

Swim England Learn to Swim Accreditation

Issue 3 - April 2019

Outcomes

- To ensure Swim England compliance to achieve Swim England Learn to Swim Accreditation centres have to demonstrate the following

Business Development - This will be assessed as part of the 'Planning to Improve' module (Purpose 5) and a band of 'Good' must be achieved in this challenge for the facility to achieve the separate 'Swim England Learn to Swim Accreditation'.

Management of Programme Delivery

Organisation has a plan that covers learn to swim with clear targets

Targets are set within KPI's such as the percentage take up against capacity, the number of certificates and badges sold, minimum numbers for classes to proceed, income and usage

Lesson capacity and swimmer retention is monitored and reviewed

Compliance

Partnership working

Organisation works in partnership with the Swim England through either

- Swim England Learn to Swim Pathway
- Beacon Programmes
- Other evidence of partnership working from the Swim Manager

Insurance in Place (This will be assessed as part of the Health & Safety Declaration)

The organisation should ensure that current insurance certificates for Employer and Public liability are in place and should be readily accessible to all employees

Safe and Appropriate Facilities

All teaching takes place at safe and appropriate facilities with access to emergency telephones and in accordance with the PSOP and EAP

Pool Safety Operations Plans (PSOP)

Centre based pool safety operations procedures (PSOP) should be developed for all potential normal day to day situations with documented defined action to be delivered where applicable. Key areas to consider should include:

- Details of the pool(s)
- Potential risk
- Dealing with the public
- Lifeguards' duties and responsibilities
- Systems of work
- Operational systems
- Detailed work instructions
- First aid supplies and training
- Details of alarm systems, emergency equipment and maintenance arrangements
- Conditions of hire to outside organisations

The procedure should be planned, implemented, reviewed and available to staff with a training process in place.

Emergency Action Plan (EAP) (This will be assessed as part of the Health & Safety Declaration)

Centre based emergency procedures (EAP) should be developed for all potential emergency and first aid situations with documented defined action to be delivered where applicable. Key areas to consider should include:

- Evacuation for fire, bomb and chemical spillage
- Structural damage
- Electricity failure
- Gas or chemical leak
- Lost persons

- Lack of clarity in pool

The procedure should be planned, implemented, reviewed and available to staff with a training process in place.

Child Safeguarding Policy (This will be assessed as part of the Health & Safety Declaration)

The organisation has adopted and communicated the Child Safeguarding and vulnerable adult’s policy. The following should be in place:

- Safeguarding and Protecting Children Policy
- Evidence of how these are communicated to customers

Equity Policy

The organisation has adopted and communicated an Equity Policy, to include an equal opportunities policy. The following should be in place:

- Equity Policy
- Policy for disabled swimmers
- Evidence of how these are communicated to customers

Booking Procedure

The organisation uses a booking form that captures the below information and has a system in place to inform the teachers and coaches of the following:

- Medical conditions of its participants
- Record disability information
- Emergency contact information for the parent/ carers
- Additional emergency contact nominated by partner/ carer

The organisation has an open and effective booking procedure in place that is communicated to potential and existing customers. The following should be in place:

- Booking procedures
- Waiting lists
- Evidence to support, including letters to parents/carers and flowcharts
- Booking procedures are GDPR compliant

Risk Assessments (This will be assessed as part of the Health & Safety Declaration)

Risk assessments should be carried out and recorded in accordance with ‘Management of Health & Safety at Work Regulations 1999’ and available to all staff. They should be:

- Current
- Suitable and sufficient
- With all significant hazards recorded
- Effective control measures in place
- Completed to reflect different pool formats and different activities

Third Party Joint Responsibility

A Joint Responsibility Matrix is in places that considers the responsibilities of companies who share/ hire/ rent the premises and third parties

Links

Links have been made, such as:

- School Sports Partnerships
- Head Teachers
- Local Education Authority
- Leisure Providers
- School Swimming Providers

Action Plan

The organisation has a current action plan based on its current status. The following should be in place:

- Current aquatic improvement plan, including actions for the forthcoming year
- Links to relevant sports and leisure strategies

Membership - Scoring Yes/ No

- The organisation holds Institute of Swimming (IoS) or equivalent membership (Yes or No question)

Workforce Development - This will be assessed as part of the 'Team and Skills Development' module (People 2) and a band of 'Good' must be achieved in this challenge for the facility to achieve the separate 'Swim England Learn to Swim Accreditation'.

Personnel Procedures and Records

The organisation implements personnel procedures in accordance with legal requirements and demonstrates good employment practice. A record is maintained of all personnel information. The following should be in place:

- Recruitment Policy
- Disclosure Barring Service (DBS) checks
- Swim England qualifications/ qualified teacher status
- Lifeguarding qualifications
- Continuous Professional Development (CPD)

All personnel working with children and young people undertake appropriate Safeguarding and Protecting Children training, such as:

- Swim England approved safeguarding and protecting children
- Other approved courses, including those delivered by Local Safeguarding Children Boards (LSCB's)

Induction and Training

All teaching staff attend and have completed a full facility specific induction and all staff are trained and competent to carry out their roles

- Induction procedure
- Induction records signed and dated by the inductee and inductor

Continuous Professional Development (CPD)

Staff attend appropriate CPD to enable them to deliver the programme and develop skills. The following should be in place:

