STA Swimming Teaching Code of Practice

Health Leisure Life

- STA Policies
- Generic Teaching Information
- STA Award in Aquatic Teaching - Baby and Pre-School Swimming
- STA Diploma in Aquatic Teaching - Baby and Pre-School
- STA Swimming Teacher
- STA Award in Teaching Swimming
- STA Certificate in Teaching Swimming
- STA Award - Disability Swimming
- STA Award in Open Water Swimming Coaching
- STA Award in Mermaid and Mono Fin Swimming
- STA Award in Aquacise

v26.1



Foreword

There is often confusion and a lack of understanding with regards to what regulations, legislation or recommendations swimming teachers should and should not follow. To support and clarify these aspects for our members, we have reworked and updated the STA Code of Practice.

This document states clearly the requirements, qualification competences, teaching ratios etc. for a STA swimming teacher. For ease of use we have also colour coded the document so you can easily find the specific section you need.

Furthermore if you have insurance through STA / Ault Insurance the information here will explain exactly what you are required to do, to ensure compliance.



Dave Candler
Chief Executive Officer



Kaylë Brightwell
Director of Education

As an organisation committed to continually supporting our members, the STA Code of Practice has been revised, to reflect changes with Safety Training Awards Aquatic Qualifications on offer. This is to ensure that you are delivering high quality swimming lessons and that you are insured and fully protected when doing so.

If you go over and above these requirements then fantastic!, but if you are not meeting these requirements and something goes wrong, please be warned that you will have a hard time justifying this to the insurance company.

Remember you are delivering a life skill, make learning to swim fun and enjoyable, but safety is paramount.

The Membership Insurance cover is provided for Qualified and Associate members of the Swimming Teachers Association Limited (STA) while acting in an individual capacity in accordance with the individual STA member's qualification or qualification recognised by the STA. Each qualification incorporates many aspects of the Code of Practice, and therefore, to ensure that you remain fully covered, you must ensure that you comply with the STA Code of Practice.



Sam Green
Director
Ault Insurance Brokers

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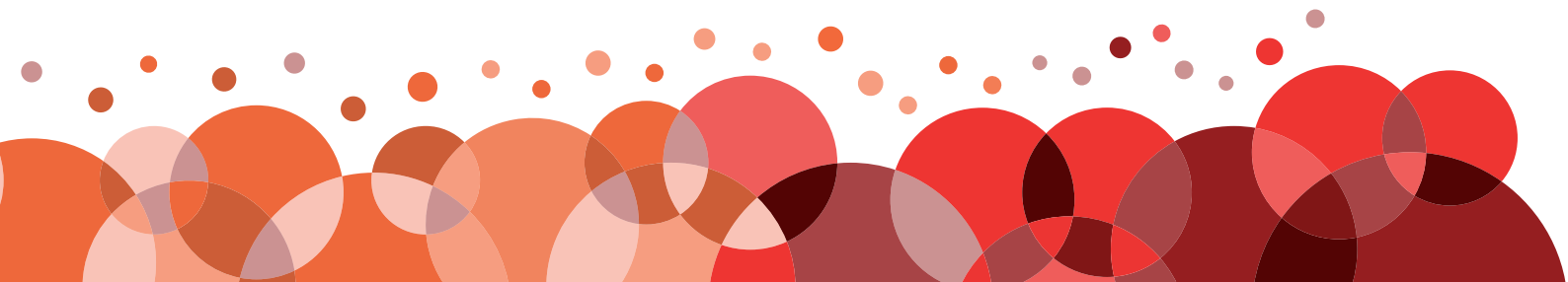


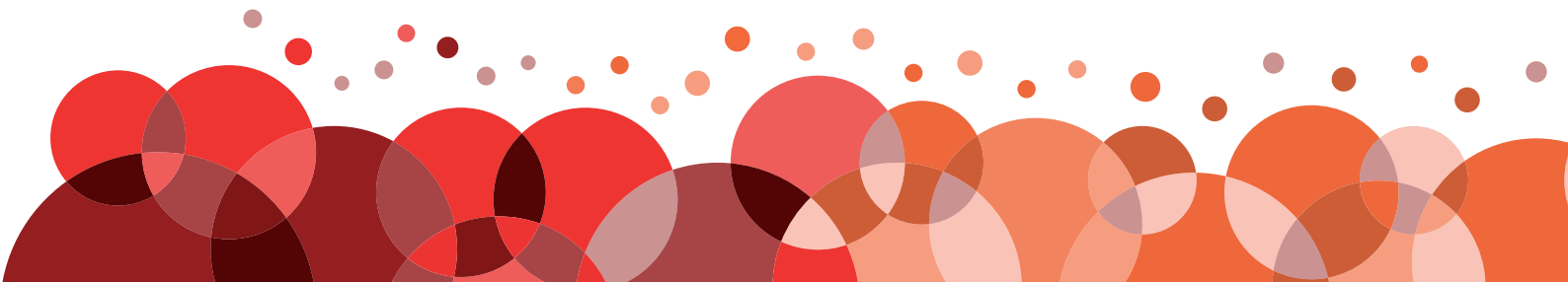
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Safeguarding Children, Young People and Vulnerable Adults



Introduction

It is widely accepted that it is the responsibility of every adult to safeguard the wellbeing of children and vulnerable adults. Abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings, you must ensure they do not interfere with your judgement surrounding the necessary action required.

Abuse and poor practice can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children or vulnerable adults in order to harm them. Everyone working in the leisure sector either in a paid or voluntary capacity, together with those working in affiliated organisations has a role to play in safeguarding the welfare of children and vulnerable adults and promoting good practice.

A swimming teacher, lifeguard, lifesaver, tutor or volunteer may have regular contact with / vulnerable adults and be a very important link in identifying cases where an individual may be at risk or in need. When establishing guidelines, it is important to recognise that the organisation is both morally and legally obliged to provide the highest possible standard of care.

STA recognises the responsibility to:

- Safeguard and actively promote the welfare and safety of children and vulnerable adults
- Take all reasonable and practical steps to prevent harm, abuse, discrimination, or any form of degrading treatment
- Respect ad uphold the rights, wishes and feelings of children and vulnerable adults, ensuring their voices are heard and valued.

Child and vulnerable adults protection procedures can:

- Provide essential safeguards for children / vulnerable adults, STA members, staff, volunteers and those within affiliated organisation, ensuring a safe and supportive environment.
- Support and uphold the professionalism, integrity, and high standards of practice expected of STA members, reinforcing a culture of safety and responsibility.

We recognise that safeguarding procedures are only as effective as the knowledge, skills and confidence of those who implement them. Therefore, we are committed to:

- Robust and thorough recruitment practices to ensure suitability of those working with children and vulnerable adults
- Provide ongoing support, training and development to equip individuals with the skills needed to uphold safeguarding responsibilities
- Establish clear and effective processes for recognising, responding to, and reporting concerns
- Working together with parents / guardians and other organisations to ensure that the welfare and safety of all remain paramount.

Principles

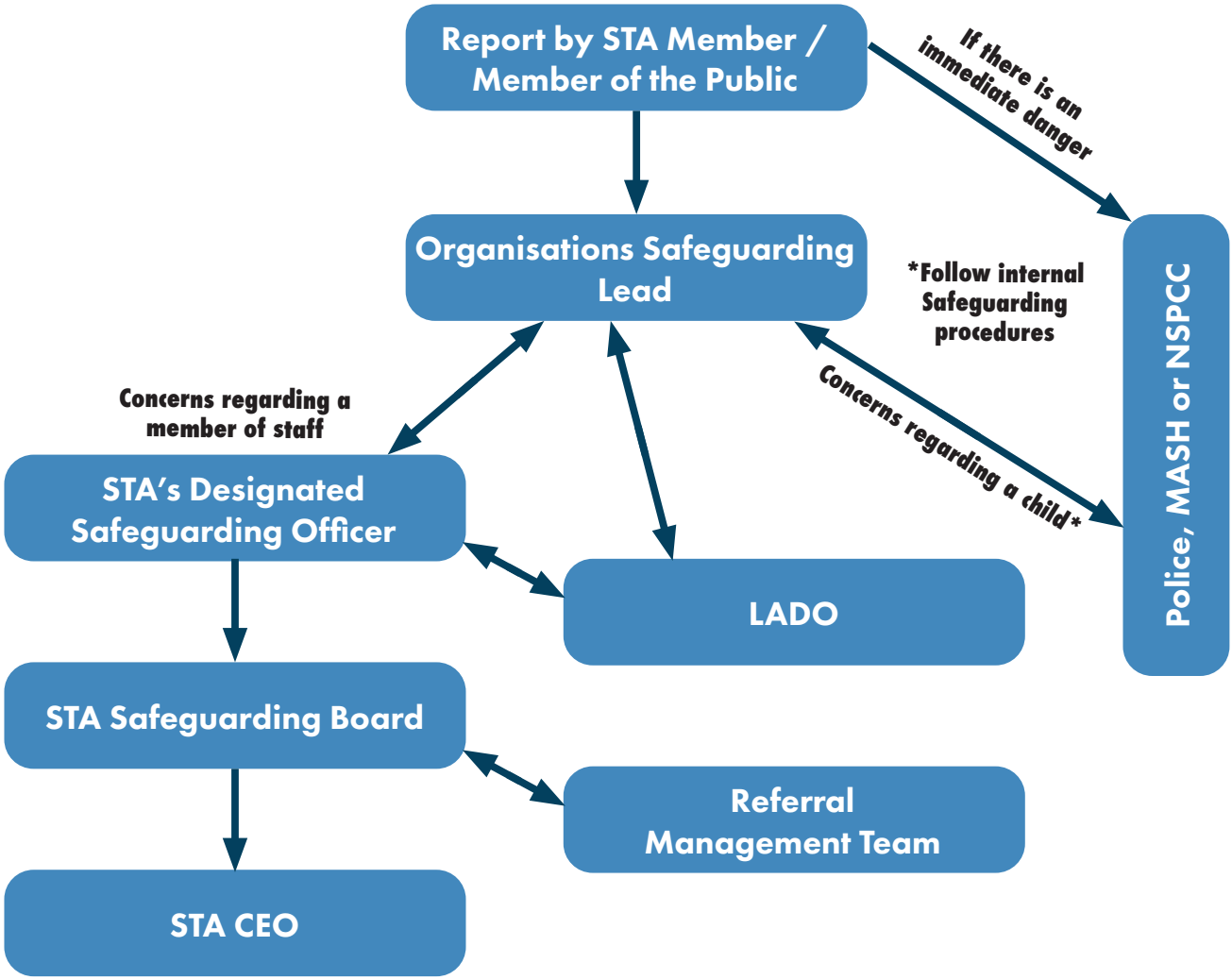
- The welfare of the child and vulnerable adult is paramount and must always be the primary consideration.
- All participants regardless of age, culture, disability, gender, language, racial origin, religious belief or sexual identity have the right to protection from abuse
- All suspicions, concerns and allegations of abuse will be taken seriously; and responded to
- For the purpose of this document, anyone aged 16 years or under is considered a child.

Working in partnership with children and their parents / guardians is essential for the protection of the children.

STA recognises the statutory responsibility of social services to ensure the welfare of children and vulnerable adults and is committed to working together with the Multi-Agency Safeguarding Hubs (MASH) to ensure effective protection and support.

Recognition of Abuse

Even for those with experience in working with child and vulnerable adult abuse, it is not always straightforward to recognise a situation where abuse may occur or has already taken place. STA acknowledges that their staff, whether in a paid or voluntary capacity, are not expected to be experts in identifying abuse. However, they have a duty to act on any concerns. Therefore, STA expects all staff to report any concerns about the welfare of a child / vulnerable adult immediately to the designated person in charge, following the appropriate reporting procedures.



