is intended to cover the issue of safe supervision of the school children and should not be confused with the issue of appropriate levels of lifeguarding.

The following information, therefore, details the responsibility the school has for providing adequate personnel.

In order to ensure a continuity of service throughout the County, it is recommended that each facility provides a School Swimming Instructor (S.S.I) and that person be made known to the relevant Education personnel.

## 2.1 Competence

All school teaching staff and pool side helpers attending the pool ideally should have a minimum competence and training in basic poolside helper rescue skills, and ASA National Curriculum Module 1 Certificate. The provision of these courses at local pools will be available as part of a regular ongoing programme of staff development for Teachers, Teachers assistants, poolside helpers and parent helpers.

## 2.2 Pupil Staff Ratios

### Poolside

Where the facility provides a separate pool for novices e.g. ????. Maximum number of children allowed in this area is 10, with 1 adult supervising these children in this area of water (teacher or non teaching staff).

### Over 6 years to 11 years

Teaching assistants teaching on poolside; ratio 1 teacher to 12 children. Qualified Teacher ASA Level 2 teaching on poolside; 1 teacher to 20 children. A maximum group consisting of 44 children therefore should have 1 qualified teacher and 2 poolside assistants/ helpers all trained to ASA Module 1 qualification.

**Comment [G2]:** Need to discuss and confirm what ratios will be used as confusion

### Changing rooms and bus

#### Children attending the pool on the bus

Under the guidelines of WAG regarding adult to pupil ratio adequate supervision should be provided by the school (e.g. ideally there should be a female member of staff and a male member of staff for changing facility requirements ). The maximum allowable is 44 children per 40-minute lesson.

### **3. Voluntary Supervision**

Where a school, due to age and or the ability of the children they bring to the swimming pool are required to make use of voluntary supervisors to assist in supervision it is recommended that:

The school or The Department for Education and Children conducts a police check on any individual being considered for such a position.

That person is competent), i.e. must have completed module 1 to support on poolside, possesses a level of water confidence, which would enable him/her to perform duties required of them as indicated by the school.

A set of guidelines is issued to the individuals, outlining sound codes of practice relating to the situation in which they will be operating, e.g. children should not be handled other than to perform a rescue, etc. and also what is expected of them. Vale of Glamorgan County Borough Council could offer poolside helper and Module 1 training to voluntary assistants nominated by Head Teachers.

### **Disabled Users**

Due to the many forms of disability that a school child may suffer from, each of which requiring specific arrangements with regards to their Health and Safety and general wellbeing, it is recommended that prior to any visit, the relevant school undertake a comprehensive risk assessment so as to establish what measures, if any, need to be introduced.

### **4. Lifeguards**

This section intends to identify the roles and responsibilities of various schools/leisure personnel.

#### **Role of the Lifeguard**

- The Lifeguard has ultimate control when related to Health & Safety issues.
- To provide a safe environment for users.
- Encourage responsible behaviour by bathers.
- Control bathing loads and supervisory ratios subject to recommendations as given on “Management of Health and Safety in Swimming Pools” and “Pool Lifeguarding”.
- To oversee general conduct.
- To ensure general safety.

- To assist when required in any queries.
- All teachers/supervisors are to act under the guidance of lifeguard instructions.

#### **Role of the Schools Swimming Instructor (UKCC Level 2 Qualified)**

- In all Health and Safety issues to follow guidance of lifeguards.
- To develop a teaching progression in order to meet the requirements of National Curriculum (See Appendix B).
- To monitor and record all achievement levels within the schools Aqua Passport Framework to ensure the required standard is met i.e. “All children to achieve Wave 6 of the Aqua Passport Framework by the end of year 6. (Primary key stage 2)”.
- School teachers/supervisors to accept and follow instructions given.
- S.S.I dictates standards after assessment of each child.
- S.S.I only will examine all children in swimming achievement.
- All schools must liaise through the S.S.I, i.e. relevant queries.
- S.S.I will assist schools in keeping accurate records of individual and school achievements.
- S.S.I will liaise with schools with reference to any Gala provision.
- The swimming coordinator has the right to prevent entry to the pool or poolside should a pupil or member of staff not be suitably attired

#### **Role of School Teaching Staff**

- To assist with the teaching of groups under the direction of the S.S.I
- To maintain and complete an up to date register of all pupils and staff using the pool on a session by session basis
- To follow all advice given by the S.S.I or any pool staff.
- Accustom themselves with correct pool communication skills between lifeguards and themselves.
- To maintain discipline on poolside and changing rooms.
- Maintain correct pool hygiene procedures, e.g. no outdoor footwear.
- Advise S.S.I of any child who has a known medical condition, e.g. epilepsy, diabetics, heart problems.
- Ensure correct ratio of children to supervisors.
- Where possible, ensure that both male and female supervisors are present.
- Teachers will not take it upon themselves to advance any child without consultation with the Schools Swimming Instructor.
- Any issues related to child protection can be directed to Leisure staff.
- Teachers are responsible for ensuring all children are suitably attired and prepared for their swimming lessons
- Teachers are responsible for ensuring all equipment borrowed i.e. floats *woggles* sinkers are returned to their correct storage area

