

# Swimming

# Leeds Schools Swimming Guidelines 2012 - 13

City Development,  
Sport & Active Lifestyles  
Children's Services

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**Leeds**  
CITY COUNCIL

# Leeds Schools Swimming Guidelines

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## **1. Leeds Schools Swimming Introduction and Rationale**

Swimming is an important and mandatory part of the school curriculum. Because the majority of schools swimming sessions will take place outside of the school, it is important that both school teachers and parents are aware of the rationale behind the Leeds schools swimming policy and that teachers are aware of the safety issues that swimming presents.

## **2. Requirements and Opportunities**

### **2.1 Key Stage 1 or 2**

In order to undertake the full requirements of Key Stage 2, (Key Stage 1, if schools choose to cover swimming at this stage) ideally all pupils should attend swimming at this level for **2 years** (based on at least **33 weeks** per year for each pupil). In Leeds City Council Swimming Pools, pool time, space, and instructors are available for pupils in these year bands 4 (8-9) and 5 (9-10). **When the timetable for these groups has been met any remaining time will be made available to classes from other year bands. Preferably year group 6 (10-11).**

**Wise Up to Water Roadshows are available to primary schools in order to fulfil the water safety part of the curriculum – see Appendix I for details.**

**Schools taking children under 8 years of age should contact the centre to discuss the teacher/pupil ratios as for safety reasons younger swimmers need a higher teacher/pupil ratio.**

### **2.2 Swimming Galas & Festivals**

The first and last week of term are kept free for schools to book their own swimming galas as well as swimming festivals organised by the School Games Co-ordinators.

### **2.3 Key Stage 3 and 4**

Swimming in the secondary school curriculum is available at Key Stages 3 and 4. Also available is opportunities to take the RLSS Bronze Medallion and First Aid courses which covers the criteria for GCSE PE and can be credited towards the final mark. See **Appendix I.**

### **2.4 Vocational Qualifications for Year 12 Pupils**

There are opportunities for Year 12 pupils to take the ASA/UKCC Level 1 Certificate for Teaching Aquatics. This certificate is a pre-requisite of the ASA/UKCC Level 2 Certificate for Teaching Aquatics. Also available is RLSS National Pool Lifeguard Qualification. For further information please contact The Swimming Development Office. See **Appendix F.**

### **2.5 Wise Up to Water Roadshows**

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Unfortunately the School Support Grant funding has now ended which entitled all primary schools to a one hour Wise Up to Water Roadshow. These roadshows are still available at £35.00 to help schools fulfil the water safety part of the curriculum – **see Appendix I**.

### 3. Swimming at Leeds City Council Swimming Pools

#### 3.1 Funding

Funding for swimming based on the above requirements is allocated in your school budget.

#### 3.2 Costs

The costs for swimming are in two parts:-

- 1) Transport (if required) - A standard charge applies to all trips.
- 2) Pool hire, instruction and lifeguarding - the number of instructors provided will depend upon the number of children. Extra instructors, where available, can also be paid for.

Current charges for pool hire/instruction are included in **Appendix A**. Current charges for transport are included in **Appendix A**.

#### 3.3 Swimming Lesson Bookings

Bookings must be made through Children's Services, Schools Admissions and Transport Section. Booking information will be sent to all schools in January/February of each year.

Swimming sessions are 30 min. duration. Lessons are available up to 33 weeks per school year.

The size of each pool will determine the number of pupils that can swim at any one time. **See Appendix B** for details of maximum numbers.

To cancel sessions schools should give at least 3 months notice in writing to Schools Admissions and Transport. They will then notify the Sports Centre and the bus company.

Confirmation of your pool and transport bookings will be sent by early July.

#### 3.4 Swimming Gala Bookings

Sessions for galas can be booked during the last week of the spring and summer terms. Booking through Schools Admissions and Transport as above.

Current charges for gala bookings are included, see **Appendix A**

#### 3.5 Problems/Complaints

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If you experience any problems, in the first instance, a member of the management team at the pool where your school swims should be notified immediately. If your problem is not resolved following discussions with the management team then problems should be forwarded to the relevant Area Manager. See **Appendix F**.

### 4 Pool Safety and Emergency Procedures

#### 4.1 Pool Orientation Training

During the first week of the September term, all schools swimming groups attending Leeds City Council swimming pools will receive orientation training. This includes the following:

Details of emergency and evacuation procedures including: drown alarm activation; fire alarm activation; location of rescue equipment etc. See **Appendix J**.

All teachers likely to bring children to the pool during the year should attend this session.

**Any teachers bringing a class to the pool without this training should inform the duty officer on arrival, or earlier if possible.**

#### 4.2 School Teacher Responsibilities

(For simplicity this document refers to school teachers but it can be substituted for, “the person or persons nominated to attend swimming by the Head teacher”).

School teachers bringing children to the pool are responsible for their pupils in the changing room and when they are in the pool. **Schools should bring both a male and a female to the pool to supervise children in the changing rooms.** Changing rooms are usually shared with the public, therefore, school teachers should make arrangements for the security of pupils' belongings, and pupil welfare.

The teacher in charge of the school group must sign in when the class arrives on site.

School teachers should be competent swimmers capable of dealing with emergencies, and preferably should have had training in life saving techniques or hold a current National Rescue Award for Swimming Teachers and Coaches. See section 5 **Training for School Teachers** for details of appropriate courses. Schools that do not have all teachers qualified to the National Rescue Award standard will require a qualified lifeguard, to be provided by the Leisure Centre.

Where school teachers need to go into the water to assist with a lesson, it is recommended that they wear a t-shirt and pair of swimming shorts. Wearing a t-shirt makes them clearly visible from the side amongst a group of children.

If the class teacher does not want to take charge of what is being taught in the pool then, after discussion and negotiation, this responsibility can be handed to the Leisure Centre teacher. It is preferable that school teacher and the Leisure Centre teacher work together on achieving set goals for each pupil. Schemes of work are provided to help plan each lesson and to make sure the aims of the National Curriculum at Key Stage 2

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are met. And a continuous assessment sheet is provided to monitor each child's progress throughout the year.