It is the responsibility of these people to ensure that appropriate advice is obtained from the MASH or the NSPCC. If the necessary person is not available, or the concern is about the person in charge, the individual in receipt of the information will contact the Social Services direct.

Possible Indications of Abuse in a Child / Vulnerable Adult:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly in areas of the body not normally prone to such injuries
- Injuries with inconsistent explanations or those that do not match the given explanation
- The child / vulnerable adult describes what appears to be an abusive act involving him / her
- Someone else—a child or adult, expresses concern about the welfare of another child / vulnerable adult
- Unexplained changes in behaviour—e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engages in sexually explicit behaviour in games
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. **It is not the responsibility of those working in swimming to decide that child abuse is occurring, but it is their responsibility to act on any concerns.**

Forms of Abuse

STA recommends adhering to the NSPCC's updated definition of abuse, the full information can be found at https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/

The Effects of Abuse

Abuse in all its forms can affect a child or vulnerable adult at any age. The effects can be so damaging, that if not treated, they may follow an individual into adulthood.

There have been a number of studies which suggest children and people with disabilities are at increased risk of abuse through various factors such as stereo-typing, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or to adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

Listening to the Child or Vulnerable Adult

If a child / vulnerable adult says or indicates that they are being abused, or information is obtained which gives concern that a child / vulnerable adult is being abused, the person receiving this information should:

- React calmly so as not to frighten the individual
- Tell them they are not to blame and that it was right to tell someone
- Take what they say seriously, while recognising the difficulties involved in interpreting the words of a very young child, from someone who has a speech disability and / or differences in language
- Limit questions to only what is essential to gain a clear and accurate understanding of what has been disclosed
- Reassure the child, but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and / or seen as soon as possible.

Responding to Suspicions or Allegations of Child Abuse

STA members are **NOT** responsible for determining if child abuse is taking place. However, they do have a responsibility to report concerns so that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Whilst STA acknowledges the importance of the role of the statutory agencies involved in children's welfare (social services, police, NSPCC), the importance of using the Multi-Agency Safeguarding Hub (MASH) should not be underestimated. The MASH works with all the statutory agencies and can advise on the best course of action. If a child is in immediate danger, then the police should be contacted.

The MASH may report the incident or disclosure to the social services department which has a statutory duty under the Children Act 1989 to ensure the welfare of a child. When a child protection referral is made its staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police.

What to Do If There Are Concerns

1. There is always a commitment to work in partnership with parents or guardians where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or guardians to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.
2. However, there are circumstances in which a child might be placed at even greater risk where such concerns are shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately.
3. In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported and recorded to the person in charge as soon as possible.
4. It is the responsibility of the person in charge to inform the MASH without delay. If a person in charge is not available, the person discovering or being informed of the abuse should immediately contact the MASH, or the police if a child is in immediate danger. If you're not sure about what to do, you can contact STA's Designated Safeguarding Officer (DSO) and / or the NSPCC's child protection helpline.

NSPCC Child Protection Helpline 0808 800 5000 (24 hour service)

Recording and Information

Information that is passed to the social services department, the police or MASH must be as helpful as possible. The information should contain the following:

- The nature of the allegation
- A description of any visible bruising or other injuries
- The child's account, if he or she can give them, of what has happened and how any bruising or other injuries occurred
- Any times, dates, or other relevant information
- A clear distinction between what is fact, opinion, or hearsay.

Reporting the matter to the police or MASH should not however be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the MASH should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the MASH member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. If the concern involves an STA member, once the allegation or concern has been raised with the police, MASH or the NSPCC then the concern must be passed on to STA through the DSO.

STA has provided a template Incident Report Form which should be adapted to suit the needs / procedures of the company. This Incident Report Form is to report concerns / disclosures to the company Designated Safeguarding Officer.

Allegations of Abuse Against Members of STA

This would include anyone working with children in a paid or voluntary capacity. For example, volunteers in clubs, club helpers, tutors on training camps, lifeguards and swimming teachers.

Abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, abuse has occurred within institutions and may occur within other settings, for example, in sport or other social activities. Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event. It is crucial that those involved in leisure are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

The person in charge may be informed of situations where they are unsure about whether the allegation constitutes abuse or not and are therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse. In this instance, those responsible should always consult STA's DSO and avoid discussions with colleagues as there is a need to protect human rights of all concerned, including the individual against who the allegation is made.

Do not hesitate to gain advice from the Local Authority Designated Officer (LADO). This is important as it may be just one of a series of other instances which together cause concern. It is acknowledged that feelings generated by the discovery surrounding a member of staff or volunteer potentially abusing a child, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

STA would like to assure all staff and members that it would fully support and protect anyone who, in good faith, reports his or her concerns that a colleague is, or may be, abusing a child.

Where there is a complaint of abuse against a member of staff, there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary or misconduct investigation.

The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily.

- If, following consideration the allegation is clearly about poor practice, then STA will deal with this as a misconduct issue
- Any suspicion that a child has been abused by a member will be reported to a person in charge who will take such steps as he or she considers necessary to ensure the safety of the child in question and any other child who may be at risk
- The designated person will refer the allegation to the LADO who involve the police
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department
- The person in charge should notify the STA's DSO
- Every effort should be made to ensure that confidentiality is maintained for all concerned
- If the person in charge is the subject of the suspicion / allegation and is a member of STA, the report must be made to STA's DSO who is then responsible for taking the action outlined above
- Irrespective of the findings of the social services or police inquiries, STA must assess all individual cases under the appropriate misconduct / disciplinary and welfare procedures, to decide whether a member should be reinstated and how this can be handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the STA will reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of children should always remain paramount.
- Consideration should be given to what support may be appropriate to children, parents / guardians and members of staff.

Non-recent Historic Abuse

Allegations of abuse may be made some period of time after the event, and can be:

1. An adult making an allegation of abuse when they were under 18 years of age, that occurred at least 1 year before it was reported
2. A child making an allegation of abuse that occurred at least one year before it was reported
3. Someone reports an allegation, on behalf of someone else, relating to an offence committed over a year ago.

Source: NSPCC (2018)

Such disclosures can occur after long periods of time as the complainant may now feel comfortable that they are no longer at risk, have the confidence to make an allegation that will be believed, become aware that there have been other reports, or feel they need closure to move on. Whatever the motive, and however long ago the allegation, action must be taken because:

1. The alleged may not have been an isolated incident
2. It may be part of a wider abuse situation
3. The person(s) may still be abusing individuals and / or working with children
4. There may be on-going legal action.

Source: NSPCC (2018)

Should an allegation or disclosure be made to a member of STA it is important to record and report such information as you would if it were a current situation. The STA maintain extensive records and will support any statutory agency investigating non-recent historic allegations, but please be reassured that all information is stored in line with current data protection and general data protection regulations.

Even though the abuse may have occurred many years ago, the impact may be significant and long lasting. Please reassure the individual that it is not their fault, and that the allegation is taken seriously.

If the individual concerned is confident enough, ask them to call the police non-urgent crimes number on 101 to report the abuse.

If the individual concerned is not confident to call the police, then report the allegation as if it was a current incident, using the available forms. However, please make a note that this is an historic abuse allegation / disclosure.

Support for the victims of abuse can seek support from the NAPAC – the National Association for People Abused in Childhood (NAPAC).

Prevention

All people have a right to be safe and to be treated with dignity and respect.

Basic guidelines will help safeguard both children, staff, volunteers and the organisation concerned and reduce the risk of allegations being made. These are listed below.

Recruitment and Selecting Staff and Volunteers

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children and vulnerable adults. It is essential the same procedure is used consistently whether staff be paid or unpaid in part-time or full-time occupation.

When undertaking pre-selection checks the following should be included:

- All volunteers and staff working for a swim school, organisation or club should complete an application form
- Application forms should be designed to elicit information about an applicant's past career (including any gaps), and to establish any criminal record
- Consent should be obtained from applicants for police and social services checks
- At least two references should be provided including at least one regarding previous work with children, and one from a professional that is unrelated to the applicant
- Clubs and employers should have effective measures in place to ensure the confidentiality of information received in relation to applicants is treated with the strictest of confidence
- All volunteers and employees should sign a Child Protection Protocol
- All volunteers and employees should be a checked with the following organisations who maintain information about individuals who are deemed unsuitable to work with children:

England and Wales:	**DBS**	**03000 200 190**
Scotland:	**Disclosure Scotland**	**0300 020 0040**
Northern Ireland:	**Access Northern Ireland**	**0300 200 7888**

Policy and Procedure

To help prevent abuse of children and vulnerable adults, the swim school, organisation or club should have a policy which ensures that children and vulnerable adults are protected and kept safe from harm. Everyone involved in the care of children should know what to do if there are concerns about abuse and where procedures are kept.

Training and Seminars

It should be recognised that checks are only part of the process to protect children from possible abuse by members of staff. STA teachers are required to have completed a Safeguarding course, with the STA's course or an acceptable alternative as determined by STA. They should receive appropriate ongoing training and attend suitable seminars undertaken by experienced deliverers so that they are aware and sensitive to potentially abusive situations.

STA recommend that swimming teachers update their safeguarding training every 3 years, in line with other providers and best practice guidelines.

Complaints and Appeals

The management committee of swim schools, organisations and all clubs will ensure that there is a well-established complaints procedure in operation and that which parents, guardians and children have easy accessibility to.

Position of Trust

A position of trust is a legal term where an adult in certain roles has power of influence over an individual. The law states that an adult, in a position of trust, engaging in any sexual activity with a young person under the age of 18 is a criminal offence. STA members need to be aware that they may be in a position of trust within their roles.

Any misuse of authority, especially involving children / vulnerable adults is a serious breach of safeguarding policies and may have legal consequences. STA recommend adhering to the good practice guidelines outlined below to ensure that professional boundaries are maintained, safeguarding responsibilities are upheld, and the safety and well-being of all participants is prioritised.

STA has taken guidance regarding the position of trust from https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust.

Good Practice in the Care of Children

You can reduce situations where the abuse of children may occur and help to protect staff and volunteers by promoting good practice. The following are more specific examples of care, which should be taken when working within a swimming context.

- Always be publicly open when working with children. Avoid situations where a teacher and individual swimmers are completely unobserved
- Where any form of manual support is required, this should be provided openly and with the assent of the child and consent of the parent or guardian. The teacher should also be extremely careful as it is difficult to maintain hand positions when the child is constantly moving. The views of parents / guardians should always be carefully considered
- Where possible parents / guardians should take on the responsibility for their children in the changing rooms. Where classes have to be supervised in the changing rooms, always ensure that teachers work in pairs
- Encourage an open environment, e.g. no secrets
- Do not take children alone in a car on journeys, however short.

