



# Hansfield



**Educate Together National School**

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## Swimming Policy

No	Content Amendments	Date	Review Date
1.	Aims, Procedures, Health & Safety, Monitoring/Evaluation/Review	March 15	May 15
2.	Money allocation, non-swimmers remain in school, sample timetable, school behaviour policy, different learning needs - ANA access to water/assisting in the pool/changing, cubicle village, toiletries, male/female staff supervision, forgotten swim gear, pool First Aid (lifeguard), NAC - school staff protocol (no phones etc.)	May 20	May 21
3.	Point 1 Under Procedure Guidelines moved to Rationale. Classes that attend 1st - 4th, 5 and 6th class to complete school based "Paws Water Safety" and not attend practical lessons. NAC Swim Coordinator and School Liaison Person. Tracksuit - Suitable clothing/ multicultural swimwear. Staff support in pool for children with care and learning needs.	Sept 23	Sept 24
4.			
5.			
6.			
7.			

**Ratified by the Board of Management**

**Signed by the chairperson  
on behalf of the Board of Management:**

\_\_\_\_\_  
**Brian Campion**

\_\_\_\_\_  
**Date**

## **Mission Statement**

At Hansfield ETNS, we strive to create a safe, happy and warm environment that enhances our learning every day. We cherish differences. We respect ourselves and others, and by living the Educate Together ethos, we support each other to be the best that we can be, always.

In line with our school's mission statement above, this policy was created in collaboration with our school's Board of Management, parents, staff and where appropriate, pupils of Hansfield ETNS.

## **Aims:**

- To enable pupils to acquire basic swimming and water safety skills while they attend Hansfield ETNS.
- To comply with the requirements of the Revised Curriculum in the “Aquatics” strand.

## **Rationale:**

- The school has regard to both the physical and mental development of each of its pupils. Believing that a healthy body promotes a healthy mind, the school arranges for a six-week course of swimming instruction in the National Aquatic Centre swimming pool Blanchardstown (as per their term times), for each of its students (1<sup>st</sup> Class - 4<sup>th</sup> Class) during the school year.

## **Procedures/Guidelines:**

- 1<sup>st</sup> to 4<sup>th</sup> Class pupils in Hansfield ETNS will attend swimming lessons in the national Aquatic Centre for a period of 6 weeks during the year.
- 5<sup>th</sup> and 6<sup>th</sup> class will partake in the “Paws Water Safety” (Watersafety.ie) in the classroom and not attend swimming lessons in the NAC. This will be on the premise that they will have attended swimming lessons from 1<sup>st</sup> - 4<sup>th</sup> Class.
- Swimming Pool rental, swimming instructors’ fees and cost of transport to and from the pool necessitate a charge to parents/guardians of €50/pupil, (this cost can fluctuate from year to year). Should a parent/guardian not be in a position to cover this sum, individual arrangements can be made in confidence with the School Principal.
- Where there is a lack of availability in the National Aquatic Centre or school closure implications causing an issue for all classes 1<sup>st</sup> - 4<sup>th</sup> to attend lessons - class year bands may be prioritised to attend swimming lessons, to ensure there is a balanced approach over their schooling journey.
- All children are encouraged to participate in aquatics lessons as part of the National Curriculum. Should a child be unable to attend aquatics due to a medical condition, a letter must be written to the Board of Management requesting exemption. The letter should be

accompanied by a certificate from a medical professional confirming the condition. The child will remain in school with another class, taking work provided by their class teacher with them. It is not feasible to take children not partaking in swimming due to medical reasons to the National Aquatic Centre due to their health and safety policies (no children to sit on the poolside while not swimming, they must be in a spectator area, therefore no teacher supervision available there as teachers must remain to supervise those in the water, from the poolside.