### 4.3 Pool Safety

#### 4.3.1 Group Sizes

The number of children in the care of one teacher or instructor should not exceed 20 and for children who can swim less than 10 metres the ratio should not exceed 12. Actual numbers in each group will be determined by the pool space available. For example, many learner pools in Leeds would only be capable of taking up to 12 pupils.

Please refer to the joint ASA/RLSS/ISRM document Safe Supervision in Swimming Pools for further information - see **Appendix C**.

#### 4.3.2 School Swimming - Pool Staffing

During schools swimming lessons, to ensure safe supervision of pools, the following should be adhered to:

| Number of Pools used | Public Swimming | Number of 'Leisure Centre' teachers | Large Pool         | Small Pool      |
|----------------------|-----------------|-------------------------------------|--------------------|-----------------|
| 2                    | No              | 1                                   | School Teacher     | Leisure Teacher |
| 2                    | Yes             | 1                                   | School Teacher     | Leisure Teacher |
| 2                    | N/A             | 2                                   | Leisure Teacher    | Leisure Teacher |
|                      |                 |                                     | <b>Shallow End</b> | <b>Deep End</b> |
| 1                    | No              | 1                                   | Leisure Teacher    | School Teacher  |
| 1                    | Yes             | 1                                   | Leisure Teacher    | School Teacher  |

These arrangements need to be discussed during the initial 'induction' undertaken by the centre staff with each school. As most schools will also have a lifeguard to oversee their children, agreement must be reached as to their positioning. If changes to the recommended staffing levels are desired, approval will be needed by the Centre Manager. For example, some schools may wish to teach all pupils in the large pool and not split into small and large pools.

### 4.4 Emergency Procedures

#### 4.4.1 School teachers should be aware of the following:

The emergency procedures for the swimming pool including nearest phone, drown alarms, first aid equipment etc. (these procedures are individual to each pool)

Pool side rescue equipment e.g. poles, ropes, throw bags. This should be checked before the start of each lesson so that adequate provision for emergencies is readily available.

The depth of the pool(s) and where this changes.

#### 4.4.2 General Pool Safety Information

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For learning to be safe and effective in the swimming pool environment, school teachers should enforce/observe the following:

- i) Teachers should set up a series of signals with the pupils in the group
- ii) Non-swimmers should be kept within their own depth (unless buoyancy aids are worn and the swimmers are under the guidance of a qualified swimming teacher)
- iii) Running on pool side or rough play in/out of the water is forbidden
- iv) It is recommended that jewellery should not be worn in the pool (your P.E. rules should cover this? Or consult the baalpe guidelines)
- v) Pupils should not swim within an hour of a meal
- vi) **Diving should only be taught by qualified swimming teachers (ASA Level 2 Certificate for Teaching Aquatics) in a minimum depth of 1.8 metres.**
- vii) The springboards at The John Charles Centre for Sport, Aquatics Centre and Aireborough Leisure Centre should only be used when the teacher supervising the group holds the ASA Level 2 Certificate for Teaching Aquatics as a minimum qualification.
- viii) Pupils should wear close fitting costumes/trunks. This may not be possible for Asian girls, so they should wear tight fitting leotard type tops and leggings.
- ix) Staff and pupils should be aware that goggles can cause eye injuries and manufacturers instructions must be followed.
- x) The number of pupils in the class should be checked from time to time and particularly at the end of the lesson.

### 4.5 Hygiene

Teachers should enforce/observe the following hygiene rules:

- i) All children should use the toilet and showers before entering the pool side
- ii) No outdoor shoes to be worn on pool side
- iii) Appropriate clothing should be worn for teaching swimming
- iv) No chewing
- v) Children with long hair should have their hair tied tightly back or wear a swimming cap
- vi) Children should not swim if they have a heavy cold or an open wound.

NB There is no reason why children with a verruca should not take part in swimming lessons. Ideally cover with a plaster or pool sock.

### 4.5 Primary School Swimming – Risk Assessment - see Appendix D

Produced by Sport and Active Lifestyles to cover the swimming pool but schools need to provide their own risk assessments to cover other parts of the out of school trip.

## **5 Training for School Teachers**

### **5.1 Lifesaving/Lifeguarding Qualifications**

It is advisable that school teachers undergo some formal training in swimming teaching, lifesaving and rescue techniques. Appropriate courses are as follows, however they are not compulsory:

RLSS/ASA National Rescue Award for Swimming Teachers and Coaches  
(minimum 12 hours tuition followed by practical exam)

OR

RLSS National Pool Lifeguard Qualification (Minimum 38 hours tuition followed by a practical exam)

For details of courses speak to your local pool – See **Appendix F** for contact details

### **5.2 Swimming Teaching Qualifications**

The ASA have swimming teaching courses specifically designed for school teachers. They come under the National Curriculum Training Programme (NCTP) and incorporate the TOP swim cards. They are as follows:

#### **ASA/NCTP Certificate for Teaching School Swimming (key stages 1 and 2) module 1**

This module consists of units 1 and 2. Each unit consists of 3 hours contact time.

Once qualified the holder of the ASA/NCTP Certificate for Teaching School Swimming (key stages 1 and 2) module 1 will be equipped to actively assist and/or support a more qualified teacher in the teaching of a range of core aquatic skills to a small group of similar ability within the context of a school swimming programme.

#### **ASA/NCTP Certificate for Teaching School Swimming (key stages 1 and 2) module 2**

This module consists of units 3, 4 and 5. Each unit consists of 3 hours contact time.

Once qualified the holder of the ASA/NCTP Certificate for teaching School Swimming (key stages 1 and 2) modules 1 and 2 will be equipped with the skills to plan and evaluate a programme designed to meet the swimming component of the National Curriculum and to teach unsupervised a range of skills to groups within a school swimming programme.

In addition the holder of the ASA/NCTP Certificate for Teaching School Swimming (key stages 1 and 2) modules 1 and 2 will be able to use this as a pre-requisite to progress onto the ASA/UKCC Level 2 Certificate for Teaching (Aquatics)

## **6 Swimming Awards**



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### 6.1 Key Stage 1 or 2 Awards

Guidance for school teachers on what to teach is provided in a separate document - National Curriculum for Swimming and Water Safety Key Stage 2. Plus ASA Rainbow Distance Awards and ASA/RLSS Safety and Rescue award syllabuses are available free of charge from the Aquatics Manager – see **Appendix F** for contact details.