And you should never:

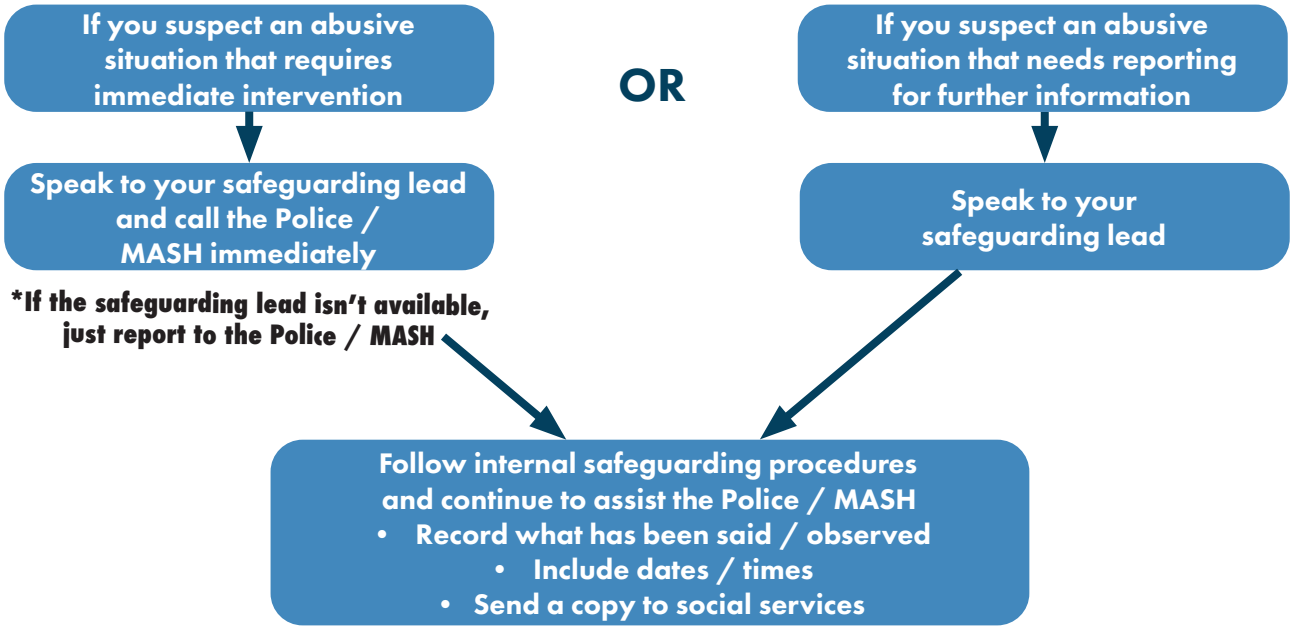
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Let allegations a child makes go unrecorded, or not acted upon
- Do things of a personal nature that children can do for themselves
- Have children stay at your home with you unsupervised
- Spend excessive amounts of time alone with children away from others
- Take children to your home where they will be alone with you
- Take still or movie photographs of children without obtaining the guardians consent in writing.

It may be sometimes necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities. These tasks should only be carried out with a full understanding and written consent of parents and of the children involved. There is a need to be responsive to a child's reactions and if a child is fully dependent upon you, talk with them about what you are doing and give them choices where possible. This is particularly so if you are involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting a child to carry out particular activities.

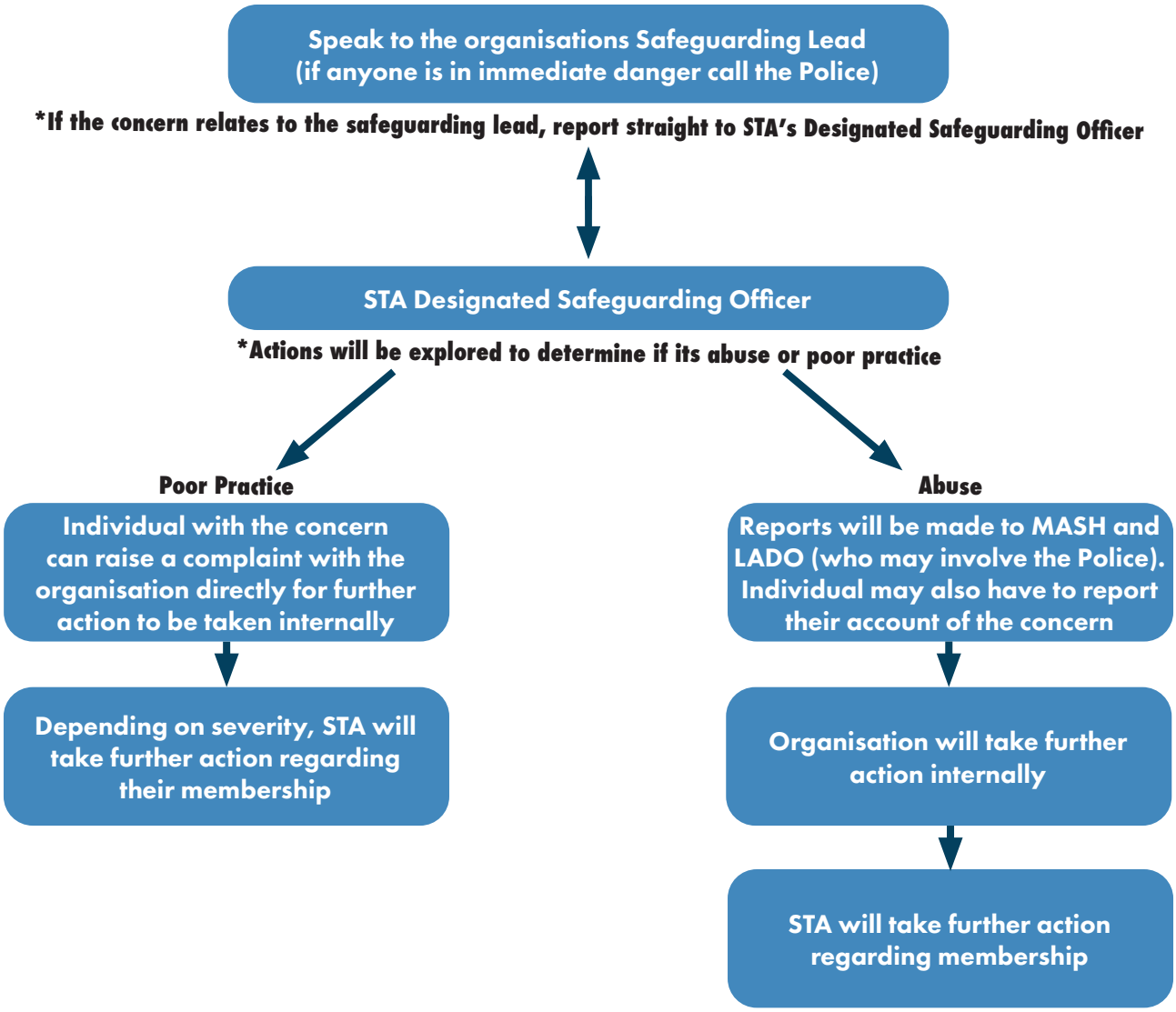
If during your care of a child you accidentally hurt them, the child seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or guardians should be informed of the incident.

STA acknowledges the help provided by NSPCC in producing these procedures.

What to do if you have concerns about child abuse



What to do if you have concerns regarding child abuse by a member of the STA



Teaching in the Water Policy



Introduction

It is preferable for the swimming teacher to conduct swimming lessons from the poolside; there are a number of reasons for this, including:

1. Safety - the swimming teacher is able to maintain full visual cover of all their participants from the poolside and thus be in a position to react quickly to any incidents that may arise
2. Observation - the swimming teacher on the poolside is in a better position to analyse the participant's skills
3. Teacher protection - due to their proximity to the participants and the difficulty of seeing exactly where teachers have their hands; swimming teachers can be more vulnerable to accusations of abuse if they are teaching in the water.

Nevertheless STA recognise that teaching in the water can be very effective and beneficial to many participants. If teachers are delivering lessons in the water then STA strongly recommend that a responsible person (swim school owner, centre / pool manager etc.) has suitable and sufficient risk assessments undertaken to determine the maximum number of learners that a single teacher can teach for each specific type of lesson (e.g. beginners, improvers, pre-school participants, adults etc...) while they are in the water.

STA recommend a maximum ratio of 6 participants to 1 swimming teacher. This recommendation must coincide with a risk assessment where the pool size, depth, shape and participant's age, ability and needs are taken into consideration as the ratio may need to be reduced to ensure safety and effective teaching.

STA recommend a maximum ratio of 12 adult and child pairs to 1 baby and pre-school teacher. This recommendation must coincide with a risk assessment where the pool size, depth, shape and participant's age, ability and needs are taken into consideration as the ratio may need to be reduced to ensure safety and effective teaching.

It is an STA requirement that:

- When swimming lessons are in progress, there must always be at least one person on duty on the poolside who is competent to respond. This can be the teacher provided they possess appropriate lifesaving competencies, which include rescue skills, CPR, and relevant aspects of the PSOP; this can be achieved by holding a current STA Lifesaving or Lifeguard qualification. A swimming teacher in the water has an extremely limited view of the water and the participants. They should only teach in the water where there is suitable and sufficient cover on the poolside to watch the class as determined by the individual pools risk assessment.
  STA recommend swimming teachers have an approved and in date lifesaving qualification.

To help with the risk assessment STA recommend that the following points are taken into consideration:

- What are the ages of the participants? Will they be able to understand safety instructions given to them by the teacher?
- Do any of the participants have special needs / requirements and / or medical conditions e.g. hearing difficulties, visual impairments, learning difficulties, hidden conditions, physical disabilities etc.
  - Additional support and supervision may be required depending on the individual needs of the participant
- Are there any site specific characteristics of the pool that may present special risks? E.g. sudden changes in depth, blind spots, specular reflection etc
  - These may require more than one person qualified in pool rescue to be on duty on the poolside
- How deep is the water?
  - Non-swimmers and younger participants will be safer in water of their own standing depth
- What is the size and shape of the pool?
  - Small pools with fewer lessons are easier to supervise

- How many lessons are taking place?
  - More lessons may require more than one pool rescuer on the poolside, due to higher risks with the increased numbers of participants to supervise, increased noise levels etc
- How many poolside rescuers will there be?
  - Will one rescuer be overseeing one class or several? Supervising one class will give a greater degree of safety
- What is the temperature of the water?
  - The warmer it is, the quicker the teacher will become de-hydrated
  - The colder it is, then the teacher may need to be provided with some form of thermal protection (Personal Protective Equipment) i.e. wet suit
  - Swimming teachers may need to wear sun protection when teaching in an outdoor environment
- How long will the teacher remain in the water?
  - STA recommend that all aquatic teachers should not teach in the water for longer than three consecutive hours before having at least a thirty minute break before teaching again. This is to allow themselves time to recover from the water temperature and pool humidity, to hydrate and refresh themselves and to allow their vocal cords to rest. It is also recommended that a teacher does not teach more than two three-hour blocks per day in the water
- Is there a regular change of pool rescue cover?
  - This is to prevent the poolside rescuer from becoming fatigued and allowing them to remain vigilant and alert.

STA recommend that the following guidelines are also observed:

- The maximum depth of water where a teacher can operate safely is when the water is approximately at mid-chest level
  - Note: The swimming teacher in the water must be able to stand, walk freely and not be forced by the depth of water, into a floating position
- The teaching positions will be different when teaching in the water, the teacher must always position themselves so they have the whole class under observation
  - Note: Particular attention must be paid when the swimming teacher is attending to an individual participant, the teacher must be aware of the safety of the rest of the class and this may necessitate the remainder of the class being on poolside
- The parent / guardian should be informed that the swimming teacher will be in the water and advise them of the reasons and benefits to the participant
- The parent / guardian should be informed of the methods of manual support, if any, that will be used and their consent obtained for methods employed
- The swimming teacher should only use methods of manual support that are appropriate to the age and ability of the participant
- Prior to using manual support the teacher should inform the participant, explain the procedure and seek the learner's permission
- Manual support should only be given when necessary and only for as long as it is required
- The swimming teacher should keep his / her hands in view whenever possible
- The swimming teacher should be easily recognisable as the instructor by, for example, wearing a 'Teacher' T-shirt
- The swimming teacher should not infringe on the personal space of adult / child participants and should be aware of familiarity that may come from participants.

Use of Tablets and Electronic Devices During Swimming Lessons



Due to the increasing popularity of tablets being used on poolside during swimming lessons, STA recognises the benefits these have for swim schools and swimming teachers. However, STA also recognises the importance of participant's safety and data protection requirements.

Tablets include all electrical devices which record participants' details, attendance and progression.

