

# Grange Primary School



## SEN Swimming Policy

September 2025

***Belong Believe Achieve***

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## 1. Inclusion and Equality

### Grange Primary School Statement on Equality

Grange Primary School is committed to equality both as an employer and a service provider. We aim to make sure that no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or beliefs, their sexual identity and orientation. We are committed to:

- Ensuring that everyone is treated fairly and with respect.
- Making our school a safe, secure and stimulating place for everyone.
- Consulting and involving people from different groups in our decisions, for example, through talking to pupils and parents/carers and through our Junior Leaders.
- Recognising that people have different needs and that promoting equality will involve addressing those needs rather than treating everyone the same.

### 1.1 Why we take our SEN swimmers swimming

The purpose of our SEN swimming group will help further personal development by:

- To develop the personal and social development of children and their health and well-being;
- Help build children's confidence in their abilities and use muscles in their bodies
- To promote a valuable life skill
- Develop children's social development and teamwork skills by

The SEN swimming group will help the children meet the requirements of the National Curriculum;

All schools must provide swimming instruction either in key stage 1 or key stage 2. In particular, pupils should be taught to:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively [for example, front crawl, backstroke and breaststroke]
- perform safe self-rescue in different water-based situations

## **2. Roles and Responsibilities**

The roles and responsibilities of staff support are as follows:

### **2.1 The SENCo:**

- complete a risk assessment of the swimming pool
- inform staff of procedures
- inform parents of swimming arrangements
- Work with the PE lead in ensuring that the SEN swimming policy and risk assessment are updated and monitored regularly

### **2.2 Supporting adults**

-The welfare of children in changing room including supporting children getting changed where needed. By helping children get changed, staff are reminded not to be alone in the changing room with any child and to always have supervision from other staff when assisting with changing another child

-Following the school's Safeguarding procedures as laid out in the Safeguarding policy whilst also ensuring that they are following the policy

- Overall maintenance of good discipline;
- Walk children between school and the swimming pool in a safe manner
- Counting children into and out of the building and recording these numbers so that they are visible;
- Ensuring the water safety of all children;
- maintaining a safe working environment by ensuring the swimming pool and changing rooms are kept tidy
- Accompanying children to the toilet when necessary;
- Confirm attendance levels and any relevant medical information with the swimming instructors;
- Decide about the provision for children with special needs and confirm risk assessment;
- Adhere to health and safety requirements including foot coverings whilst at poolside;
- Keep a register of pupil's attendance and discuss with adults any concerns about pupils;
- Assist any pupils needing medical attention including supporting children with needs relating to diabetes and mobility;

### **2.3 The role of the PE subject leader:**

- Maintain a record of children's swimming achievements

- Ensure the recommended teacher ratios are adhered to
- Assist the SENCo in updating and monitoring the SEN swimming policy on a regular basis

#### **2.4 The swimming instructor(s) will:**

- Have full ASA Teachers Award or an STA equivalent as well as a life-saving award recognised by Health and Safety Unit.
- Possess a relevant First Aid certificate.
- Make sure all children and teachers know safety drills.
- Have all equipment ready and in the correct place in the teaching area whilst ensuring the swimming pool and changing room areas are kept safe and clean
- Consult with the accompanying teacher and agree arrangements to be made about the provision for children with special needs and confirm risk assessment.
- Ensure children know the procedure for the start/end of lesson, their grouping and assigned area of pool and teacher.
- To assess and record pupil progress.

#### **2.5 Pupils**

- With support from their parents/carers ensure that they are bringing a full swimming kit with them including a towel, swimming hat and where needed goggles and ear plugs. Girls should wear a one-piece swimsuit and boys should wear swimming trunks. Provision must be made for alternative attire for minority ethnic attire.

- Focus and listen to instructions throughout
- Inform supporting adults when they don't feel well or are uncomfortable in any way so adults can make adaptations to support children

### **3. Behaviour**

The swimming pool is a place of work and should be treated as a classroom with the same rules regarding behaviour.

### **4. Monitoring arrangements**

This document will be reviewed year, but may be reviewed and updated more frequently if necessary. It will be reviewed by the school's governing body, Headteacher and SENDCo.