#### 6.1.1 Dolphin Awards

Please be aware that the Leeds Dolphin Awards will no longer be available from 1<sup>st</sup> January 2013, to be replaced by the ASA Rainbow Distance Awards. Whilst the 25m distance swim is one of the Key Stage 2 outcomes it does not mean full competency at Key Stage 2.

#### 6.1.2 ASA Awards

ASA Rainbow Distance Awards provide an incentive to pupils progression as well as the ASA Challenge Awards and ASA Personal Survival Awards.

In 2001 the ASA together with the RLSS developed two new awards. A safety award and a rescue award. It is advised that these two awards form an integral part of school swimming lessons.

#### 6.1.3 Key Stage 3 & 4 Awards

Pupils working towards Key Stage 3 and 4 can utilise the following awards:

- ASA Competitive Performance Awards
- ASA Competitive Start Award
- ASA Swimming Stroke Awards
- ASA Youth Swimming Award
- ASA Synchronised Swimming Awards
- ASA Water Polo Awards
- ASA Personal Survival Awards
- RLSS Lifesaving Awards
- RLSS Lifeguarding Awards

**For full details of all the above awards contact the Aquatics Manager.**

### 6.2 Schemes of Work

Scheme of work sheets have been produced for each ability level, following the National Curriculum guidelines. School teachers should liaise with the Centre teacher if there is anything specific that they want the group to cover. A copy of each Scheme of Work sheet is kept in the Leisure Centre Reception. See **Appendix E** for an example Scheme of Work.

### 6.3 Attendance and Achievements

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Attendance records should be kept of all pupils on a week by week basis. In case of an emergency e.g. Fire evacuation.

Achievement should be recorded to prevent duplication of award and to show how well an individual child is progressing.

See **Appendix G** for Master Attendance and Achievement sheet.

See **Appendix H** for the end of year achievement spreadsheet. It is advised to keep up to date records of each child's attainments against the National Curriculum criteria for swimming. In the past we've received funding to help schools with low attainments in swimming and to gain this funding we've had to provide evidence.

## 7 Swimming in School Pools

When preparing their swimming pool operating and emergency procedures and swimming pool programme, operators of school pools should take the following documents into consideration:

**Managing Health and Safety in Swimming Pools** - a Health and Safety Commission; Sports Council Document, considered to be the 'expert' document for pool safety procedures available from:

The Publications Department  
The Sports Council  
16 Upper Woburn Place  
London  
WC1H 0Q

**Safe Supervision in Swimming Pools** - A joint RLSS/ASA/ISRM document covering the safety implications for programmed sessions. See **Appendix C**.

## Appendices

- Appendix A  
**Schools Swimming Pool Hire & Instruction Charges / Transport Charges / Gala charges**
- Appendix B  
**Maximum Numbers of Pupils per Pool**
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**End of Year Achievement Spreadsheet**
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**Leeds Lifesaving**
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**Schools Safety Checklist**

## **APPENDIX A**

### **Schools Swimming Pool Hire/Instruction Charges**

Charges from September 2012 to 31<sup>st</sup> December 2012

|                     |                     |  |
|---------------------|---------------------|--|
| Up to 39 pupils     | £54.60 per 30 mins. | 1 member of pool staff                   |
| Up to 39 pupils     | £63.90 per 30 mins. | 1 member of pool staff plus 1 lifeguard  |
| 40 to 59 pupils     | £68.50 per 30 mins. | 2 members of pool staff                  |
| 40 to 59 pupils     | £77.30 per 30 mins  | 2 members of pool staff plus 1 lifeguard |
| Additional Staffing | £14.00 per 30 mins. |  |

Prices will be subject to an increase in 2013

### **School to Swimming Pool Transport Charges**

Charges for September 2012 – July 2013

£55.00 per return journey

### **Swimming Gala Booking Charges**

Charges for September 2012 to 31<sup>st</sup> December 2013

£154.50 up to 3 hours – includes pool staff

Price will be subject to an increase in 2013

## **APPENDIX B**

### **Maximum Numbers of Pupils per Pool**

| <b><u>Pool</u></b>            | <b><u>No. of Pools</u></b> | <b><u>Max Total</u></b> |
|-------------------------------|----------------------------|-------------------------|
| Aireborough (am min.39)       | 2                          | 59                      |
| Armley                        | 2                          | 59                      |
| Fearnville                    | 2                          | 59                      |
| Holt Park                     | 2                          | 59                      |
| John Charles Centre for Sport | 1                          | 39                      |
| John Smeaton                  | 1                          | 39                      |
| Kirkstall                     | 2                          | 59                      |
| Kippax                        | 1                          | 39                      |
| Morley                        | 2                          | 59                      |
| Pudsey                        | 1                          | 39                      |
| Rothwell                      | 2                          | 59                      |
| Scott Hall                    | 2                          | 59                      |
| Otley (Chippindale Pool)      | 1                          | 39                      |
| Wetherby                      | 2                          | 59                      |

Schools should bear in mind that pools taking for instance a maximum of 59 pupils would not be able to cater for 59 non-swimmers. e.g. Fearnville has a small pool that could cater for up to 20 non-swimmers, plus 20 slightly more confident swimmers in shallow end of the main pool.

Certain centre's with two pools may on occasions have activities in the learner pool leaving only the large pool for bookings. You will be made aware of this at the time of booking. Also certain centre's don't offer exclusive use of the large pool due to general public swimming.

## **APPENDIX C**

### **RLSS/ASA/ISRM/ISTC Safe Supervision for Teaching and Coaching Swimming**

This guidance is aimed at the owners and operators of all swimming pools where teaching or coaching takes place, and at those who undertake such activities. The Amateur Swimming Association, the Institute of Sport and Recreation Management, the Royal Life Saving Society UK and the Institute of Swimming Teachers and Coaches endorse it. It deals with risk assessment, safety supervision and the safe ratios of pupils to teachers and coaches.