There are three main areas for consideration when using tablets on poolside:

1. Safety
2. Data Protection
3. Tablet Functionality

Safety

- At no point should the tablet distract a swimming teacher from the delivery of the lesson or its safety. The tablet should be used at the start of the lesson, before the participants enter the pool. It should then be placed to one side out of the way
- When updating a participant's progress or assessment, a swimming teacher should do this after the lesson has finished. The participant's safety should never be compromised whilst they are in the care of the swimming teacher
- Swimming teachers must not leave participants unattended when using a tablet
- The use of a tablet to record participant attendance should take no longer than it would to tick a paper register.

Tablets should never distract a swimming teacher from the participants. Safety is paramount!

Data Protection

- All swimming teachers who use a tablet should sign and understand the swim school's data protection policy
- A swimming teacher should only be able to access the class information such as participant name, medical details etc. They should not have access to non-essential personal data such as address, bank details etc
- When the tablet is being used during a swimming lesson, the tablet must be locked or have a security feature which will not allow another individual to access the information
- At no point should a personal tablet be used for work purposes. The employer should provide these if they are to be implemented into the swimming lesson programme
- Employers and venues should have appropriate safety precautions in place ensuring the network / Wi-Fi are secure and cannot be compromised
- All tablets should be installed with antivirus and firewalls with the most up to date software where practicable.

Tablet Functionality

- Tablets which have a built-in camera must have the camera feature disabled and blanked off, unless it is being used to provide visual feedback to the participant. This can be done by taping over the lens
- If a tablet is being used to record a participant's progress or to give visual feedback, informed consent must be given from the parent / guardian and assent* from the participant. If the parent / guardian gives consent but the participant says no, then the participant's wishes must be observed, even if the participant is under 16 years old
- If consent and assent has been obtained and the tablet is being used for a specific stroke analysis element or practice, then the image / recording must be deleted immediately once feedback has been given. No imagery / footage is to be stored or kept on the tablet
- All tablets used in a poolside environment must be in a secure waterproof housing to protect against water damage and to prevent any glass getting in / on the poolside, should the tablet be dropped.
- Tablets should not be used in changing facilities
- When charging a tablet this must be done away from poolside in a secure area following the Electricity at Work Act 1989 which covers the safe use of electricity at work. This has particular relevance when working in a pool environment.

* Consent is given by someone who fully understands why the photos and videos are being taken and what will happen afterwards. A signed consent form is recommended. A participant under 16 cannot give consent however they should be asked if they want to partake in the activities and if they would like to be photographed or filmed; this is known as assent. Assent is not a one-off process, it is continuous. Participants must give assent every time. Assent can be given in the form of a verbal yes or nodding the head.

This policy should support a swim school's individual policies and procedures. The swim school should have suitable risk assessments in place for the use of the tablets on poolside and written permission from pool management.

Training should be given to all staff and this training should be recorded in training records.

Baby Swimming Policy



STA Baby Swimming Policy

To ensure babies and pre-school children are introduced to the aquatic environment in a safe and positive manner, STA in partnership with Birthlight have updated the baby swimming policy. The policy offers guidance and best practice guidelines on the following areas:

1. Starting Baby Swimming
2. The Pool Environment
3. Teaching Methodology
4. Submersions.

1. Starting Baby Swimming

The policy of STA, with regards to introducing babies to aquatic activities is as follows:

- Babies should only be introduced to water in line with the most recent recommendations from the Department of Health. The current recommendation, at the date of publication, is "Your baby does not need any immunisations before they go swimming" and "You can take your baby swimming at any age, both before and after they have been vaccinated. It does not matter if they have not yet completed their course of vaccinations." https://www.nhs.uk/common-health-questions/childrens-health/can-my-baby-go-swimming-before-or-after-vaccinations/
- A teacher should ensure that a midwife, a health visitor or a doctor is happy for the baby and new mother to be introduced to a public swimming pool. A signed statement by a parent / guardian provides some assurance that it is appropriate to introduce the child to the aquatic environment
- Teachers need to be aware, the immune system of babies born prematurely does not develop at the same pace as that of full term babies
- Babies aged 0-3 months are highly sensitive to sensory stimulation. Their introduction to public pools at this time requires special skills from a baby and pre-school swimming teacher, to lower the risk of age-inappropriate stimulation that can be damaging in the short or long term.

2. Pool Environment

With no set earliest date for introducing babies to a pool, the quality of the water and the pool environment are critical for the health and safety of very young babies (0 to 3 months):

- The water and air temperature must be higher than for normal public swimming; at least 30°C (32°C for babies under 3 months old or weighing less than 5.5 kilos /12lbs)
- Babies and toddlers who are not toilet trained, should wear specialised waterproof nappies to prevent leakage as much as possible. Parents should be made aware of site specific pool policies
- Baby swimming during the first six months should not take place in sea-water pools (see explanatory note)
- Teachers should ensure the water quality and clarity is within the recommended guidelines and the pool is well managed and maintained
- Teachers are expected to be familiar with the NOP and EAP for every pool they deliver lessons at.

3. Teaching Methodology

The introduction of babies and pre-schoolers to water must be very careful and gentle in order to prevent long-term fear of water being developed

- The teaching of babies and pre-school children should only be undertaken by holders of a suitable specialist baby and pre-school teaching certificate such as the STA Award in Aquatic Teaching – Baby and Pre-School
- Teachers should maintain occupational competency by completing a minimum of 1 CPD point per year
- Teachers should hold a recognised lifesaving qualification which includes paediatric resuscitation such as the STA Safety Award for Teachers
- Teachers must ensure they are working within the guidelines set out in the STA Code of Practice which includes safeguarding, code of ethics and professional conduct
- The maximum teaching ratio is 12 adult – child pairs to 1 baby and pre-school teacher. A risk assessment may be required to calculate how many pairs one teacher can safely teach during a lesson. Pool space, age and abilities of the pairs should also be taken into consideration as numbers may need to be reduced in order to deliver safe effective lessons.

4. Submersion Policy

Submersion is likely to occur as part of aquatic activities when adults with babies and pre-schoolers move together in the water. When submersions are carefully introduced by specially trained teachers, they can be beneficial towards creating the best foundations for swimming, as well as helping develop water confidence and water safety skills.

Submersion is only one part of introducing babies and pre-schoolers to the aquatic environment. It should never be the dominant focus as it can be counterproductive to both the aims and objectives of adults and babies enjoying being in water together. An excessive number of submersions can be averse to setting good foundations in swimming.

The policy of STA relates to intentional submersion as a practice that takes place as part of the communication between baby, accompanying adult and the teacher in a structured session.

Submersion is not something done to a baby but with a baby. Any submersion practice that does not take into account the readiness of the baby as demonstrated by 'baby cues', irrespective of the consent of the accompanying adult, amounts to a forced submersion and is contrary to best practice.

This policy does not include accidental submersions which may happen during a session; these submersions should be avoided as much as possible. Teachers should make sure adults are informed of correct holds and observe all adult and baby pairs carefully.

STA places the willingness and acceptance of the baby or pre-schooler at the forefront of its submersion policy. Submersion practices which are carried out on a baby or pre-schooler without their obvious willingness is liken to enforced behaviour and is not ethically acceptable. More over these practices can compromise healthy brain development of babies.

Forced submersion is contrary to best practice; it must not be carried out.

STA recognises 3 classes of acceptable submersions:

1. **Intentional submersions:**
   Submersions intended as part of a structured session, but only carried out as baby or pre-schooler led, after accompanying adults have been briefed by the teacher in the observation of positive cues.
2. **Pre-schooler initiated submersions:**
   Activities led by the teacher such as jumping in, blowing bubbles, jumping from a raft may lead to submersions initiated by the toddler or pre-schooler.
3. **Accidental submersion:**
   The baby / pre-schooler falls in or is submerged inadvertently due to loss of balance during shared activities with the accompanying adult. Teachers are specially trained to manage accidental submersions to avoid distress being caused to either the baby / pre-schooler or accompanying adult.

Guidelines for Best Practice

- Intentional submersion should only take place when the baby / pre-schooler shows signs that he /she is ready, and only then as part of a fun exercise. If carried out at an inappropriate time, submersion may lead to distress and may result in a baby / pre-schooler experiencing long term fear of water
- Submersion practices should be progressive and should be stopped immediately if the baby / pre-schooler shows any signs of distress or unhappiness
- Submersions should only take place with the active involvement of the baby / pre-schooler; it should not be attempted when the baby / pre-schooler is looking away or is unaware of what is about to happen.

Frequency of Intentional Submersions

The frequency, depth and duration of submersions should be controlled within the guidelines set out below:

- The frequency of intentional submersions should be based on the baby / pre-schoolers age, physical ability and experience. It will also depend upon the swimming teacher's style and technique of teaching
- The number of intentional submersions per session should be built up progressively at the baby / pre-schoolers pace.

As a guideline STA suggests that the following frequencies be used:

- For babies under 6 months old, a maximum of 4 intentional submersions per session; in addition, accidental submersions should be avoided as much as possible. Initially there may only be one or two submersions, building up to more as the baby develops in age, physical ability and experience
- For babies aged 6 to 12 months old, the number of intentional submersions can be built up to a maximum of 6 intentional submersions per session, in addition to initiated submersions when babies start jumping in by themselves
- For toddlers over 12 months old there is no upper limit provided that submersions are child-led and in the context of a happy interaction between accompanying adult and the toddler / pre-schooler.

Depth of Submersion

The depth of submersion is dependent upon age, physical ability and experience of the baby.

STA recommend that:

- No baby under 12 months should be submerged to a depth greater than 1 metre, this a maximum depth. Surface swims with face submerged is recommend for babies with a gradual build up deeper as toddlers develops
- Toddlers / pre-schoolers over 12 months can progressively build up to a maximum submersion depth of 1 metres.

Duration of Submersion

- Babies under 12 months can progressively build up to a submersion time of 3 seconds
- Toddlers / pre-schoolers over 12 months can progressively build up to a submersion time of 10 seconds
- Teachers need to be aware and vigilant as to when a toddler / pre-schoolers need to come up for air.

Explanatory Note

The principal concern surrounding the number of submersions a baby undertakes is related to water intoxication (hyponatremia). The diving reflex stops water entering the lungs of babies under 12 months.

The volume of water absorbed will modify the salt concentration in babies' blood, which may cause 'water intoxication'. There has not been significant or recent research on this subject other than that carried out by Karl G Rosen, MD, PhD, published by the Swedish Paediatric Association in collaboration with the Swedish Board of Health and Welfare together with the Swedish Swimming Association. His research has shown that a baby needs to drink at least 10% of its body weight for the risk of water intoxication to occur. In a study of 15 babies below the age of 6 months, undertaking a 20 minute swimming session consisting of between 5 and 10 submersions, 7 of the babies increased their body weight by a maximum of 1.6%.

Signs and Symptoms of Hyponatremia:

- Nausea and vomiting
- Loss of energy
- Frequent urination
- Unconsciousness.

Seek medical attention as soon as possible.

Ault Insurance Brokers



STA has asked Ault Insurance who provide bespoke Swimming Club Insurance via their brand Swimsure, to produce a flow chart to assist members and to provide a brief summary of the different types of insurance cover that may be required. Ault Insurance Brokers trade under the "Swimsure" brand for their Swimming Club Insurance products.

Below are the main policy covers to consider although the list is not exhaustive, the numbered notes on the flow chart refers to the numbered paragraphs below. If you are still unclear as to the type of cover you need to protect yourself and your business, the team at Swimsure would be happy to answer any questions that you may have. You can contact that at www.swimmingclubinsurance.co.uk or call on 0345 450 8020.

Summary of Insurance Covers

1. Standard Members Insurance - IMPORTANT - the cover only applies when you are acting within your qualification and acting as an employee, or on your own account and in your own name:

a. Public and Products Liability as per 2a and 2b below; limit of £10 million.

b. Professional Indemnity as per 6a and 6b below; limit of £1 million.

