

The Shevington Federation



Millbrook Primary School

Taking Children to the Swimming Baths Policy

Reviewed annually

Taking Children Swimming Policy (Wigan Baths)

School Name: Millbrook Primary School

Review Cycle: Annual most likely before the start of the block

Policy Owner: Executive Headteacher / DSL

1. Purpose of the Policy

This policy sets out clear expectations and procedures for taking KS2 pupils to swimming lessons at Wigan Baths (Wigan Life Centre), ensuring:

- pupil safety and wellbeing
- safeguarding requirements are met
- respectful and appropriate use of communal changing rooms
- staff clarity around roles, supervision and risk management

Guidance is drawn from NSPCC best practice for changing rooms, CPSU guidance on safe use of changing facilities, and national school swimming safety recommendations, including risk assessment expectations. [\[learning.nspcc.org.uk\]](https://www.learning.nspcc.org.uk) [\[thecpsu.org.uk\]](https://www.thecpsu.org.uk) [\[lancashire.gov.uk\]](https://www.lancashire.gov.uk)

2. Roles and Responsibilities

2.1 School Leaders

- Ensure a full swimming risk assessment is completed and reviewed annually, and dynamically at each visit, as recommended for school swimming sessions.

2.2 Accompanying Staff

- Maintain supervision of pupils during travel, changing, and poolside time.
- Follow safeguarding expectations for changing rooms (privacy, dignity, limited entering, correct gender staffing). [\[learning.nspcc.org.uk\]](https://www.learning.nspcc.org.uk)
- Conduct a **dynamic risk assessment** on arrival before each session. [\[lancashire.gov.uk\]](https://www.lancashire.gov.uk)

2.3 Swimming Instructors

- Provide high-quality instruction following Swim England guidance for KS2 swimming and water safety. [\[swimming.org\]](https://www.swimming.org)
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3. Safeguarding in Communal Changing Rooms

3.1 General Principles

Best practice expects schools to:

- Protect privacy and dignity for all pupils when getting changed.
- Avoid mixed-gender communal changing for older primary children (recommended from Year 3 onwards). [\[icmec.org\]](https://www.icmec.org)
- Provide sensitive arrangements for pupils with SEND, religious needs, or gender identity considerations. [\[icmec.org\]](https://www.icmec.org)- use individual cubicles on nearby toilet

3.2 Gender Separation

- KS2 pupils **must** change in separate boys' and girls' communal changing rooms. [\[icmec.org\]](https://www.icmec.org)
- Where space requires adaptation, screens or zoned areas may be used to enhance privacy.

3.3 Staff Supervision

Staff will:

- Supervise from **outside** the changing rooms wherever possible, maintaining proximity while respecting privacy.
- Enter only when necessary, and **announce their presence** before entering to maintain dignity.
- Ensure female staff supervise girls and male staff supervise boys, where possible.

Staff must not:

- Change or shower in the same space as pupils.
- Stand watching or be present inside the room without a safeguarding-related reason.

3.4 Vulnerable Pupils / Additional Needs

- Pupils requiring support may receive one-to-one assistance by staff of the **same gender**, in line with safeguarding guidelines.
 - A tailored plan must be created for pupils with SEND or medical needs as part of the swimming risk assessment.
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4. Behaviour Expectations

- Clear behaviour expectations will be taught prior to sessions, including respect, privacy, and appropriate conduct in changing and pool areas.
 - Concerns raised by pupils about peers or staff are always taken seriously and investigated by the DSL.
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5. Transport and Transition

- Adults supervise boarding, travel, and transitions to/from the pool.
 - Register checks occur before departure, arrival, and return.
 - Pupils line up and enter changing areas in an orderly, supervised manner.
 - Coach company known to school and Wigan
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6. Health and Safety at the Pool

6.1 Risk Assessment

- A full written swimming risk assessment must be completed before the start of the year's swimming programme and shared with all staff. [\[lancashire.gov.uk\]](http://lancashire.gov.uk)
- Staff will conduct dynamic risk assessments for:
 - pool environment
 - pupil behaviour and abilities
 - water quality/temperature
 - rescue equipment availability
 - any changes to normal conditions [\[lancashire.gov.uk\]](http://lancashire.gov.uk)

6.2 Pool Induction

- Staff will be familiar with:
 - NOP (Normal Operating Procedure)
 - EAP (Emergency Action Plan)
 - Location of lifeguards and lifesaving equipment
 - Evacuation procedures [\[lancashire.gov.uk\]](https://lancashire.gov.uk)

6.3 Medical Needs

- Asthma pumps and necessary medication must accompany pupils.
 - Medical information is shared with instructors in advance.
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7. Photography and Devices

- No photographs or recordings are permitted in changing rooms or poolside unless following strict safeguarding procedures outlined by the venue and CPSU guidance. [\[t](#)
 - Pupils must not bring mobile phones.
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8. Incident Reporting

- Any accidents, safeguarding concerns, or behavioural incidents are recorded using the school's safeguarding system and reported to the DSL.
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9. Communication with Parents

- Parents will receive:
 - swimming schedule
 - equipment list
 - behaviour expectations
 - safeguarding and changing arrangements
 - Parents may request alternative changing arrangements for justified reasons (e.g., SEND, religious requirements).
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10. Monitoring and Review

- Senior leaders and the DSL review this policy annually.
 - Feedback from staff, pupils, and pool providers may inform revisions.
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