#### **The legal background**

Owners, operators and occupiers of swimming pools must follow the general duties and responsibilities in the Health & Safety in the Workplace Regulations 1992. They are obliged to take all reasonable and practicable measures to ensure teaching and coaching activities are conducted safely. They have the overall responsibility for every person on the premises.

#### **The role of risk assessment**

The circumstances and design of swimming pools vary greatly: a standard solution to cover every pool is not practicable. So risk assessment is the essential first step - for any pool, and certainly when setting up teaching or coaching. Risk assessment must:

- Identify hazards
- assess risks
- Indicate, as far as is practicable, the measures required to control these hazards and risks.

These control measures should then be incorporated in written normal operating procedures (NOPs) and emergency actions plans (EAPs). When preparing these, management should consult fully with swimming teachers, coaches, school teachers and others who bring groups to the pool.

NOPs and EAPs must clearly state the safety and supervisory requirements for all activities in the pool. When prepared, they must be known and understood by coaches and teachers. This ensures consistency of standards.

## Safety factors in risk assessment

Each pool will have unique features which make particular demands on safety. But this section lists the six likely factors.

**Pool design** The suitability of the general design of the pool area for teaching and coaching includes:-

- Shape

Blind spots resulting from the position of features special water features such as sprays, inlets and wave machines glare, reflection and lighting

**Depth** Its importance in relation to the ability and height of the pupils includes:

- the depth and extent of shallow water areas
- the extent of deep water areas
- the pool floor profile, in particular sudden changes in depth
- the possibility of being able to segregate the shallow water area (e.g. roping off and using a boom)

**Water quality** Two factors need to be considered:

- the temperature of the pool water (and the air) in respect of comfort - bearing in mind pupils' size, age, physical and mental condition, and ability
- clarity of the pool water

**Pool organisation** The arrangements of the lesson must be considered:

- Is there exclusivity of use?
- Is there shared use with other activities?
- If use is shared, what are the implications?

**Staffing** The skills and numbers of staff are important; consideration needs to be given to:

- adequate numbers of teachers, coaches and lifeguards
- the appropriate levels of skill teachers, coaches and lifeguards
- the degree of support and help provided by responsible helpers, including parents, school assistants and auxiliaries
- who has the responsibility for the pool

**Pupils and ability** The factors to be considered include:

- the age of pupils
- the range of their swimming ability. This should be known by the teacher or coach and each new pupil should be checked at the first lesson, in shallow water
- the ability of pupils to comprehend instructions, including their command of the language in which the lesson is taught
- how any difficulties will be overcome
- any physical disabilities or learning difficulties

## Programmed and unprogrammed activities

This publication is about programmed activities - **those with a formal structure:**

Disciplined, supervised or controlled and continuously monitored from the pool side. This includes swimming lessons, coaching sessions and other tuition such as water aerobics. ***Safety in Swimming Pools***, a guidance document from the Health & Safety Executive and the Sports Council, indicates that unprogrammed sessions should, under certain circumstances, have more lifeguards than programmed sessions.

## Safety supervision

***Safety in Swimming Pools*** recommends that everybody providing lifeguarding functions - whether lifeguards or teachers and coaches - should hold an appropriate lifesaving award or qualification.

Where ***programmed*** sessions are the only activity in the pool, teachers or coaches may provide the safety cover. But they should hold an appropriate swimming teaching/coaching qualification and a current RLSS/IQL National Pool Lifeguard Qualification, its equivalent, or the current National Rescue award for Teachers and Coaches of Swimming Award. This last award is jointly recognised by the Amateur Swimming Association, the RLSS Lifesavers, the Institute of Swimming Teachers and Coaches and the Institute of Sport and Recreation Management.

Where the pool is in *shared use* and clearly divided between *programmed and unprogrammed* swimming activities, suitable qualified teachers and coaches may take responsibility (both for lifeguard cover and teaching and coaching) - but only for the programmed area of the pool. And they must work within the agreed ratio of pupils to teachers and coaches.

Where teachers are *directly responsible for supervising* the swimming pool, performing the role of lifeguards in an *unprogrammed* pool session, they should hold a nationally recognised pool lifeguard qualification.

Where the *shared use is not clearly defined* between programmed and unprogrammed activities, supervision must be provided in accordance with the pool's normal operating procedures.

Helpers and support teachers who are *not qualified* can play a valuable role in supporting qualified staff responsible for the safe delivery of programmed pool activities.



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### **Pupil to teacher ratios**

Our recommendation is that, in the vast majority of cases encountered, pupil: teacher ratios should not exceed **20:1** - and in some cases, as indicated in the chart opposite, should be less than that (*Exceptions* on page 19 deals with those routine circumstances in which the 20:1 ratio can be exceeded)

Having taken into account the safety and other guidelines already dealt with, the recommendations here should be helpful in determining actual ratios for programmed swimming activities. The ratios given are for pupils in the water. Where the teacher is also responsible for pupils not in the water but on the pool side, the ratio may need to be smaller.

It is recommended that the teacher or coach should remain on the pool side during each session. If they enter the water, another adult must take over supervision from the side.

## **The ratios - not to be exceeded**

### **12:1 ADULT AND INFANT (BABY) CLASSES**

That is, up to twelve pairs (one adult and one infant) to each teacher

### **12:1 NON-SWIMMERS AND BEGINNERS**

Young children (including nursery and primary aged children) or adults being introduced to swimming. If more than this number is being taught, other adults may be used to help the teacher/coach - see *Exceptions* on page 6.

### **20:1 IMPROVING SWIMMERS**

Swimmers of similar ability to each other who can swim at least 10 metres competently and unaided on their front and back; it is recommended that the lesson is confined to an area of the pool where pupils are not out of their depth.

### **20:1 MIXED ABILITY GROUPS**

Pupils with a range of ability (from improver standard to competent swimmers) but where the least able and least confident are working well within their depth. Swimmers' technique, stamina and deep water experience should be considered.

### **20:1 COMPETENT SWIMMERS**

Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes.