2. Public and Products Liability cover which extend to include the following as standard:

a. Claims made by one member against another member.

b. Claims made against you for bodily injury or damage to third-party property.

c. Claims against your directors, partners or trustees while acting in a personal capacity outside of the United Kingdom claims against you for liability arising from your breach of the Data Protection Act.

3. Employer's Liability cover which extends to include the following as standard:

a. Claims against you for your legal liability for bodily injury to your employees.

4. Property cover which extends to include the following as standard:

a. Cover for damage to, or loss of business equipment and stock anywhere in the geographical limits. Also cover for buildings, pool and pool plant equipment can be included.

5. Business Interruption which covers the following as standard:

a. Your loss of income as a result of you not being able to use your normal swimming pool following damage to the pool or pool facilities. This can be extended to also include losses following a pool plant breakdown.

6. Professional Indemnity which extends to include the following as standard:

a. Claims made against you for negligence, breach of duty or care, breach of confidence or misuse of any information by you.

b. Claims made against you for defamation or a infringement of intellectual property rights.

You many also wish to consider having cover for the following risks:

7. Commercial Legal Protection which extends to include the following as standard:

a. Your legal defence costs, employment disputes and awards, property protection and bodily injury and tax protection.

8. Management and Trustee Liability cover which extends to include the following as standard:

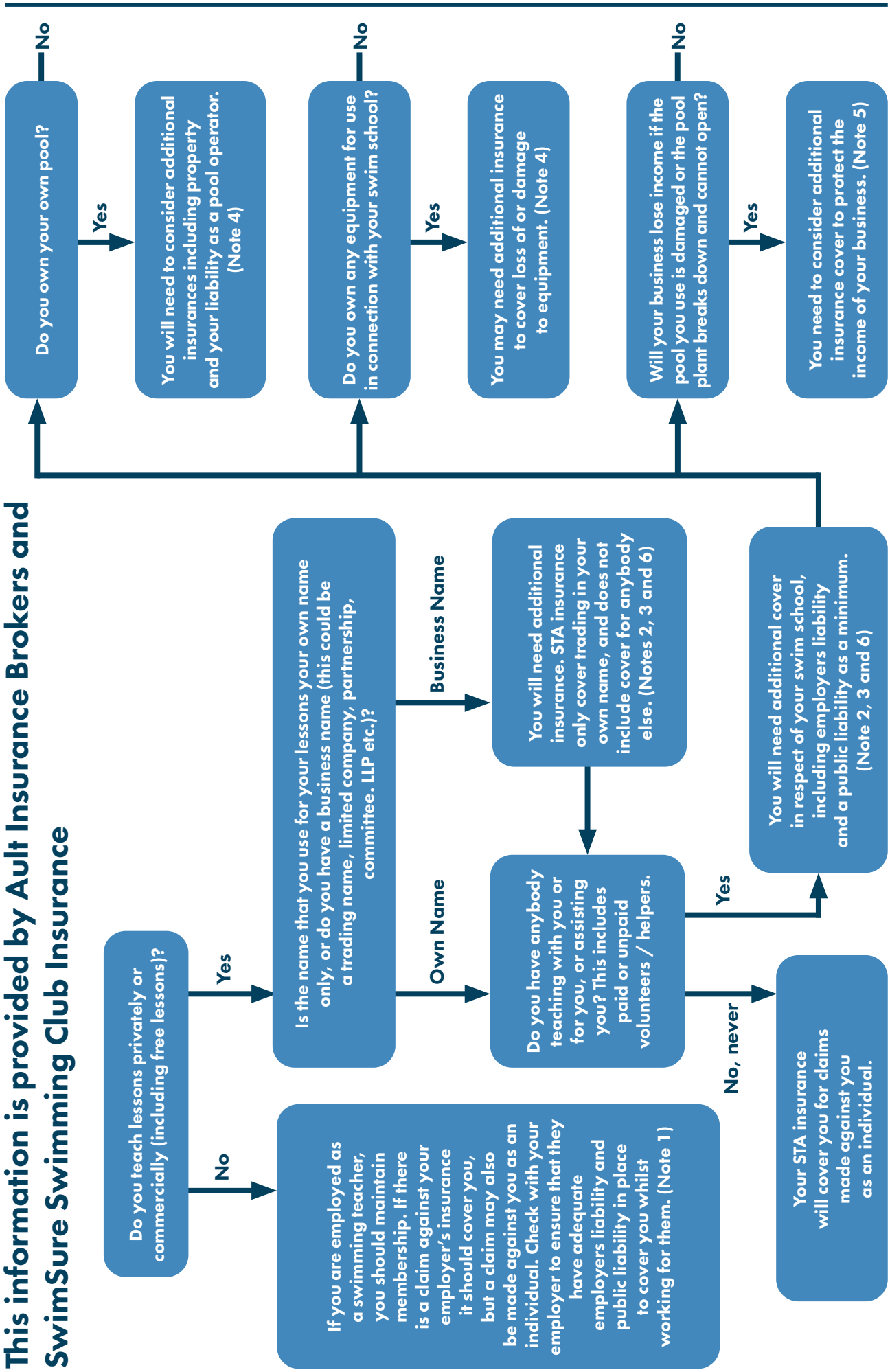
a. Any wrongful act, error or omission committed by a trustee, committee member, volunteer, director or officer including breach of duty, breach of trust, negligence and defamation.

9. Personal Accident covers the following as standard:

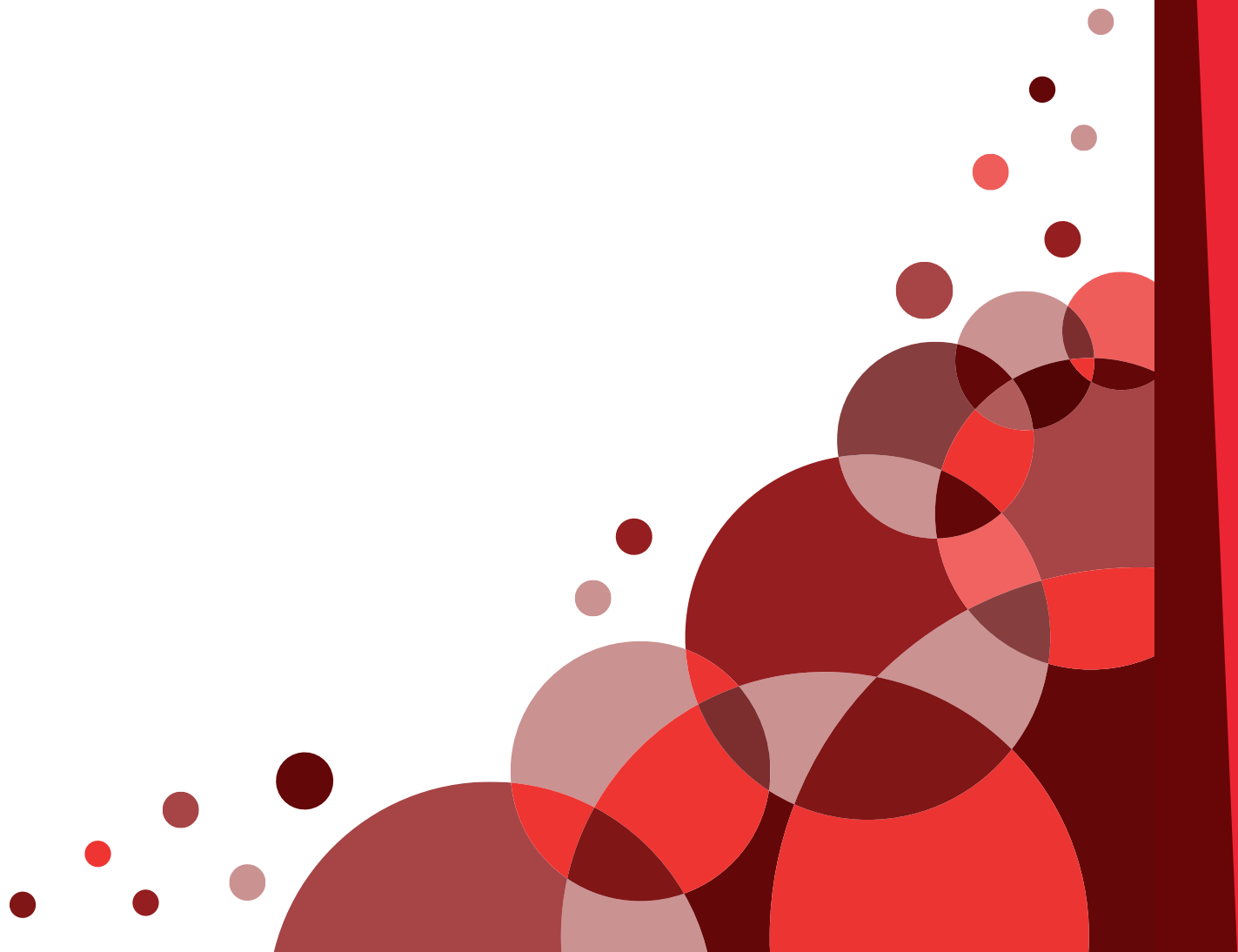
a. Capital benefit following death, loss of limb, loss of sight, loss of hearing or loss of speech or permanent total disablement.

If the flow chart on the following page indicates that you need additional cover you should contact Swimsure at www.swimmingclubinsurance.co.uk or call 0345 450 8020. The Swimsure Swimming Club standard policy covers risks detailed under notes 2, 3, 6, 7 and 8 above with the option to extend the cover to additional risks, or to insure higher values, if this is deemed necessary. It is fully flexible and will be adjusted to meet your specific needs. If you are unsure please contact Swimsure who will be happy to provide advice and assistance.

Please note that this brief summary gives only an indication of the types of insurance cover that you may need in the circumstances outlined. STA cannot offer insurance advice; this will be provided by Swimsure who, before advising you, will need to be given information by you to ensure the correct guidance is given. To formulate a Swimsure insurance quotation or policy further details about your business, including financial information, will need to be provided to them.


This information is provided by Ault Insurance Brokers and SwimSure Swimming Club Insurance
Do you teach lessons privately or commercially (including free lessons)?
Yes
No
Is the name that you use for your lessons your own name only, or do you have a business name (this could be a trading name, limited company, partnership, committee. LLP etc.)?
Business Name
Own Name
You will need additional insurance. STA insurance only cover trading in your own name, and does not include cover for anybody else. (Notes 2, 3 and 6)
Do you have anybody teaching with you or for you, or assisting you? This includes paid or unpaid volunteers / helpers.
Yes
No, never
You will need additional cover in respect of your swim school, including employers liability and a public liability as a minimum. (Note 2, 3 and 6)
If you are employed as a swimming teacher, you should maintain membership. If there is a claim against your employer's insurance it should cover you, but a claim may also be made against you as an individual. Check with your employer to ensure that they have adequate employers liability and public liability in place to cover you whilst working for them. (Note 1)
Your STA insurance will cover you for claims made against you as an individual.
Do you own your own pool?
No
Yes
You will need to consider additional insurances including property and your liability as a pool operator. (Note 4)
Do you own any equipment for use in connection with your swim school?
No
Yes
You may need additional insurance to cover loss of or damage to equipment. (Note 4)
Will your business lose income if the pool you use is damaged or the pool plant breaks down and cannot open?
No
Yes
You need to consider additional insurance cover to protect the income of your business. (Note 5)

Generic Teaching Information



Terms and Definitions

Baby
A child between 0 - 1 years old.

Toddler
A child between 1 - 2 years old.

Pre-Schooler
A child between 2 - 4 years.

