

# Durston House

## Swimming Procedures

### Introduction

At Durston House, all boys in Year 3 and 4 have swimming lessons. Swimming lessons are held at Gurnell Swimming Pool and boys are taught by qualified swimming instructors. Swimming takes place during the school day.

Three members of the Durston House Staff accompany boys to each session. Staffing includes at least one Junior School Teacher (the Lead Staff Member who is contactable by mobile phone) and a designated First Aider. If possible, one member of staff is male. Durston House Staff are responsible for managing behaviour, in line with the **Behaviour Policy (in the School Handbook)**, so that the safety of boys is ensured and that swimming sessions are completed following the procedures outlined below. Each staff member is attached to a swimming group and must have those boys in sight at all times during instruction. Staff members must not use swimming to complete administration tasks or marking.

The health and safety of boys during swimming instruction, and whilst moving between Durston House and Gurnell Swimming Pool, is paramount.

### Procedures

- Lesson 8 finishes at 2.30pm. Boys pack away their belongings and line up in the Junior School Garden. All boys must have their swimming kit in the correct school swimming bag. This includes a towel, black trunks and a swimming cap.
- Durston House Staff monitor the boys lining up in their forms and the Lead Staff Member takes the register. Any boy 'Off Games' will be taken to Middle/Upper School to complete work given to him by the Head of Junior School or the Junior School Secretary.
- The Lead Staff Member walks to the coach and the boys follow in pairs. Other Staff Members walk in the middle of the line and at the back.
- One member of staff boards the coach, instructing boys to sit down next to their partner, whilst the other two take up positions by the coach door and at the back of the line. Boys are asked to put their seat belts on, which are then checked.
- The Staff sit amongst the boys on the coach, with one at the front, one in the middle and one at the back of the coach. The boys are asked to be quiet, and sometimes, silent.
- On arrival at Gurnell, the Lead Staff Member disembarks the coach along with another member of staff. The Lead Staff Member walks the boys to the entrance of Gurnell, whilst one member of staff stands at the bottom of the coach steps and the other follows the last boys off the coach, checking for anything left behind.
- Boys are supervised by Durston House Staff whilst changing in the Family Changing Room or designated School Changing Area.

- Boys walk through the male changing/shower area (monitored by the male member of staff) and enter the poolside, sit down with their towels, and await instruction from the swimming teachers.
- Swimming groups are monitored by Durston House Staff.
- Once finished, the groups return to the poolside and then to the changing area, where they change into their uniform whilst being supervised by Durston House Staff.
- Boys are sent to wait outside the changing area, accompanied by a member of staff.
- A member of staff checks the changing area for anything left behind and the Lead Staff Member takes a register before leading the boys back to the coach.
- Boys and staff members board the coach as before.
- On arrival at Junior School, the same procedures are followed for arrival at Gurnell.
- Boys follow the Lead Staff Member into Junior School. The boys go to the cloakroom to collect their school bags, which have already been packed.

### **Emergency Procedures**

- The Lead Staff Member will inform the Head of Junior School of the incident, via the Junior School Office or mobile phone.
- The Head of Junior School will direct the Lead Staff Member as to the action to be taken.
- The Head of Junior School will make arrangements, if necessary, for the boy's parents to be contacted and advised of the incident.
- The Head of Junior School will arrange, if necessary, for an additional staff member to be sent to Gurnell Swimming Pool.
- The Head of Junior School will advise the Deputy Head who, if necessary, will advise the Headmaster and Bursar.
- If on-site at Gurnell, The Lead Staff Member will follow the emergency guidelines used by Gurnell.

### **Evaluation of these Procedures**

*These procedures will be evaluated biennially by the school, amended where necessary and approved by SMT.*

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