### **20:1 SYNCHRONISED SWIMMING**

In water over 1.8m deep, the ratio should be considered in relation to swimming competence and the activity taking place. The teacher or coach must be able to rescue from the deepest part of the pool floor or be accompanied by a suitable qualified pool lifeguard.

### **20:1 WATER POLO**

Training only.

### **20:1 AEROBICS IN DEEP WATER**

Pupils must be water confident and either wear appropriate buoyancy aid or be competent swimming in deep water.

### **30:1 AEROBICS IN SHALLOW WATER**

Pupils must be restricted to water within which they can safely stand and all must be able to stand up from lying on their front and back.

### **30:1 COMPETITIVE SWIMMING**

Training only, with very competent swimmers

## SWIMMERS WITH DISABILITIES

Each situation must be considered independently as people with disabilities do not form a homogeneous group. Care must be taken to ensure that there are sufficient helpers in the water to provide **1:1** ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support demanded by the range of disabilities within the group. There are national organisations for specific disabilities from which further guidance may be obtained.

**Exceptions** Organisational demands will sometimes make a teaching ratio with 20:1 virtually impossible. In these circumstances, a qualified and skilled teacher can adopt a number of strategies to help with the management of the group. For example, another responsible person on the pool side, who is competent to recognise and respond to a pupil in difficulty, may provide the necessary supervision. In a school, this could be an interested parent, a teaching auxiliary or a sixth form student training for a sport leader or similar award. They must always work under the supervision of the teacher and be absolutely clear on the nature and extent of their role.

Alternatively, pupils can be taught to work in pairs, immediately halving the number in the water at any one time. The teacher instructs the resting pupils, who must be out of the water, to constantly observe their partners and to bring any concern to the immediate attention of the teacher.

Teachers can adopt these measures *only* where they are included in the pool's normal operating procedures and *not* where there is:

- a wide variation in the swimming ability of the pupils
- language or learning difficulties
- a large water area (more than 250 sq metres)
- deep water areas into which poor ability swimmers could stray and be out of their depth
- difficulty in seeing beneath the water surface due to glare or reflection.

### Teachers' Responsibilities

Teachers and coaches must be trained, and able to carry out their role, in the pool's emergency action plan. They must ensure that:

- the pupils understand and regularly practice their response in an emergency
- the emergency procedures to evacuate the water and summon assistance are practised regularly in accordance with the requirements of the emergency action plan

Safety considerations must always be paramount. If an employer or organiser insists on a pupil/teacher ratio considered by the teacher involved to be inappropriate and potentially unsafe, then the teacher should express that concern.

In extreme circumstances, a teacher or coach may have to consider whether it is safe to continue with a swimming lesson.

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RISK ASSESSMENT FORM

| <b>SERVICE: CITY DEVELOPMENT</b>                 |   |  |                            | <b>LOCATION: LEISURE CENTRE SWIMMING POOLS</b>   |                    |                            |                            |                          |                |
|--|---|--|----------------------------|--|--------------------|----------------------------|----------------------------|--------------------------|----------------|
| <b>ACTIVITY: PRIMARY SCHOOL SWIMMING LESSONS</b> |   |  |                            |  |                    |                            |                            |                          |                |
| <b>Responsible Manager</b>                       |   |  | <b>Signature</b>           |  |                    | <b>Date</b>                |                            | <b>28.8.12</b>           |                |
| <b>Assessment by</b>                             |   | <b>Andrew Learmonth</b>  | <b>Signature</b>           |  | <b>Date</b>        |                            | <b>28.8.12</b>             | <b>Review Date</b>       | <b>28.8.12</b> |
| <b>Hazard</b>                                    | <b>Who might be harmed and how</b>  | <b>Existing Controls</b>   | <b>Initial Risk Rating</b> | <b>Additional Controls Required if necessary</b> | <b>Action Date</b> | <b>Action By (Initial)</b> | <b>Complete Y/N (Date)</b> | <b>Final Risk Rating</b> |                |
| <b>WATER</b>                                     | <b>CHILDREN</b><br>(Drowning)   | Constant supervision at all times. School's either provide NRASTC qualified staff or the Leisure Centre provide a lifeguard who is NPLQ qualified. Beginners should be segregated into ability groups and supervised closely in shallow water. Child to teacher ratios to be established and monitored | Amber<br>5/2               | N/A  | ongoing            | AL                         | Y<br>28.8.12               | Amber                    |                |
| <b>SHALLOW WATER</b>                             | <b>CHILDREN</b><br>(Striking the bottom of the pool head first causing spinal injuries. Striking the bottom of the pool feet first causing ankle and knee injuries) | Staff to be vigilant at all times. All lifeguards trained on the "Standard Operating Procedures" including the policy on diving. Signage in pool hall showing areas where diving is not permitted and pool depths.   | Amber<br>4/2               | N/A  | ongoing            | AL                         | Y<br>28.8.12               | Amber                    |                |
| <b>WET/SLIPPERY SURFACES</b>                     | <b>CHILDREN<br/>TEACHERS<br/>LIFEGUARDS</b><br>(Loosing footing)  | Staff to be vigilant at all times. Lifeguards trained on the "Standard Operating Procedures". Signage in pool hall. Regular cleaning schedule in place and undertaken.   | Amber<br>4/2               | N/A  | ongoing            | AL                         | Y<br>28.8.12               | Amber                    |                |
|  |   |  |                            |  |                    |                            |                            |                          |                |