Assistant
A helper who works under the supervision of a swimming teacher. They may or may not hold a qualification.

Competency
An individual who is qualified or has sufficient skills, knowledge and experience in order to undertake a specific role or task.

Risk Assessment
A systematic process of evaluating the potential risks posed to a swimming teacher, participant or parent / guardian within the lesson. The person completing the risk assessment must be a competent person who understands how to correctly complete a risk assessment.

Pool Safety Operating Procedure (PSOP)
A document specific to every pool. The PSOP contains the Normal Operating Plan and the Emergency Action Plan.

Normal Operating Plan (NOP)
Documented plan for daily operation of a swimming pool.

Emergency Action Plan (EAP)
A document which gives specific instructions on the action to be taken by all staff in the event of an emergency.

Lifesaving Qualification
A recognised qualification which includes rescue skills, cardiopulmonary resuscitation (CPR) skills, basic first aid skills and knowledge of relevant aspects of the PSOP.

Swimming Teacher
The term swimming teacher has been used during the generic teaching section, this term includes baby and pre-school teachers, disability teachers and swimming teachers.

Qualification Overview

The table below shows the qualifications needed in order to teach each level / ability of participant.

	STA Award - Baby and Pre-school	STA Diploma – Baby and Pre-School	STA Swimming Teacher	STA Award in Teaching Swimming	STA Certificate in Teaching Swimming	STA Award - Disability Swimming
Babies / toddlers in an adult and child lesson	✓	✓				
Pre-schoolers in an adult and child lesson	✓	✓				
Pre-schoolers without an adult in the water (but with a swimming teacher)			✓	✓	✓	
Essential swimming skills			✓	✓	✓	
Four key strokes			✓	✓	✓	
Water safety			✓	✓	✓	
School swimming lessons			✓	✓	✓	
Survival skills			✓		✓	
Rescue skills			✓		✓	
Diving			✓		✓	
Specialist disability lessons						✓

STA Award Scheme Overview

The table below shows the STA International Learn to Swim Programme teachers are qualified to assess.

	STA BPS	STA Diploma – Baby and Pre-School	STA Swimming Teacher	STA Award in Teaching Swimming	STA Certificate in Teaching Swimming	STA Award - Disability Swimming
STARFISH Series	✓	✓				
STAnley Series	✓	✓	✓	✓	✓	
Grades 1-4			✓	✓	✓	
Grades 5-7			✓	* ✓ (*excludes diving)	✓	
Octopus Series			✓	✓	✓	
Goldfish Series			✓	✓	✓	
Angelfish Series			✓		✓	
Shark Series			✓		✓	
Advanced Swimmers Series					✓	
Platinum Series			✓		✓	
Distance Series	✓ (up to 10m)	✓ (up to 10m)	✓	✓	✓	
Kingfisher Series			✓		✓	
Dolphin Series			✓		✓	
Water Safety Series			✓		✓	
Junior Lifeguard Academy			✓		✓	
Rockhopper Series						✓
Emperor Penguin Series						✓

Best Practice Teaching Recommendations

Lifesaving

STA teachers should hold a suitable lifesaving qualification when a designated lifesaver is not present. The STA Safety Award for Teachers qualification is a suitable lifesaving award which contains pool procedures, pool rescue techniques, CPR for adult, child and infant as well as aquatic first aid.

When teaching in the water, there must always be at least one person on the poolside who is competent to respond:

- A swimming teacher who is teaching on the poolside alongside the teacher in the water may be this competent person as long as they are qualified
- The swimming teacher in the water may be the trained person however there must be someone on the poolside who can respond and initiate the Emergency Action Plan. A risk assessment should also be conducted to determine who rescues the swimming teacher if something happens to them.

Note: Trained means, providing he / she possesses appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current lifesaving or lifeguard qualification.

Baby and pre-school teachers must ensure there is appropriate safety cover available. This can be the baby and pre-school teacher whilst they are teaching in the water, as every child has an accompanying adult with them. However, teachers must ensure there is an emergency plan in place to gain further assistance quickly.

First Aid

There must be someone within the facility who is qualified to deal with a first aid situation. This can be the swimming teacher providing there is an action plan of who takes control of the participants within the teacher's lesson.

Safeguarding

All swimming teachers should undertake a Disclosure and Barring Service check (England and Wales) Disclosure Scotland check (Scotland) or Access Northern Ireland Check (NI).

STA teachers are required to have completed a Safeguarding Children course. They should receive appropriate ongoing training and attend suitable seminars undertaken by experienced deliverers, every 3 years, so they are aware and sensitive to potentially abusive situations.

Swim Schools should have a clear safeguarding policy with detailed policies for reporting and recording safeguarding concerns. When a swimming teacher works for a company, they should understand the company's procedures and policy.

If a swimming teacher has any concerns over the welfare of a child or vulnerable adult they can contact MASH or STA's Designated Safeguarding Officer

Teaching Ratios

A risk assessment may be required to calculate how many participants a single swimming teacher can safely teach during a lesson; pool space, number of teachers and assistants, age and ability of the participants should also be taken into consideration when conducting the risk assessment. The table below states the maximum recommended teaching ratios, a ratio may need to be reduced depending on the risk assessment and to ensure a high quality swimming lesson.

Type of Participant	Participant to Swimming Teacher Ratio
Baby and pre-school	12 : 1 adult and child pairs for a STA BPS Teacher
Learners aged 3 – 4 years (with a swimming teacher delivering the lesson and their accompanying adult on the poolside)	6 : 1 for a STA Swimming Teacher, STA Award Teacher and STA Certificate Teacher
Non swimmers and beginners when the swimming teacher is in the water	6 : 1 for a STA Swimming Teacher, STA Award Teacher and STA Certificate Teacher with appropriate safety cover on the poolside
Non swimmers and beginners	12 : 1 STA Swimming Teacher, STA Award Teacher and STA Certificate Teacher
Improvers	20:1 for a STA Swimming Teacher, STA Award Teacher and STA Certificate Teacher
Disabled participants	1 : 1 or 4 : 1 for a Disabilities Teacher depending on a participant's needs

Pool Temperatures

The following recommendations are taken from 'The Pool Water Treatment Advisory Group'. They are maximum values and are not intended as set targets.

Children's teaching pool	29 - 31°C 84 - 87°F
Babies under 3 months or 5.5kg/ 12lbs	32°C 89°F
Babies (over 3 months), young participants and disabled participants	30 - 32°C 86 - 89°F
Hydrotherapy pool	32 - 36°C 89 - 96°F Ideally 34.5°C / 94°F (Thermoneutral)
Recreational swimming	27 - 29°C 80 - 84°F
Competitive swimming and diving, fitness swimming	26 - 28°C 78 - 82°F
Leisure Waters	28 - 30°C 82 - 86°F

Pool Water Management

The pool water management is the responsibility of the pool manager / owner. Unless in the hire agreement it states that the pool water management is the responsibility of the occupant whilst the pool is under hire. Swimming teachers must ensure when hiring a facility that this aspect is clear within the agreement.

Continual Professional Development (CPD)

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods and the laws of the sport.

Pool Safety Operating Procedures

Swimming teachers must ensure they have read, understood and follow the Normal Operating Plan and Emergency Action Plan for every pool facility they teach in.

Lone Worker

A swimming teacher should not operate / teach in a lone worker environment.

If a swimming teacher is taken ill and needs emergency assistance, there needs to be someone available to respond, initiate the Emergency Action Plan and take control of the other learners within a lesson.

In order to protect themselves from safeguarding concerns, swimming participants should not be alone with a participant or participants.

A detailed and thorough risk assessment should be undertaken to ensure the safety of all.

Equipment

All equipment used must be safe, clean and hygienic.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Equipment should be age appropriate for the participant. Babies should not be given small toys which could be a choking hazard.

Equipment should be adjusted for correct fit and checked to ensure that they are safe prior to use. The following European Standards apply to swimming aids or equipment:

- Buoyant aids for swimming instruction – Part 1: Safety requirements and test methods for buoyant aids to be worn EN 13138-1.
- Buoyant aids for swimming instruction – Part 2: Safety requirements and test methods for buoyant aids to be held EN 13138-2.
- Buoyant aids for swimming instructions – Part 3: Safety requirements and test methods for swim seats EN13138-3.

Teaching in the Water Best Practice Methods

STA policy summary:

- A swimming teacher should undertake a risk assessment, look at the class ability, number of participants and situation to decide if they really need to teach in the water
- A swimming teacher should not teach improver or advanced participants from within the water
- When teaching in the water there must be someone on the poolside who is competent to respond
- STA recommend a maximum teaching ratio 6 participants : 1 swimming teacher
- It is strongly recommended swimming teachers have written consent from parents / guardians and they are informed of the methods of manual support that will be used during lessons
- A swimming teacher should not teach in the water for more than three consecutive hours
- STA recommends that if there is only an open-plan facility, the teacher should wait until all participants and parents / guardians have left the changing rooms first. It is not appropriate for the swimming teacher to undress alongside their participants.

Manual Support

- It is important that participants are not forced to undertake an activity. A swimming teacher is there to provide encouragement and reassurance, NOT to force or pull a participant into an activity they are nervous to try
- Swimming teachers should try to keep hands in sight and above the water surface when possible and it is of paramount importance for a witness or observer to be present on poolside whenever in-pool teaching takes place
- Neither swimming teachers nor assistants should be left on their own with a participant or group of participants
- Whenever possible, swimming teachers should support participants by holding teaching aids, supporting under the head or holding participants' hands. Participants should not be supported under the tummy or under the bottom and they should not be pulled by the arms. A teacher should get permission from a participant prior to supporting, and the participant should be informed where and how support will be given. Participants must never be grabbed.

Please note: In the event of an emergency rescue, it may be necessary to retrieve a participant *quickly, without gaining permission.*

Teaching Positions in the Water

- The maximum depth of water in which a teacher can operate safely is when the water is approximately at the mid-chest line. If the swimming teacher is in the water, he / she must be able to stand and walk freely – and not be forced by the depth of water – into a floating position
- The swimming teacher must also ensure assistants or accompanying adults within their lessons are able to stand and are working at a comfortable chest line depth
- Lesson areas may need to be roped off in order to maintain safety
- When teaching in the water, the swimming teacher must maintain visibility of the whole class at all times
- Swimming teachers should remain standing up when teaching in the water because they are easier to see. It also creates an open teaching position where their hands can be seen.

Recommended Manual Support Positions

Supporting the participant by the hands





Supporting the participant holding the head




Supporting the participant holding the woggle




Supporting the participant under the floats




Professional Conduct

A swimming teacher is a role model for the participants and the way they conduct themselves reflects not only on themselves as an individual, but also on the swim school or organisation they are employed by. Therefore swimming teachers are expected to behave professionally at all times and follow best practice guidelines.

Appropriate Attire

STA teachers should wear appropriate clothing so they are easy to identify and look professional:

- A smart t-shirt or uniform top, shorts and appropriate footwear
- Makeup should not be worn
- Long hair should be tied up
- All jewellery must be removed to protect the participants and teacher
- Facial jewellery should not be worn.

When teaching from within the water:

- A swimming costume or swimming shorts, a bikini is not appropriate
- A wetsuit style top and shorts is preferred over swim wear or a suitable polo or t-shirt. The t-shirt should not have any inappropriate pictures or words on, it should be a plain t-shirt or a uniform top may be provided by the swim school.

Appropriate Language

Swimming teachers should use appropriate language for the age group and reinforce the relevant teaching points.

Discussions regarding personal relationships, members of staff or participants and participants parents and guardians is forbidden.

The use of swear words, bad language, inappropriate comments or discussions regarding personal activities is unacceptable. These comments, discussions and language should not be used on poolside, in the changing room, or around the pool area, as parents, guardians or participants may still be able to hear.