- Records of CPD attendance
- Staff delivering Stage 8, 9, 10 or ex routes of the Swim England Learn to Swim Pathway should have attended relevant CPD or hold Swim England Level 1 at that discipline
- Additional in-house seminars and workshops
- Swim England accredited courses
- Royal Life Saving Society (RLSS)
- Chartered Institute for the Management of Sport and Physical Activity (CIMPSA)
- National Curriculum training if delivering school swimming

Training Courses

Staff attend appropriate training course to enable them to deliver the programme and develop skills. The following should be in place:

- Swim England accredited courses
- Royal Life Saving Society (RLSS)
- Chartered Institute for the Management of Sport and Physical Activity (CIMPSA)
- National Curriculum training if delivering school swimming

Contingency Plans

The organisation has contingency plans in place to deal with the non-availability of staff. The following should be in place:

- Sickness and holiday procedures

Meetings

Teachers attend regular meetings with evidence of minutes/ notes of meetings circulated and maintained by the organisation

One to Ones and Observation Reviews

Key personnel develop their skills and knowledge and are subject to observation by the swimming coordinator (or appropriate qualified person), including support and mentoring. Evidence of some of the following should be in place:

- One to one discussion records
- Appraisal records
- Personnel development plans
- Annual observation records
- Mentoring process, with names of mentors
- Workforce development plans
- Training needs analysis

Swimming Coordinator

- A member of staff is identified as having responsibility for overseeing/ coordinating the swimming programme, this should be included in their job description

Swimmer Pathway

Swim England Learn to Swim Pathway

Lesson programmes use the Swim England Learn to Swim Pathway and complementary awards. The following should be in place:

- Scheme of work
- Lesson plans
- Awards used
- Evidence of awards purchased and monitoring of awards sales and distribution
- Review process
- Opportunities to access additional activities
- Delivery of core tasks of National Curriculum if within school swimming

Responsibility

Level 2 teachers have overall responsibility for teaching

Support Teachers / Assistants

Support Assistants are actively used to assist Level 2 teachers

Communication

The organisation communicates to swimmers and parents its programme for teaching swimming. The following should be in place:

- Parent guide / newsletters
- Proof of communication with potential new users
- Entry and exit criteria for each level
- School swimming attainment shared with school

Record of Progress

Teachers continually assess and record progress and achievement of participants and feedback to parents on swimmers progress / attainment

Planning and Evaluation

All teachers effectively plan, deliver and evaluate aquatic sessions. The organisation has developed a lesson plan process that teachers are actively using and which is reviewed regularly

Learner Focused Delivery

Lessons reflect the ability of participants and programmes are adapted to accommodate the needs of those participants. The following should be in place:

- Water time planned appropriately
- Pool programme adapted
- Evidence that swimmers are moved at appropriate times

- Classes are sub divided if appropriate
- Sessions are adapted by teachers

Progression

The organisation actively signposts children to local clubs to enable them to progress and can demonstrate partnership working. The following should be in place:

- Signpost to swim21 clubs for swimming
- Evidence from the relevant clubs
- Promote specific sessions to facilitate pathways
- School/ club links sessions

Additional activities are programmed to provide greater opportunities to participate, such as rookie lifeguard, bronze medallion, synchronised swimming, diving, water polo and snorkelling

Disabled Swimmers

Structures are in place to accommodate disabled swimmers and/ or minority groups. The following should be in place:

- Disabled swimmers are integrated into the lessons where appropriate and/or separate disability swimming lessons are offered

Registers

Registers are used by teachers for each session

Lesson Standards

Teachers fully aware of the lesson standards to be taught, who is in what group, and if there are any pupil medical conditions to be considered

Safe Supervision

The pool programme and supervision is based on 'Safe Supervision for Teaching and Coaching Swimming'

Class Structures and Programming

Class Sizes

All teaching is delivered with an effective teacher/swimmer ratio in line with 'Safe Supervision for Teaching and Coaching Swimming'

Timings of Lessons

The timing of the lessons reflects the age and ability of the learners

Numbers

The numbers of swimmers at each stage is monitored to ensure effective planning of sessions, effective class sizes and ensure swimmers are progressing

Retention

Swimmer retention in the programme is monitored and reviewed and interventions to assist in retaining swimmers through to Stage 7 are in place

Information Technology (IT)

An appropriate software package is used to help plan, monitor and deliver an effective swimmer programme

Marketing and Communication - This will be assessed as part of the 'Customer Experience' module (People 1) and a band of 'Good' must be achieved in this challenge for the facility to achieve the separate 'Swim England Learn to Swim Accreditation'.

Front of House Enquiries

Front of house staff are fully briefed to enable customer/ parent enquiries to be dealt with using a one stop shop approach. The following should be in place:

- Evidence of staff meetings and training including reception staff
- FAQ document for schools/ parents or carers
- Information given to parents
- Memos and emails forwarded to staff to keep them updated

Website

The sites website provides details of the learn to swim programme and how to enrol

Quality Assurance and Customer Satisfaction - This will be assessed as part of the 'Customer Experience' module (People 1) and a band of 'Good' must be achieved in this challenge for the facility to achieve the separate 'Swim England Learn to Swim Accreditation'.

Programme Review

The organisation reviews the effectiveness of the programme on a regular basis and improvements are made as a result. The following should be in place:

- Annual review
- Action plan/ Aquatic Improvement Plan
- Procedure to deal with customer/ parent feedback and the monitoring of customer satisfaction

Progress

Parents and customers are kept up to date with progress