- Should a child be unable to attend one lesson due to ill health or any other reason, a note should be written in the child's journal. The child will remain in school with another class, taking work provided by their class teacher with them. It is not feasible to take children not partaking in swimming due to illness reasons to the National Aquatic Centre due to their health and safety policies (no children to sit on the poolside while not swimming, they must be in a spectator area, therefore no teacher supervision available there as teachers must remain to supervise those in the water, from the poolside.
- Pupils will travel by bus to and from the swimming pool supervised by class teachers, support teachers and ANAs.
- A "triangulation" strategy among supervisors will ensure adherence to "Children First" guidelines i.e. Every supervisor should be able to see two others at any given time.
- The children will be assessed on the first week by the National Aquatic Centre swimming coordinator and instructors. They will then be divided into ability groups with the appropriate amount of instructors/ in water instructors per ability group. Teachers, support teachers, ANAs supervise from the poolside.
- The National Aquatic Centre Swim Coordinator will have the final say on assessed groups. If there are any concerns or queries, the NAC will liaise with the specific School Contact - this will be submitted on the yearly booking form.
- The children will have their snack at an earlier time on swim days to ensure an appropriate time period before swimming. On return to the school the children will have their lunch should they have missed it as per the school timetable.
- On Swim days, children should wear suitable clothing with their swimsuit underneath. This ensures the maximum period of instruction time in the swimming pool and ease of undressing before and dressing afterwards.
- Multicultural Swimsuits are accepted in the NAC, parent(s)/guardian(s) should ensure this is swim wear and not general day to day clothing.
- If a child forgets their swimming gear, one phone call will be made home by the school office administrator to request it to be brought to school before the bus leaves. If this is not possible the child will then stay in school and go do prescribed work in an alternative classroom.

- If a child continues to forget their swimming gear, the class teacher will make contact with the parents and make a plan to try ensure the child is able to attend swimming and learn the vital skills as per the P.E. Curriculum strand.
- Children should have sufficiently developed personal care skills to manage changing/dressing with ease. Children with additional educational needs and who have been granted access to an Additional Needs Assistant (ANA) will be assisted by the ANA where applicable. If it is deemed necessary, the parents of this child may be requested to meet the school at the NAC and assist their child with personal care.
- Children should bring a small, secure (zip or Velcro) bag containing a towel, underwear, comb/brush and a swimming hat, (goggles/swim socks if required). Suitable swimwear and swimming caps are an essential part of the NAC's policy.
- All personal items brought to the swimming pool must be clearly labelled with the child's name as children often have exactly the same coloured and sized items.
- The Board of Management will not take responsibility for items lost/mislaid during aquatics lessons.

Example timetable for swimming:

<b>Classes:</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b>Notes:</b>	<b>1 bus</b>	<b>2 buses</b>	<b>2 buses</b>
Depart Hansfield ETNS	9:45	10:35	11:30
Arrive NAC <i>circa:</i>	10:05/10	10:50/55	11:50/55
Pool – Lesson	10:30-11:15	11:15 – 12:00	12:15 – 13:00
Depart NAC	11:40	12:25	13:25
Arrive Hansfield ETNS	12:00/05	12:50/55	13:50/55

- Classes will attend the National Aquatic Centre as per year group where possible (3 classes). They will be divided into groups as per a timetable and parents will be notified in advance.

### **Health and Safety**

- Best practice in relation to the supervision, instruction and child protection procedures as outlined by the Irish Sports Council, Swim Ireland and the National Safety Council will be adhered to at all times. Staff will follow the guidelines of our own Health & Safety and Child Protection policies at all times.
- Within our staffing resources, where possible, female staff and male staff will supervise female/male pupils in the cubicle village rooms. Every effort will be made for this arrangement to be implemented.