It will be approved by the school's governing body.

### **5. Links with other policies**

This accessibility plan is linked to the following policies and documents:

- Risk assessment policy
- Health and safety policy
- Equality and Inclusion Policy
- Special educational needs (SEN) information report
- SEND policy

### **Further information and advice**

[https://councilfordisabledchildren.org.uk/sites/default/files/field/attachemnt/equality-act-schools\\_online.pdf](https://councilfordisabledchildren.org.uk/sites/default/files/field/attachemnt/equality-act-schools_online.pdf)

<http://www.legislation.gov.uk/ukpga/2010/15/schedule/10>

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>



**6. Risk Assessment LONDON BOROUGH OF SOUTHWARK**  
**CHILDRENS and ADULTS SERVICES TASK or ACTIVITY - RISK ASSESSMENT FORM**

<b>Officer Name</b>	David Bucknall	<p>Severity of injury:</p> <p>1=Slightly harmful – E.G. Cuts, abrasions, bruising                  2=Harmful – Fractures, dislocations                  3=Extremely harmful – Fatality, long term injuries/illness</p> <p>Likelihood:</p> <p>1=Highly unlikely – Has not occurred before, feasible</p>	<u>Risk Level Estimator</u>	Slightly Harmful	Harmful	Extremely Harmful
<b>Business Unit:</b>	Grange Primary School		Highly Unlikely	<b>Trivial Risk (1)</b>	<b>Tolerable Risk (2)</b>	<b>Moderate Risk (3)</b>
<b>Location:</b>	Darwin Court		Unlikely	<b>Tolerable Risk (2)</b>	<b>Moderate Risk (4)</b>	<b>Substantial Risk (6)</b>
<b>Occupation:</b>	SENCo		Likely	<b>Moderate Risk (3)</b>	<b>Substantial Risk (6)</b>	<b>Intolerable Risk (9)</b>
<b>Assessment Date:</b>	9 <sup>th</sup> September 2024					

**RISK ASSESSMENT FOR:**

TASK OR ACTIVITY	HAZARD	PEOPLE AFFECTED	PRESENT CONTROLS	SEVERITY  (1-3)  A	LIKELIHOOD  (1-3)  B	RISK RATING  <b>LEVEL</b>  A x B	REVISED CONTROLS to further reduce risks
Walking to Darwin Court and walking back	Crossing roads with traffic and being run over	All children attending	<p>Children to walk with whole class and register taken before we leave.</p> <p>Adults to stand in the road when crossing the road to help warn oncoming traffic. With lead adult leading the line.</p> <p>Patricia (TA) to push Akram in chair, Bernice (TA) to push Samar in chair, Anna (TA) to walk with Sophia, DB (SENco) to</p>	3	1	3	Amina (CT) to lead the class

			push Ava in chair.				
Walking to Darwin Court and walking back	Children getting lost or missing from line	All children attending	Children to wander out of line when walking with group.	1	1	1	It's only a short walk and a familiar walk so shouldn't need much controls
Getting Changed	Children not able to dress/undress themselves	All children attending	Children will need support getting changed:  Samar- Bernice Akram* & Ava - Patricia Annabelle & Sophia- Anna  *Children to get changed in the female changing facilities with Akram using his own private cubicle.	1	1	1	1:1 to support children in getting changed for swimming
Getting Changed	Other people not associated with the school in the changing room	All children attending	We have hired the pool for our use. When we are getting changed to swim, other members of the class may be in the changing room. Getting changed back the changing rooms should be empty.	1	1	1	Adults to check the changing rooms before accessing
Diabetes monitoring	Removal of AMA's diabetes equipment before swimming	AMA & SMA	Dad will show us how to remove the diabetes equipment. Once shown staff to attempt themselves and only continue if they feel comfortable in doing so.  Bernice and Patricia to check diabetes level before the children swim and if the children are too high/low then the children to be stopped from swimming until their levels	3	1	3	Dad and diabetes team to advise staff before implementing changes in the pool