Appropriate Behaviour

A swimming teacher should respect the rules of the pool and swim school at all times. They should behave in a professional manner when in the pool area, changing rooms and facilities to set participants a good example of behaviour.

STA Award in Aquatic Teaching - Baby and Pre-School Swimming



Qualification

Teachers must hold the STA Level 2 Award in Aquatic Teaching - Baby and Pre-School Swimming in order to deliver aquatic activities including paddle strokes to baby and pre-school participants in adult and child lessons.

If teachers want to teach pre-school participants with the accompanying adult on the poolside, not in the water, they need to hold the STA Level 2 Award or Certificate in Teaching Swimming.

Award Scheme

Holders of the STA Level 2 Award in Aquatic Teaching - Baby and Pre-School Swimming can teach and assess:

- The STARFISH Series
- The STAnley Series
- 5 metre and 10 metre distance awards.

Teaching Ratio

Type of Participant	Participant to Swimming Teacher Ratio
Baby and pre-school	12 : 1 adult and child pairs

A risk assessment will need to be completed to calculate how many pairs a swimming teacher can safely teach, pool space, depth and age of participants must be considered and the ratio reduced if required.

Lifesaving Cover

Baby and pre-school teachers must ensure there is appropriate safety cover available. This can be the baby and pre-school teacher whilst they are teaching in the water as every participant has an accompanying adult with them. However teachers must ensure there is an emergency plan in place to gain further assistance quickly.

When the baby and pre-school teacher holds a lifesaving qualification and there is not a designated lifesaver on poolside, a risk assessment must be completed to ensure the safety of the teacher, adults and participants.

If the teacher does not hold a lifesaving qualification there must be a lifesaver on the poolside.

First Aid

Baby and pre-school teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperatures

Children's teaching pool	29 - 31°C 84 - 87°F
Babies under 3 months or 5.5kg / 12lbs	32°C 89°F
Babies (over 3 months), young participants and people with a disability	30 - 32°C 86 - 89°F
Hydrotherapy pool	32 - 36°C 89 - 96°F Ideally 34.5°C / 94°F (Thermoneutral)

Baby Swim Wear

STA recommends the use of a purpose made swimming costume with a waterproof disposable or reusable nappy for swimming pool use.

A swim nappy will not absorb water, does not restrict movement and is manufactured specifically for this purpose. However it must be noted that no swim nappy or double nappy method has been scientifically proven to prevent the release of all oocysts in water. If a loose runny stool is detected then the child should be removed from the pool together with all other occupants and the EAP must be strictly applied.

Baby and pre-school teachers should ensure that adults are aware of site specific pool policy regarding the disposal of swimming nappies, ordinary nappies and disposable swimwear.

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods.

Equipment

Baby and pre-school teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Baby and pre-school participants will put toys and objects in their mouths, therefore teachers must ensure all equipment is large enough and will not be a choking hazard.

STA Level 3 Diploma in Aquatic Teaching – Baby and Pre-School



Qualification

The STA expands and develops a baby and pre-school swimming teacher's current technical knowledge and provides them with the latest academic research and theories.

Award Scheme

Holders of the STA Level 3 Diploma in Aquatic Teaching – Baby and Pre-School can teach and assess:

- The Starfish Series
- The STAnley Series
- 5 metre and 10 metre distance awards.

Teaching Ratio

Type of Participant	Participant to Swimming Teacher Ratio
Baby and pre-school	12 : 1 adult and child pairs

A risk assessment will need to be completed to calculate how many pairs a swimming teacher can safely teach, pool space, depth and age of participants must be considered and the ratio reduced if required.

Lifesaving Cover

Diploma baby and pre-school teachers must ensure there is appropriate safety cover available. This can be the diploma baby and pre-school teacher whilst they are teaching in the water as every participant has an accompanying adult with them. However, teachers must ensure there is an emergency plan in place to gain further assistance quickly.

When the Diploma baby and pre-school teacher holds a lifesaving qualification and there is not a designated lifesaver on poolside, a risk assessment must be completed to ensure the safety of the teacher, adults and participants.

If the teacher does not hold a lifesaving qualification, there must be a lifesaver on the poolside.

First Aid

Diploma baby and pre-school teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperatures

Children's teaching pool	29 - 31°C 84 - 87°F
Babies under 3 months or 5.5kg / 12lbs	32°C 89°F
Babies (over 3 months), young participants and people with a disability	30 - 32°C 86 - 89°F
Hydrotherapy pool	32 - 36°C 89 - 96°F Ideally 34.5°C / 94°F (Thermoneutral)

Baby Swim Wear

STA recommends the use of a purpose made swimming costume with a waterproof disposable or reusable nappy for swimming pool use.

A swim nappy will not absorb water, does not restrict movement and is manufactured specifically for this purpose. However it must be noted that no swim nappy or double nappy method has been scientifically proven to prevent the release of all oocysts in water. If a loose runny stool is detected then the child should be removed from the pool together with all other occupants and the EAP must be strictly applied.

Diploma baby and pre-school teachers should ensure that adults are aware of site specific pool policy regarding the disposal of swimming nappies, ordinary nappies and disposable swimwear.

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Diploma Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods.

Equipment

Diploma Baby and Pre-School teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Baby and pre-school participants will put toys and objects in their mouths, therefore teachers must ensure all equipment is large enough and will not be a choking hazard.

STA Swimming Teacher



Qualification

The STA Swimming Teacher qualification gives learners the knowledge, understanding and skills to be able to plan, deliver and evaluate safe, fun, progressive and inclusive lessons to adult and child learn to swim participants. Within a positive learning environment, learners will be able teach the essential swimming skills, strokes and water safety, appropriate to the participant's needs across all ability groups.

Award Scheme

Holders of the STA Swimming Teacher can teach and assess:

- The STAnley Series
- The Octopus Series
- The Goldfish Series
- The Angelfish Series
- The Shark Series
- The Kingfisher Series
- The Dolphin series
- The Water Safety Skills Series
- The Adult Series
- The Distance Series
- LSP Grades 1-7.

Teaching Ratio

The table below states the maximum recommended teaching ratios; a ratio may need to be reduced depending on the risk assessment and to ensure a high quality swimming lesson.

Type of Participant	Participant to Swimming Teacher Ratio
Learners aged 3 – 4 years (with a swimming teacher delivering the lesson and their accompanying adult on the poolside)	6 : 1 for a STA Swimming Teacher
Non swimmers and beginners when the swimming teacher is in the water	6 : 1 for a STA Swimming Teacher with appropriate safety cover on the poolside
Non swimmers and beginners	12 : 1 for a STA Swimming Teacher
Improvers	20: 1 for a STA Swimming Teacher

A risk assessment will need to be completed to calculate how many participants a swimming teacher can safely teach, pool space, depth of pool, number of assistants, age and ability of participants must be considered and the ratio reduced if required.

Lifesaving Cover

Swimming teachers must ensure there is appropriate safety cover available. This can be the swimming teacher when they are teaching from the poolside.

When teaching from within the water, there must be a competent person on the poolside:

- A swimming teacher who is teaching on the poolside alongside the teacher in the water may be this competent person as long as they are trained
- The swimming teacher in the water may be the trained person, however there must be someone on the poolside who can respond and initiate the Emergency Action Plan. A risk assessment should also be conducted to determine who rescues the swimming teacher if something happens to them.

Note: Trained means, providing he / she possesses appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current STA Lifesaving or lifeguard qualification.

If the teacher does not hold a lifesaving qualification there must be a lifesaver on the poolside, whether a teacher is teaching in the water or from poolside.

Swimming teachers should not be teaching in the water for improvers.

First Aid

Swimming teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperature

Children's teaching pool	29 - 31 °C 84 - 87°F
Babies (over 3 months), young participants and people with a disability	30 - 32°C 86 - 89°F
Competitive swimming and diving, fitness swimming	26 - 28°C 78 - 82 °F

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods and the laws of the sport.

Equipment

Swimming teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidied.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Where buoyancy aids are provided, swimming teachers must ensure they conform to British Standards.

STA Award in Teaching Swimming



Qualification

Holders of the STA Award in Teaching Swimming can teach essential swimming skills, water safety and all four key strokes to up to 12 non-swimmer, beginner and improver participants unsupervised. Teachers can teach the skills and elements in the STAnley, Octopus and Goldfish award series.

Award Scheme

Holders of the STA Award in Teaching Swimming can teach and assess:

- The STAnley Series
- The Octopus Series
- The Goldfish Series
- The Adult Series
- The Distance Series
- LSP Grades 1-7 (excluding diving).

Teaching Ratio

The table below states the maximum recommended teaching ratios; a ratio may need to be reduced depending on the risk assessment and to ensure a high quality swimming lesson.

Type of Participant	Participant to Swimming Teacher Ratio
Learners aged 3 – 4 years (with a swimming teacher delivering the lesson and their accompanying adult on the poolside)	6 : 1 for a STA Award Teacher
Non swimmers and beginners when the swimming teacher is in the water	6 : 1 for a STA Award Teacher with appropriate safety cover on the poolside
Non swimmers and beginners	12 : 1 for a STA Award Teacher
Improvers	12: 1 for a STA Award Teacher

A risk assessment will need to be completed to calculate how many participants a swimming teacher can safely teach, pool space, depth of pool, number of assistants, age and ability of participants must be considered and the ratio reduced if required.

Lifesaving Cover

Swimming teachers must ensure there is appropriate safety cover available. This can be the swimming teacher when they are teaching from the poolside.

When teaching from within the water, there must be a competent person on the poolside:

- A swimming teacher who is teaching on the poolside alongside the teacher in the water may be this competent person as long as they are trained
- The swimming teacher in the water may be the trained person, however there must be someone on the poolside who can respond and initiate the Emergency Action Plan. A risk assessment should also be conducted to determine who rescues the swimming teacher if something happens to them.

Note: Trained means, providing he / she possesses appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current STA Lifesaving or lifeguard qualification.

If the teacher does not hold a lifesaving qualification there must be a lifesaver on the poolside, whether a teacher is teaching in the water or from poolside.

First Aid

Swimming teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperature

Children's teaching pool	29 - 31°C 84 - 87°F
Babies (over 3 months), young participants and people with a disability	30 - 32°C 86 - 89°F

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods and the laws of the sport.

Equipment

Swimming teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Where buoyancy aids are provided, swimming teachers must ensure they conform to British Standards.

STA Certificate in Teaching Swimming



Qualification

Holders of the STA Certificate in Teaching Swimming can teach all abilities of participants. They can also teach poolside diving, rescue skills, survival skills, competitive starts and turns.

Award Scheme

Holders of the STA Certificate in Teaching Swimming can teach and assess:

- The STAnley Series
- The Octopus Series
- The Goldfish Series
- The Angelfish Series
- The Shark Series
- The Advanced Swimmer Series
- The Platinum Award
- The Kingfisher Series
- The Dolphin series
- The Water Safety Skills Series
- The Competitive Starts and Turns Series
- The Adult Series
- The Distance Series
- LSP Grades 1-7.

Teaching Ratio

The table below states the maximum recommended teaching ratios, a ratio may need to be reduced depending on the risk assessment and to ensure a high quality swimming lesson.

Type of Participant	Participant to Swimming Teacher Ratio
Participants aged 3 – 4 years (with a swimming teacher delivering the lesson and their accompanying adult on the poolside)	6 : 1 for a STA Certificate Teacher
Non swimmers and beginners when the swimming teacher is in the water	6 : 1 for a STA Certificate Teacher with appropriate safety cover on the poolside
Non swimmers and beginners	12 : 1 for a STA Certificate Teacher
Improvers	20 : 1 for a STA Certificate Teacher

A risk assessment will need to be completed to calculate how many participants a swimming teacher can safely teach, pool space, depth of pool, number of assistants, age and ability of participants must be considered and the ratio reduced if required.