- Pupils' behaviour during swimming excursions will be such that everyone's safety is ensured. Pupils must obey the teachers' /instructors' requests.
- The school behaviour policy will be strictly adhered to and any request in regard to negative behaviour from the instructors will be discussed on an individual basis and followed up on with the child, parents and principal if required. Should a safety risk occur during swimming lessons, children will have to be excluded from the remaining part of the lesson. Parents will be informed.
- The children will complete "Safety in The Bus" and "Safety in The Swimming Pool"/ "Paws" water safety lesson modules prior to the series of 6 swimming lessons. The main points and mantras will be reviewed before each swimming excursion.
- Parents/guardians will receive a standard letter providing information on school swimming before their child starts the swimming series of lessons.
- Parental permission allowing our school to take their child swimming is granted when completing the online registration form. The information letter that parents receive regarding swimming will however include an additional opportunity to grant permission.
- Teacher supervisors (class teachers, support teachers or ANAs) will remain on the pool side during the lesson in order to supervise the overall group and to facilitate pupils who may need to use the toilets during the lesson.
- Teacher supervisors will supervise in the National Aquatic Centres individual cubicles, in Cubicle Village for the purposes of facilitating pre and post swimming changing.
- The NAC may facilitate some children with additional needs within their class groups. This may be children in mainstream classes or children integrating from the autism classes.
- An ANA or teacher may be required to enter the water if deemed necessary by the NAC. No additional support from NAC staff will be provided in the water. It remains the responsibility of the NAC instructor to teach the pupil with additional needs their swimming lessons and the school staff member to support only.
- Children from our autism classes integrating to mainstream classes 1st -4th may be invited where suitable to attend swimming lessons with their class level. Each child will be considered on an individual basis for suitability in line with the NAC guidelines, school requirements and in discussion with their parents.
- Facilitating children with additional educational needs during swimming excursions will be dealt with on an individual basis. In general, their parents will be requested to help with supervision in the bus or transport to the NAC where applicable, the dressing of their children in the cubicles and supervision where required.

- If any injury or accident occurs at the pool. The lifeguard on duty will attend to the injury. Any incident reports completed by the swimming pool staff will be copied and brought back to the school.
- Staff from the school who are supervising swimming are expected to communicate any concerns regarding health and safety.
- Staff members must follow the National Aquatic Centre's code of practice - no phones on the pool bank, no photography, pool shoe covers etc.

## **Review**

This policy will be reviewed annually following the last lesson in the series of six or at other times if deemed necessary.

## **Ratification and Communication**

This policy has been devised in consultation with the staff and Board of Management of the school.

This policy should be read in conjunction with all other school policies that are in place. Relevant policies can be found on the school website: [hansfieldetns.com](http://hansfieldetns.com)

## Statutory Sick Leave Pay Scheme

**Note:** This guideline supersedes guideline P14-2022/2023 - Statutory Sick Leave Pay Scheme

### Introduction

The Sick Leave Act commenced on 1 January 2023 and provides for an entitlement to statutory sick leave for an employee who would have ordinarily worked but was incapable of doing so due to illness or injury.

The Sick Leave Act 2022 applies to employees, who have at least 13 weeks continuous service, who are employed under a contract of employment, whether full-time, part-time, permanent, or fixed term. Since 1 January 2023, employees have a right to 3 days paid sick leave per calendar year. The daily sick pay payment amount is 70% of the employees normal daily pay up to a maximum of €110 per day. This is the now the legal minimum number of paid sick days per year in 2023.

From 1 January 2024 the minimum entitlement will increase to 5 days per calendar year and is expected to increase over the coming years as follows:

- 2025 - 7 days
- 2026 - 10 days

### 1. Rate of payment

- Sick pay is paid by the board of management at 70% of the employee’s normal daily gross pay up to a maximum of €110 a day.

#### **Example 1:**

Calculation of the daily rate of statutory sick pay (SSP) for an employee earning a weekly salary of €750 in respect of a 5-day week.

Weekly salary		€750
Daily rate of pay	€750/ 5 days =	€150
SSP	€150 x 70% =	€105

**Example 2:**

Calculation of the daily rate of SSP for an employee earning a weekly salary of €800 in respect of a 5-day week.

Weekly salary		€800
Daily rate of pay	€800/ 5 days =	€160
SSP	€160 x 70% = €112 restricted to maximum of	€110

- If the pay is based on a fixed hourly rate but for a variable number of hours, then the pay should be calculated on what would have been payable to the employee if they had worked that day.

**Example 3:**

An employee works 4 hours on a Tuesday, 6 hours on a Wednesday, and 8 hours on a Friday. They are paid the national minimum wage of €11.30. Calculate their daily rate of SSP if they were absent on certified sick leave on a Tuesday, Wednesday or Friday.