			stabilise				
Swimming	Keeping all children safe from risk of drowning	All children	<p>The pool will have one member of staff in the pool and another on the outside.</p> <p>The school will ensure that 3 members of staff poolside watching their children and one member of staff in the pool to support children with swimming.</p>	3	1	3	One member of the school staff in the pool with the children.
Walking around the pool	Slipping when wet	All children involved with swimming	Adults on poolside to remind children to walk. Children to be reminded of the instructions before and after every session.	2	1	2	
Getting in/out of the pool	Helping those with mobility issues get into the pool	AMA, SMA and ASW	<p>Children with mobility issues to be supported in getting and out of the pool.</p> <p>DB in the pool to support where necessary along with swimming instructor.</p> <p>Hoist to be used for those wheel chair based children to getting in the pool if needed as provided by Darwin Court.</p>	1	1	1	Hoist as provided by Darwin Court to support children in getting and out of the pool
Getting changed back to school uniform	Lost clothing or hurting themselves when getting changed	All children attending	<p>All children to store their clothing in lockers provided.</p> <p>If items are missing, staff to call the school and ask families to bring clothing up to the swimming pool with us.</p> <p>Changing arrangements same as above: Samar- Bernice Akram* &amp; Ava - Patricia</p>	1	1	1	

			Annabelle & Sophia- Anna  *Children to get changed in the female changing facilities with Akram using his own private cubicle.				
Getting changed and taking too long for pick up time (3:30pm)	Parents waiting for the children to return from swimming as the session runs from 2:30-3pm	All children and parents attending	Children will need support getting changed. Therefore parents will be told that there is a later pick up time for those swimming- 3:45pm	0	2	0	Pick up time for those attending swimming is 3:45pm.
Walking back from Darwin Court in small line	Less adults to support children in walking back from the swimming pool	All children walking back to and from the swimming pool	Crossing the road will have less adults so Patricia to take Akram and Sophia and DB to take Ava and Annabelle with Anna standing in the road	1	3	3	

# LONDON BOROUGH OF SOUTHWARK

## CHILDREN'S and ADULTS SERVICES TASK or ACTIVITY - RISK ASSESSMENT FORM

### SUMMARY OF ACTIONS REQUIRED, RESPONSIBILITY AND TIMESCALES

From the identified risk level action must be taken as follows:

RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL(1)	No action required. Does not need to be recorded.
TOLERABLE (2)	No additional controls are required. However additional control measures may be introduced to improve safety.
MODERATE (3-4)	Action is needed within 6 months to reduce the risk.
SUBSTANTIAL (6)	Work should not be started until the risk has been reduced. Action should be taken immediately where the risk involves work in progress.
INTOLERABLE (9)	Work should not be started or continued until the risk has been reduced.

The box below should be completed if any risks are identified that require additional controls or actions. The risk should be clearly identified, the required actions/controls outlined and the person responsible for the implementation of the required actions/controls named and appropriate timescales allocated to each action

RISK	Risk level	Action Required	Responsibility	Timescale
Diabetes monitors not responding or correctly fitted after swim session.	2	Parents to be alerted and Bolus used if any concerns. Time between end of session and pick up is short, but parents do need to be alerted. Further support from parents/diabetes team to reduce this occurring and review of swimming if necessary.	Accompanying diabetes trained staff.	As and when.

Child's name	Getting changed for swimming	Getting changed for home
Akram	2:15pm in women's changing room with Anna & Patricia	Gets out of pool at 2:50 and gets changed with Anna and Patricia
Sophia	2pm with Anna & Patricia	Changed at 3pm with Anna & Patricia
Annabelle	2pm with Anna & Patricia	Changed at 3pm with Anna & Patricia
Ava-Simone	2pm with Anna & Patricia	Changed at 3pm with Anna & Patricia
Samar	2pm with Bernice and Patricia	Changed at 3pm with Bernice & Patricia
Dave (adult)	Gets changed in men's changing room at 2:15pm	Get's changed at 2:50 then waits with Akram at 3 whilst rest of the class get changed.
Swimming is 2:30-3pm with the main class swimming at 2pm-2:30. The main class will use the changing room at 1:45pm and at 2:30-2:45pm		











## 4. Monitoring arrangements

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<http://www.legislation.gov.uk/ukpga/2010/15/schedule/10>

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>