### Leeds Schools Swimming Guidelines 2012-13

|                      |   |  |              |     |         |    |              |       |
|----------------------|---|--|--------------|-----|---------|----|--------------|-------|
| <b>DIVING</b>        | <b>CHILDREN</b><br>(Striking the bottom of the pool causing spinal injuries. . Striking other pool users causing various injuries.)   | Diving should only take place in a minimum depth of 1.5 metres, no diving in pools with a freeboard more than 0.38m, no diving in pools that have less than 7.6m forward clearance, diving teaching should only take place in a minimum depth of 1.8m. Appropriate signage should be in place. Divers should be segregated from swimmers                     | Amber<br>4/2 | N/A | ongoing | AL | Y<br>28.8.12 | Amber |
| <b>TRIPS</b>         | <b>CHILDREN<br/>TEACHERS<br/>LIFEGUARDS</b><br>(Loosing footing)  | Teachers to keep swim equipment stored tidily when not in use. Keep pool surround free of equipment to allow access to other users   | Amber<br>3/3 | N/A | ongoing | AL | Y<br>28.8.12 | Amber |
| <b>DIVING BOARDS</b> | <b>CHILDREN</b><br>((Unsupervised leading to incorrect use, insufficient segregation leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure | Specific supervision by qualified ASA Level 2 teachers, following industry standards for diving equipment. User training for boards higher than 3 metres, access control to eliminate unauthorised users, segregation of divers and swimmers, maintenance checks should be undertaken on all diving equipment as required in the manufacturers instructions. | Amber<br>4/3 | N/A | ongoing | AL | Y<br>28.8.12 | Amber |
| <b>FIRE</b>          | <b>CHILDREN<br/>TEACHERS<br/>LIFEGUARDS</b><br>(Death, smoke inhalation & burns)  | Lifeguards trained on the fire procedure should the fire alarm be sounded. They should know where the fire exits are, the use of space blankets and fire assembly point. All Leisure Centre staff trained on the EAP   | Amber<br>5/1 | N/A | ongoing | AL | Y<br>28.8.12 | Amber |

**APPENDIX E**

**Sport & Active Lifestyles – Schools Swimming Lessons – Key Stage 2 Scheme of Work – Autumn Term 2012**

**ALL LESSONS IN SUITABLE DEPTH OF WATER**

**Those skills need to pass the National Curriculum KS2 are built into the scheme of work and highlighted in bold**

| <b>Ability</b>   | <b>Equipment</b>   |   |
|--|--|---|
| Non-Swimmers needing Floatation aids   | Arm supports, Discs, Floats, Woggles, Sinkers, Balls, Egg flips  |   |
| Warm up – Movement in the water e.g. Running, Jumping, Kicking with floats, Swimming movements |  |   |
| <b>Week</b>  | <b>Main Theme</b>  | <b>Contrasting Activity</b>   |
| <b>1</b>   | <b>N.O.P./E.A.P. Safe entry into pool using Swivel entry/Jumping in / Safe exit using steps or climb out</b><br>Movement around pool /walking/running/kicking with floats                          | Getting face wet (washing, putting face in the water, or head under while holding side)                         |
| <b>2</b>   | Floatation on front and back using supports then regaining standing positions when able to do both introduce kicking legs  | Games and activities leading to putting face in the water and blowing bubbles                                   |
| <b>3</b>   | Floating on front and kicking legs leading to attempting short distance Front Paddle or Walking Blowing Bubbles and using arms to assist forward movement  | Games and activities leading to submersion and attempting mushroom floats                                       |
| <b>4</b>   | Floating on back with floats then introducing alternating kick (more confident swimmers introduce arms)  | Attempt front paddle over short distances or climbing out and jumping in to shallow water min. depth 0.9 metres |
| <b>5</b>   | Kicking on front using support (reduce support for better swimmers) progressing to front paddle  | Submersion holding the side blowing bubbles under the water. Attempt Push and Glide                             |
| <b>6</b>   | Push and glides (with supports) leading to short distance F/C with face in the water and no breathing  | Attempting <b>Mushroom Float</b> trying to hold for 5 seconds   |
| <b>7</b>   | <b>Check list</b><br><b>1 -Can swimmers do Swivel Entry and Jump in</b><br><b>2 - Can swimmers Climb out (perform safe exit)</b><br><b>3 - Can they do a Mushroom float and hold for 5 seconds</b> | <b>Rest of session organised races moving through water using skills learnt in lessons</b>                      |

**If you are unsure how to teach a skill please ask one of the pool swimming teachers**

**HALF TERM BREAK**

**APPENDIX F**

**Useful Contacts:**

**Andrew Learmonth  
Aquatics Manager  
John Charles Centre for Sport  
The Aquatics Centre  
Middleton Grove  
Leeds  
LS11 5DJ  
Tel (0113) 395 7358**

**Helen Plimmer  
Advisor for Physical Education  
Elmet Centre  
Elmet Lane  
Leeds  
LS8 2LJ  
Tel (0113) 214 4079**

**Admissions and Transport  
10<sup>th</sup> Floor West  
Merrion House  
110 Merrion Centre  
Leeds  
LS2 8DT  
Tel (0113) 247 5565**

**Health, Safety and Wellbeing Team  
9<sup>th</sup> Floor East  
Merrion House  
110 Merrion Centre  
Leeds  
LS2 8DT  
Tel (0113) 247 5763**

**Helen Holdsworth  
School Games Co-ordinator  
Leeds South & Central  
Rodillian School  
Longthorpe Lane  
Lofthouse  
Wakefield  
WF3 3PS**

**Shaun Mulhern  
School Games Co-ordinator  
Leeds East  
Boston Spa School  
Clifford Moor Road  
Boston Spa  
Wetherby  
LS23 6RW**

**Natalie Mallinson  
School Games Co-ordinator  
Leeds North West  
St Mary's Catholic Comprehensive  
Bradford Road  
Menston  
Ilkley  
LS29 6AE**

**Chrisi Nicholson  
School Games Co-ordinator  
Leeds North East  
Carr Manor High School  
Carr Manor Road  
Moortown  
Leeds  
LS17 5DJ**

**Charlie Pyatt  
School Games Co-ordinator  
Leeds West  
Priesthorpe Sports Specialist College  
Priesthorpe Lane  
Farsley  
Pudsey  
LS28 5SG**

