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Please ask for: Martin Radmore

Date: 24 March 2006

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To: Headteacher

First, Infant, Junior, Primary, Middle and Special Schools.

Dear Headteacher

### **New INSET Course - Safe Supervision of Swimming for Teaching Assistants**

Norfolk County Council has reviewed its procedures for the safe supervision of school swimming and has revised its guidance to schools in light of recent events, legal precedent and legislation.

Schools **will** still be required to send a qualified teacher (QTS) to supervise swimming **unless** they have sent a Teaching Assistant (level 2 or above), known to the pupils, on Norfolk's specially designed course to provide safe supervision of swimming.

This new course seeks to give headteachers the necessary flexibility to deploy staff effectively whilst ensuring they meet legal parameters as laid out in the Health and Safety at Work etc Act 1974, subsequent amendments / guidance documents and educational visits legislation with regard to discharging the school's duty of care. This course has been developed in full co-operation with Tom Hanrahan, Educational Visits Adviser and Paul Commins, Educational Health and Safety Officer, and meets the standards for safe and effective off-site activities as laid out by Norfolk County Council.

A copy of the course outline is attached to the hard copy along with details of how to book a place for your teaching assistant and the dates / venues for the course. Places are limited but further courses will be organised should there be demand.

Should you have any further questions about the course, its structure or purpose – then please do not hesitate to contact me.

Yours sincerely



Martin Radmore  
County Adviser for Sport and PE