### **Expected Behaviour of the Pupils**

- They should conduct themselves in the correct manner.
- All pupils to be aware and adhere to the pool rules
- They should listen to all instructions given.
- All pupils should wear a suitable swimming hat
- Wear suitable bathers defined by the Swimming coordinator, no bikinis, no shorts, cut off's, etc.
- No spectacles, jewellery or watches are to be worn into the water.
- Valuables should not be brought to the pool.
- The wearing of goggles is permitted and recommended, but a full mask is not.
- No flippers or snorkels to be used in the pool.
- Pupils must inform a supervising member of staff if they are leaving the water, i.e. toilets or feeling unwell.

### **5. Emergency Procedures/Induction Training**

The nominated S.S.I is to ensure that each Head teacher is provided with sufficient copies of the facilities Emergency Evacuation Procedures 'Appendix D' and in addition is coached in the appropriate means of evacuation.

The S.S.I is responsible for informing all Education Personnel regarding the location of fire points, phone protocol, first aid provision and emergency exit points.

Where possible, the S.S.I should instruct Education Personnel in matters such as basic rescue skills, e.g. reach and rescue and how best to alert lifeguards attention, e.g. voice or whistle.

\*Please note that the Aquatic Development Officer will be main point of contact for all School Swimming Instructors. All aspects of the schools swimming programme will be evaluated at the end of each 3 - week programme.

### **6. General Information**

#### **6.1 Clothes Storage**

The arrangements for clothes storage differs throughout the various facilities, never the less, ultimately security and responsibility for personal belongings lies with the school.

## **6.2 Changing Room Protocol**

For the safety of the children and their belongings it is imperative that the school supervisors ensure children restrict themselves to the areas designated to them within the changing areas. Under no circumstances will leisure centre staff be used to supervise children in the changing rooms or changing areas, other than what is described in the centres EAP or NOP.

## **6.3 School Swimming Instructor**

The schools will liaise with Leisure facilities via the School Swimming Instructor and Aquatic Development Officer on matters such as policy, discipline galas, etc.

## **6.4 Swimming Festivals**

To celebrate success, the Aquatic Development Officer, Swimming Co-ordinators together with school teachers will organise an annual swimming festival for schools who have attended within that period. This will create a vibrant and exciting environment to promote Aquatics. Parents and family will be encouraged to attend to celebrate in the children's success.

## **6.5 Spectators**

Those children who are not taking part in the schools swimming lesson must stay in school and not travel to the facility.

## **6.6 Criteria for Advancement**

This issue is perhaps one of the most simple to quantify, yet if not standardised can lead to confrontational situations and therefore the safety and well-being of the swimmers being compromised. To ensure uniform standard only the school swimming instructor will complete the assessments in line with the Aqua Passport Framework.

- 3.1 To pass from any stage children will need to satisfy all the criteria of the relevant Aqua Passport Wave. For children who are struggling to achieve a specific outcome within a stage to meet the expected standard, then that swimmer could still progress at the discretion of the School swimming instructor without obtaining the award at that point.
- 3.2 While swimmers are physically unable (due to a disability) to ever achieve an outcome listed, the award should be granted based on the achievement of the remaining outcomes or a suitable adaptation to meet the needs of the individual. This relies upon the sound professional judgement of the school swimming instructor to make this decision, in order not to lessen the quality of the award.
- 3.3 All movement within the programme will be at the discretion of the school swimming instructor.

**Objective 12:**

To consult with Welsh Assembly Government, Governing Bodies and Local Authorities in the UK to determine best practice

**12.1** The group researched extensively with cooperation from WAG, Swim Wales, the ASA and other local authorities in the UK:

- Cardiff Swot Analysis of school swimming intensive v weekly lessons model
- Carmarthenshire School Swimming Programme
- Newport City Council School Swimming Programme
- The ASA National Teaching plan Guidance on School Swimming
- Caerphilly County Borough Council School Swimming Programme

**Conclusion:**

The work undertaken by the Group has revealed some important evidence based areas for improvement. Whilst each swimming pool ensures that a timetable is available for all schools, there are still issues that require addressing.

In conclusion to the review, it can be noted that the Authority is keen to resolve the issues surrounding the schools learn to swim programme and continues to search for the correct balance. The Authority has a vested interest in maintaining the health and well being of the residents of the County, whether that is pupils of schools or the community as a whole, and it is hoped that the work undertaken during this review will be continued to be built upon to benefit all parties involved.

The improvements outlined above to be adopted once the following actions have been completed:

1. Consultation with all Headteachers
2. Agree budgetary issues i.e. level of funding to come from within the Leisure budget, prepare costings
3. Formally consult and agree with Leisure staff and School Swimming Instructors
4. Agree who sits on the evaluation panel to monitor and review progress
5. Review the scheme after 6 months to evaluate it's impact