## Leeds Schools Swimming Guidelines 2012-13

### Leeds Leisure Centre Swimming Pool Facilities

| <u>Pool</u>                   | <u>Manager</u>  | <u>Telephone No.</u> |
|-------------------------------|-----------------|----------------------|
| Aireborough Leisure Centre    |                 | (01943) 877131       |
| Armley Leisure Centre         | Simon Clarke    | 3367880              |
| Fearnville Sports Centre      | Michaela Noble  | 2489349              |
| Holt Park Leisure Centre      | Mark Robinson   | 2679739              |
| John Charles Centre for Sport | Adam Hoddell    | 247 5222             |
| John Smeaton Sports Centre    | John Robinson   | 214 1444             |
| Kippax Sports Centre          | Jane Young      | 286 8882             |
| Kirkstall Sports Centre       | Mark Sugden     | 214 4556             |
| Morley Leisure Centre         | Stephen Rampton | 3367890              |
| Otley (Chippindale Pool)      |                 | (01943) 877131       |
| Pudsey Leisure Centre         | Sue Mayman      | 336 7686             |
| Rothwell Sports Centre        | Michael Clowrey | 3367529              |
| Scott Hall Sports Centre      | Sharon Gard     | 262 4721             |
| Wetherby Swimming Pool        | Paul Warner     | (01937) 585125       |

|                        |                                  |                 |
|------------------------|----------------------------------|-----------------|
| <b>Ian Waller</b>      | <b>Sports Operations Manager</b> | <b>395 2378</b> |
| <b>Dave Bennett</b>    | <b>Area Manager 1</b>            | <b>395 2367</b> |
| <b>Ray Ashcroft</b>    | <b>Area Manager 2</b>            | <b>395 2365</b> |
| <b>Gareth Williams</b> | <b>Area Manager 3</b>            | <b>395 2369</b> |







## **Leeds Schools Swimming Guidelines 2012-13**

## **APPENDIX H (Cont.)**

Guidance notes for filling out the National Curriculum Key Stage 2 attainment spreadsheet

### **Perform a safe entry into the pool**

*Ideally jump in (depth must be 0.9m or deeper). A sitting swivel entry is the minimum acceptable.*

### **Perform a safe exit from the pool**

*Wherever possible the steps should not be used. Pools with a 'free board', assistance can be given.*

### **Swim 25m in a recognisable stroke, stress free using arms and legs**

*Any stroke can be performed using the following descriptors. The stroke does not have to conform to ASA law.*

|                      | <i>Minimum Standard</i>   | <i>Ideal Standard</i>   |
|----------------------|---|---|
| <i>Front crawl</i>   | <i>The head can either be up or in the water.<br/>The hands must stretch fully forward before pulling back.<br/>Legs kick in an alternating movement.</i> | <i>Arms recover over the water.<br/>Legs kick in an alternating movement</i>      |
| <i>Back crawl</i>    | <i>Hands perform a sculling type action.<br/>Legs kick in an alternating movement.</i>  | <i>Arms recover over the water.<br/>Legs kick in an alternating movement.</i>     |
| <i>Breast stroke</i> | <i>The arm and leg movements shall be simultaneous and in a circular pathway.</i>   | <i>The arm and leg movements shall be simultaneous and in a circular pathway.</i> |

### **Perform a mushroom float and hold for 5 seconds**

*Face must be in the water, arms gripping lower legs*

### **Perform a star float on front, rotate onto back**

*Face must be in the water, hold star float for 2-3 seconds. Controlled rotation onto back, hold for a further 2-3 seconds.*

### **Push and glide and fully submerge under the water (eyes open)**

*Submersion can be achieved by either:*

- *a handstand*
- *a surface dive*
- *swimming through a hoop*
- *picking up objects from the pool bottom*

### **Push and glide, tread water for 20 seconds, swim back to the side on the back**

*Treading water should be performed in a vertical body position with the head above water*

## Leeds Schools Swimming Guidelines 2012-13

### **Perform a back float and scull 5m either head or feet first**

*During the sculling action the body should be horizontal with the legs together and the toes near to the surface. The arms should perform the sculling movements close to the body and by the side*

### **Identify dangers surrounding open water and know the water safety code**

*Attend the Wise Up to Water Roadshow see **Appendix I**. Complete the Water Safety resource pack.*

**APPENDIX I**

**LEEDS LIFESAVING**

- 1 Wise Up To Water Roadshow
- 2 RLSS National Pool Lifeguard Guard
- 4 National Rescue Award for Swimming Teachers and Coaches
- 5 First Aid for Sport
- 6 Community First Aid

# **LEEDS LIFESAVING - WISE UP TO WATER**

## **PRIMARY SCHOOL ROADSHOW**

*Recommended for Key Stage 2*

### **Aim -**

To introduce and promote water safety awareness and provide education, to assist pupils to fulfil the water safety elements of the National Curriculum - Swimming.

### **Objectives -**

- To educate
- To build responsibility and judgement
- To cater for all levels
- To promote fun and enjoyment

**Time** - One Hour Roadshow

**No. of pupils per roadshow** - 35 approximately

**Facility / Equipment** - School Hall, T.V./ Video  
1 Large Ball  
15 Hockey sticks/cricket bats/tennis rackets

### **Roadshow Structure -**

- 10 minute interactive talk
- 20 minute RLSS Video - the Water Safety Code
- 30 minute practical - Learn How to Help - SAFELY!  
Simulating:  
Calling 999, Shout and Signal Rescues, Reach Rescues and Throw Rescues.

### **Children Receive -**

- Water Safety Activity Book
- With continued education from the school teacher, supported by Leeds Lifesaving, the children may gain the Leeds Lifesaving Water Safety Award, available directly from Leeds Lifesaving.

### **Cost**

- £35 per Roadshow payable to Leeds City Council

### **How To Apply –**

- Complete the attached application form and send with the fee if appropriate to:

Leeds Lifesaving - Louise Wells  
John Charles Centre for Sport,  
Middleton Grove, Leeds, LS11 5DJ  
Tel:0113 2475243 Fax 0113 3952379



## ***RLSS Lifesavers/IQL National Pool Lifeguard Qualification***

RLSS/IQL National Pool Lifeguard Qualification, an opportunity to qualify as a lifeguard, this great qualification opens many doors – both home and abroad!

With a high turn over of staff, Sport and Active Recreation constantly need new lifeguards, there are employment opportunities in all Leisure Centres throughout Leeds.

The National Pool Lifeguarding Qualification, NPLQ is a nationally recognised qualification.

Skills include: lifeguard principles, water rescue, spinal injury management, life support and first aid.