Tuesday	4 hours x €11.30 x 70% =	€31.64
Wednesday	6 hours x €11.30 x 70% =	€47.46
Friday	8 hours x €11.30 x 70% =	€63.28

Otherwise, if pay changes from week-to-week the employees normal pay is the average of their pay over the 13 weeks before they are on sick leave.

**2. Qualifying criteria**

To qualify the employee must:

- have 13 weeks continuous service with the school (periods of lay-off less than or equal to 26 weeks are counted as service),
- be certified by a GP as unable to work,
- and the sick day falls on a day they would be expected to work.

For the avoidance of doubt, there is no entitlement to statutory sick leave for uncertified illness.

**3. Existing entitlements**

This is the minimum sick pay arrangement that the board of management must provide to employees.



The Sick Leave Act states that if an existing entitlement to paid sick leave in an employment contract is as favourable or more favourable than the statutory entitlement, then the employer's obligation under the legislation is met. Any such provision shall be a substitution for, and not in addition to that entitlement.

### **3.1 Revised terms for school secretaries/clerical officers under the Workplace Relations Commission agreement per Circular 0036/2022**

School secretaries who have opted into the above agreement will have the following entitlements to paid sick leave during the school academic year as follows:

- 2023/2024 school year - 5 days full pay
- 2024/2025 school year - 7 days full pay
- 2025/2026 school year and onwards - 10 days full pay

**The school secretary/clerical officer must provide a medical certificate for the sick leave to be payable.**

### **3.2 Other categories of staff e.g., cleaners, caretakers, non-teacher supervisors, coaches**

The board of management will need to review existing leave entitlements to ensure that they are as a whole as favourable or more favourable to the employee.

The Sick Leave Act sets out the criteria for employers to determine whether their existing sick pay scheme is more favourable than the proposed statutory provisions provided in the Act:

- The period of service of an employee required before sick leave is payable.
  - The number of days an employee is absent before sick leave is payable.
  - The period for which sick leave is payable.
  - The amount of sick leave that is payable.
  - The reference period of the sick leave scheme.
- Where an employee's entitlement to paid sick leave under their contract is more favourable than the increased statutory sick leave entitlement of 5 days, the employee should be advised that there are no changes to the employment contract and that the sick leave provisions within the contract will continue to apply.
- The Act provides that, where existing entitlements are not as favourable as the statutory sick leave, those entitlements shall be deemed to be modified so as not to be less favourable. Employees should be advised in writing of their statutory sick leave entitlement and the qualifying criteria for payment. Employees should be notified of changes to their sick leave entitlements.

#### **4. Other points to note**

Sick days can be taken as consecutive days or non-consecutive days.

The statutory sick pay year is the calendar year, so it runs from 1 January to 31 December.

In the case of school secretaries/clerical officers opting into the agreement outlined in section 3.1, the sick pay year is the academic school year.

#### **5. Records to be retained:**

The board must maintain a record of all statutory sick leave taken to include:

- a) the period of employment of each employee who availed of statutory sick leave,
- b) the dates and times of statutory sick leave in respect of each employee who availed of such leave, and
- c) the rate of statutory sick leave payment in relation to each employee who availed of statutory sick leave.
- d) records must be retained for four years.

#### **6. Income Tax, PRSI and USC implications**

Statutory sick pay should be recorded as part of the employee's gross pay and is subject to income tax, USC, employer and employees PRSI. As the payment is reckonable for PRSI purposes, the employee should be awarded an insurable week in respect of the days he/she is in receipt of statutory sick pay.

#### **7. State Illness Benefit**

Any employee who is in receipt of statutory paid sick leave from their employer will not be entitled to State Illness Benefit on the same day.

There is no state illness benefit for the first three days of illness.

#### **8. Other useful resources**

- [Sick leave and Sick Pay \(citizensinformation.ie\)](#)
- [Sample Statutory Sick Pay Policy Template](#)

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

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6<sup>th</sup> November 2023