Lifesaving Cover

Swimming teachers must ensure there is appropriate safety cover available. This can be the swimming teacher when they are teaching from the poolside.

When teaching from within the water, there must be a competent person on the poolside:

- A swimming teacher who is teaching on the poolside alongside the teacher in the water may be this competent person as long as they are trained
- The swimming teacher in the water may be the trained person, however there must be someone on the poolside who can respond and initiate the Emergency Action Plan. A risk assessment should also be conducted to determine who rescues the swimming teacher if something happens to them.

Note: Trained means, providing he / she possesses appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current STA Lifesaving or Lifeguard qualification.

If the teacher does not hold a lifesaving qualification there must be a lifesaver on the poolside, whether a teacher is teaching in the water or from poolside.

Swimming teachers should not be teaching in the water for improver lessons.

First Aid

Swimming teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperature

Children's teaching pool	29 - 31°C 84 - 87°F
Babies (over 3 months), young participants and people with a disability	30 - 32°C 86 - 89°F
Competitive swimming and diving, fitness swimming	26 - 28°C 78 - 82 °F

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods and the laws of the sport.

Equipment

Swimming teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidied.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Where buoyancy aids are provided, swimming teachers must ensure they conform to British Standards.

STA Award in Aquatic Teaching - Disability Swimming



Qualification

Teachers must hold the STA Level 2 Award in Aquatic Teaching - Disability Swimming in order to deliver aquatic activities to individuals and groups with most types of disabilities.

Award Scheme

Holders of the STA Level 2 Award in Aquatic Teaching - Disability Swimming can teach and assess:

- The Rockhopper Series
- The Emperor Penguin Series.

Teaching Ratio

Type of Participant	Participant to Swimming Teacher Ratio
Disabled participants	1 : 1 or 4 : 1 for a Disabilities Teacher depending on participant needs

A risk assessment will need to be completed to calculate how many participants a swimming teacher can safely teach, pool space, depth, needs of the participant and their age of participants must be considered, and the ratio reduced if required.

Lifesaving Cover

Disability teachers must ensure there is appropriate safety cover available. This can be the teacher when they are teaching from the poolside.

When teaching from within the water, there must be a competent person on the poolside:

- A swimming teacher who is teaching on the poolside alongside the teacher in the water may be this competent person as long as they are trained
- The swimming teacher in the water may be the trained person however there must be someone on the poolside who can respond and initiate the Emergency Action Plan. A risk assessment should also be conducted to determine who rescues the swimming teacher if something happens to them.

Note: Trained means, providing he / she possesses appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current STA Lifesaving or Lifeguard qualification.

If the teacher does not hold a lifesaving qualification there must be a lifesaver on the poolside.

First Aid

Disability teachers must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperature

Children's teaching pool	29 - 31 °C 84 - 87°F
Babies (over 3 months), young participants and disabled participants	30 - 32°C 86 - 89°F
Hydrotherapy Pool	32 - 36°C 89 - 96°F Ideally 34.5°C / 94°F (Thermoneutral)

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all swimming teachers gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical teaching hours.

Swimming teachers should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained from seminars.

- 50 practical teaching hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to a swimming teacher's qualification e.g. a diving CPD seminar is not relevant to a Baby and Pre-School teacher or STA Award teacher.

All swimming teachers should ensure they regularly update themselves with best practice teaching methods.

Equipment

Disability teachers must ensure all equipment is safe and hygienically clean before the start of a lesson.

All equipment should be checked before the start of a swimming lesson by the swimming teacher. Where equipment is damaged or unfit for use, the centre or swim school manager should be informed and appropriate action should be taken according to the facility risk assessment.

During a swimming lesson all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria.

Participants may put toys and objects in their mouths, therefore teachers must ensure all equipment is large enough and will not be a choking hazard.

Where buoyancy aids are provided, swimming teachers must ensure they conform to standards.

STA Award in Open Water Swimming Coaching

Qualification

Holders of the STA Award in Open Water Swimming Coaching, are trained to effectively plan, deliver and evaluate open water swimming sessions in environments for which they have competence and experience in. Holders of this qualification can take swimmers into an open water environment for the first time, right through to training them for an event.

The table below states the maximum recommended teaching ratios; a ratio may need to be reduced depending on the risk assessment and ensure a high quality open water coaching session.

Teaching Ratio

Type of Participant	Participant to Coach Ratio
New or novice swimmer	1 : 1
Novice swimmer	5 : 1
Intermediate swimmer	8 : 1
Experienced swimmer (waves / cloudy conditions)	10 : 1
Experienced swimmer (flat conditions)	12 : 1

A risk assessment of the environment and swimmer's ability would need to be completed to determine a safe swimmer to open water swimming coach ratio.

Lifesaving Cover

Lifesaving cover is recommended when open water swimming is taking place. However, the type of cover is dependent on where the coaching session is being delivered. A detailed risk assessment needs to be completed by the open water swimming coach, and appropriate lifesaving cover in place according to the venue policy and risk assessment.

First Aid

Open water swimming coaches must ensure there is someone qualified to deal with a first aid incident within the vicinity of the coaching session.

Continual Professional Development

In order to maintain occupational competency, STA strongly recommend all open water swimming coaches gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical coaching hours. Keeping up to date with the latest open water news and techniques, through magazines such as Outdoor Swimmer is also recommended.

Equipment

All equipment should be checked before the start of a coaching session by the coach. Where equipment is damaged or unfit for use appropriate action should be taken accordingly following the risk assessment.

STA Award in Mermaid and Mono Fin Swimming



Qualification

Holders of the STA Level 2 Award in Aquatic Teaching - Mermaid and Mono Fin Swimming aims to produce instructors that can instruct up to 8 participants within a session and teach a range of core fundamental and safety skills such as floating, rotation, dolphin leg action.

The table below states the maximum recommend teaching ratios; a ratio may need to be reduced depending on the risk assessment and to ensure a high quality mermaid and mono fin session.

Teaching Ratio

Type of Participant	Participant to Instructor Ratio
Advanced participants who have completed the mermaid and mono fin safety assessment	8:1 for a STA Mermaid and Mono Fin Instructor 12:1 with an appropriately qualified swimming teacher acting as an assistant to a qualified mermaid and mono fin instructor
Improver participants who have completed the mermaid and mono fin safety assessment	8:1 for a STA Mermaid and Mono Fin Instructor 12:1 with an appropriately qualified swimming teacher acting as an assistant to a qualified mermaid and mono fin instructor

A risk assessment will need to be completed to calculate how many participants a mermaid and mono fin instructor can safely instruct. Pool space, depth, needs of participant and age of participants must be considered, and the ratio reduced if required.

Lifesaving Cover

Mermaid and mono fin instructors must ensure there is appropriate safety cover available. This can be the mermaid and mono fin instructor as they are teaching from the poolside.

A mermaid and mono fin instructor should be positioned on poolside during the delivery of these sessions.

- A mermaid and mono fin instructor who is instructing from poolside, alongside a swimming teacher in the water, may be the competent person as long as they are trained.

Note: Trained means, providing he / she possess appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current Lifesaving or Lifeguard qualification.

If the mermaid and mono fin instructor does not hold a lifesaving qualification, there must be a lifesaver on the poolside to respond in an emergency situation should one arise.

Mermaid and Mono Fin instructors should not be instructing in the water for mermaid and mono fin sessions. If an assistant is required in the water, they must be a suitably qualified.

First Aid

Mermaid and mono fin instructors must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Continual Professional Development

In order to maintain occupational competency, STA strongly recommends all mermaid and mono fin instructors gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online and practical instruction hours.

Mermaid and mono fin instructors should gain at least 1 CPD point from one aspect each year and another CPD point from another aspect the following year. For example, year 1, 1 CPD point gained from practical teaching hours, year 2, 1 CPD point gained form seminars.

- 50 practical instructing hours = 1 CPD point
- Seminar 0-4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point.

Note: CPD Seminars must be relevant to mermaid and mono fin instructor's qualification.

Keeping up to date with the latest developments in mermaid and mono fin swimming, through best teaching practice, media and published articles is also recommended.

Equipment

STA mermaid and mono fin instructors must ensure best practice recommendations are followed in accordance with the qualification and using the recommended tail skins and mono fins when delivering mermaid and mono fin sessions. Equipment for these sessions can be sourced from MermaidsUK. Mermaid and mono fin instructors must ensure all equipment is safe and hygienically clean before the start of the session.

All equipment should be checked before the start of a mermaid and mono fin session by the mermaid and mono fin instructor. Where equipment is damaged or unfit for use, the facility or swim school manager should be informed, and appropriate action should be taken according to the facility risk assessment.

During a mermaid and mono fin session, all equipment must be kept neat and tidy.

Ensure the storage area is cleaned and all equipment is washed in clean water after use and allowed to dry before storing away neatly to reduce the growth of bacteria. Tail skins should be allowed to dry naturally.

STA Award in Aquacise



Qualification

The STA Award in Aquacise aims to train learners to plan, instruct and evaluate fun, motivating and inclusive aquacise classes to participants.

Instructing Ratio

Type of Participant	Participant to Swimming Teacher Ratio
Aquacise	30:1 in shallow water or 20:1 in deep water depending on participant competence

A risk assessment will need to be completed to calculate how many participants an aquacise instructor can safely instruct, pool space, depth, needs and ability of participants must be considered, and the ratio reduced if required.

Lifesaving Cover

Aquacise instructors must ensure there is appropriate safety cover available. A risk assessment must be undertaken to determine the level of supervision required.

Constant poolside supervision by lifeguards provides the best assurance of pool users' safety. Where the site-specific risk assessment has shown that constant poolside supervision is not reasonably practicable, robust, alternative measures must be implemented to ensure the safety of pool users.

There must be someone within the facility who is qualified to deal with a pool emergency situation. This can be the aquacise instructor (if appropriately trained) providing there is an action plan of who takes control of the participants within the instructor's class. A risk assessment should also be conducted to determine who rescues the aquacise instructor if something happens to them.

Note: Trained means, providing they possess appropriate lifesaving competencies – these can include rescue skills, CPR, and relevant aspects of the PSOP. This can be achieved by holding a current STA Lifesaving or Lifeguard qualification.

First Aid

Aquacise instructors must ensure there is someone qualified to deal with a first aid incident within the pool facility.

Pool Temperature

Aquacise	28 – 30°C 82 – 86°F is considered a comfortable water temperature

Continual Professional Development

To maintain occupational competency, STA strongly recommends all aquacise instructors gain at least 1 CPD point per year.

CPD points are achieved through seminars, face to face or online, and practical instructing hours.

Aquacise instructors should gain at least 1 CPD point from one aspect one year and the following year gain another CPD point from the other aspect. For example, year 1, 1 CPD point gained from practical instructing hours, year 2, 1 CPD point gained from seminars.

- 50 practical instructing hours = 1 CPD point
- Seminar 0 – 4 hours = ½ CPD point
- Seminar over 4 hours = 1 CPD point

Note: CPD seminars must be relevant to the aquacise qualification. For example, a swimming teacher seminar is not relevant to an aquacise instructor.

Equipment

Aquacise instructors must ensure all equipment is safe and hygienically clean before the start of a session.

All equipment should be checked before the start of an aquacise class by the aquacise instructor. Where equipment is damaged or unfit for use, the centre or pool manager should be informed and appropriate action should be taken according to the facility risk assessment.

During an aquacise class all equipment must be kept neat and tidy.

Aquacise instructors should refer to manufacturers cleaning and maintenance instructions and follow all training, however as a rule, equipment should be cleaned and allowed to dry completely before storing in a clean storage area.

Where buoyancy aids are provided, aquacise instructors must ensure they conform to standards.



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