Pre-requisite: Candidates must be at least 16 years of age.

Swim ability: 200 metres on the front and back, using recognised strokes;  
50 metres within 1 minute and able to comfortably perform a surface dive.

**Through Leeds Lifesaving schools can access both these courses and we can tailor the courses to your requirements. As a concentrated course or weekly sessions, the duration would depend on the number of training hours per week.**

***For more information, cost details and application forms,  
contact: Louise Wells***

***Leeds Lifesaving***

***John Charles Centre for Sport,***

***Middleton Grove, Leeds, LS11 5DJ***

***Tel: 0113 2475243 Fax 0113 3952379***

***e-mail: [louise.wells@leeds.gov.uk](mailto:louise.wells@leeds.gov.uk)***





# NATIONAL RESCUE AWARD

*for swimming teachers and coaches*

**Don't miss this great opportunity!**

This award is designed to equip teachers with adequate skills to minimise risk and to respond effectively to an emergency and should be required for anyone teaching and coaching programmed swimming activities.

**By obtaining the NRASTC you may reduce the cost of your swimming activities.**

The award includes instruction on spinal cord injury management and reflects the recommendations identified in the Sport England and Health and Safety Commission's Managing health and safety in swimming pools publication.

*National Rescue Award for Swimming Teachers and Coaches* is accredited by:

- Lifesavers, The Royal Life Saving Society UK
- Amateur Swimming Association
- Institute of Sport and Recreation Management
- Institute of Swimming Teachers and Coaches
- Swimming Teachers Association.

Pre-requisite: Candidates must be at least 16 years of age.  
Swim ability – 20 metres on the front and back, using recognised strokes  
Able to perform a surface dive.

**Leeds Lifesaving are currently providing the following courses  
at a subsidised cost of £65 to all  
Leeds School Teachers and Club Volunteers.**

| <b>Course Dates</b>                    | <b>Venue</b>  | <b>Time</b>          |
|--|---|----------------------|
| ➤ Thursday 8 & Friday 9 November, 2012 | John Charles Centre for Sport<br>Aquatics Centre,<br>Middleton Grove, Leeds, LS11 5DJ | DAY 1<br>0900 - 1600 |
| ➤ Thursday 7 & Friday 8 February, 2013 | John Charles Centre for Sport<br>Aquatics Centre<br>Middleton Grove, Leeds, LS11 5DJ  | DAY 2<br>0900 - 1700 |
| ➤ Thursday 13 & Friday 14 June, 2013   | John Charles Centre for Sport<br>Aquatics Centre<br>Middleton Grove, Leeds, LS11 5DJ  |                      |

***Ensure your pupils are safely supervised  
- Book early to avoid disappointment.***

**For more information and application forms contact:**

**Leeds Lifesaving - Louise Wells  
John Charles Centre for Sport,  
Middleton Grove, Leeds, LS11 5DJ  
Tel:0113 24752432 Fax 0113 3952379  
Email: louise.wells@leeds.gov.uk**



## *First Aid for Sport – 6 hr course*

This is a competency based course, designed to train individuals in both theoretical and practical aspects of First Aid in a sporting environment. Ideal for those involved in sporting activities such as a referee, coach or player. Schools - this course fulfils SLUK requirements and is ideal for BTEC, Sports GCSE PE and Sports Leaders. If you would like this course delivered in your school, please see the Bespoke Courses page,

### **Course Content:**

- Understand the role of a first aider
- Acting safely, promptly and effectively in an emergency
- Treating an unconscious casualty (including seizure)
- Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- Heart attack / chest pain
- Choking
- Wounds and bleeding including head injuries
- Eye injuries
- Shock
- Fractures
- Sprains and strains
- Spinal injuries
- Burns and scalds
- Asthma
- Effects of extreme heat and cold
- Preventing cross infection
- Reporting and recording of incidents and actions and use of available equipment

### **Certification**

In order to gain a certificate, you must :

- Aged 16
- Attend all the course hours
- You will be continuously assessed on your skills throughout the duration of the course

An Emergency First Aid for Sport Certificate, valid for three years, will be awarded to all successful candidates.

| Course Dates                          | Venue  | Times       |
|---------------------------------------|--|-------------|
| Sunday 25 <sup>th</sup> November 2012 | Rothwell Sports Centre<br><b>Wakefield Road, Leeds, LS26 8EB</b>                             | 0900 – 1600 |
| Sunday 27 <sup>th</sup> January 2013  | John Charles Centre for Sport, Aquatics<br>Centre<br><b>Middleton Grove, Leeds, LS11 5DJ</b> |             |
| Sunday 23 <sup>rd</sup> June 2013     | Rothwell Sports Centre<br><b>Wakefield Road, Leeds, LS26 8EB</b>                             |             |

For further information please contact  
Leeds Lifesaving on 01132475243 or [louise.wells@leeds.gov.uk](mailto:louise.wells@leeds.gov.uk)

## *Community First Aid – 3 hr*

The course is designed as a first level qualification for those wishing to gain basic knowledge of what to do in an emergency. This qualification may be suitable for those wishing to gain a basic First Aid qualification as a pre-requisite for a National Governing Body coach education qualification.

### **Course Content**

- Acting safely , promptly and effectively in an emergency
- Treating an unconscious casualty (including seizure)
- Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- Choking
- Bleeding
- Shock

### **Certification**

In order to gain a certificate, you must :

- Attend all the course hours
- You will be continuously assessed on your skills throughout the duration of the course

A Community First Aid Certificate, valid for three years, will be awarded to all successful candidates.

| Course Dates            | Venue   | Times       |
|-------------------------|---|-------------|
| Monday 5 November 2012  | John Charles Centre for Sport<br>Aquatics Centre<br><b>Middleton Grove</b><br>Leeds, LS11 5DJ | 0900 – 1200 |
| Wednesday 13 March 2013 |   |             |
| Friday 19 July 2013     |   |             |

For further information please contact  
Leeds Lifesaving on 01132475243 or  
[louise.wells@leeds.gov.uk](mailto:louise.wells@leeds.gov.uk)



**Leeds Schools Swimming Guidelines 2012-13**

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**Training Completed by** .....