

Swimming Pool Operating Policy



Reviewed Summer term 2011
by Maria Trappitt

St Andrew's CEVC Primary School
Church Road
Great Yeldham
Halstead
Essex
CO9 4PT

Swimming Pool Information

- The size of the swimming pool is 12 ft x 6ft.
- The pool is 90cm deep at the changing room end rising to 100cm at the deeper end.
- There are separate changing rooms for girls and boys.
- There is a decking platform which gives access to the changing rooms.
- Next to the changing rooms is the swimming pool operating room, which is locked at all times.
- There is a gazebo adjacent to the pool, with seating for all pupils who are waiting to swim.
- There are 2 gates, one (front) which leads into the pool and is also a fire exit, and the other being a fire exit only.
- Signs showing the depth of pool and fire exits, and other pool side requirements, are clearly marked on the fences.
- There are **no** toilets at the pool side.

Only walking, at all times, is allowed in the swimming pool area.

Normal Operating Procedures

- The pool gates should be locked at all times when the pool is not in use.
- Keys to the pool will be returned to the key cabinet, located in the staffroom, after swimming sessions.
- Consult records and be aware of children's problems. Relevant medical needs, e.g. inhalers. should be taken to the poolside.
- The teacher in charge should carry a whistle to carry out emergency procedures if necessary.
- All children should blow their noses and go to the toilet before entering the pool area.
- Children with long hair should be asked to tie it back.
- The school policy on wearing jewellery must be adhered to.

- No goggles to be worn, unless there is a substantiated reason, with a letter held on file.
- Children are to change quietly and sensibly. Only their swimming kit is to be taken into the changing rooms. No other bags or valuables are to be taken to the changing rooms.
- Only adults are to operate pool cover mechanism that in usual circumstances will be the caretaker.
- Children must not jump or dive into the pool.
- Children must not sit on the side of the pool.
- The ratio of children to adults is a minimum of two adults per class, dependent upon children's age and ability.
- The maximum number of pupils in the pool at any one time is twenty for swimmers and twelve for non-swimmers. However these numbers may be lower depending on age, ability, safety and quality of teaching and learning.
- Pupils who are waiting to swim must be seated, at all times, on the seats under the gazebo. Here they should be waiting quietly. Under no circumstances must pupils be allowed to wander around the pool side.
- Only staff who hold a current NRASTC Rescue Test Teacher Award/or similar can be in charge of swimming. They must not enter the pool unless in an emergency.
- There must be a classteacher present by the poolside, at all times, who will be the person responsible for teaching swimming.
- Only a safe entry by walking up the pool step, turning round at the top and walking backwards down into the pool is acceptable.
- Leaving the pool is by the same steps in similar manner.
- Please remind children how to regain their feet when they are holding the pool side bar.
- No pupil is to enter the pool without the teacher's permission or be in the pool without the teacher being present.

- The teacher is to stand at the pool edge where he/she can see all the children in the water.
- Children should work quietly while in the pool, so that they can respond to vocal and visual instruction.
- A child with epilepsy will need to have allocated an adult to observe him or her while in the pool. This may also apply to a child with diabetes.
- The chemical/pump/equipment room is kept shut during sessions and only adults have access.
- The school cleaner in charge is responsible for the daily maintenance of the pool and monitoring the condition of the water.
- Pupils who are not involved with 'in pool' activities, for whatever reason, should be sent to another class with alternative activities.
- Good behaviour, by pupils, is required at all times during swimming sessions.
- After each swimming session the LSA/Rescue Teacher will be responsible for cleaning away the excess water in the changing rooms.

Emergency Procedures

- One whistle sound - children should be trained to stop, listen to instructions and act sensibly upon them.
- The expectation is that the teacher would take control, clear class, either out or to the side of the pool, assess the situation, send for help and deal with the problem. The general belief and policy is - if in doubt - get them out.
- Emergency information and action required is to be sent to the office using a reliable pupil or adult helper. The red HELP disc that is kept on a hook on the gazebo is to accompany the messenger.

- The school's mobile phone or an alternative should be taken to the poolside.
- A buoyancy aid is kept on a hook on the gazebo.
- A first aid kit is located on a hook on the gazebo.
- A soft mat is kept near the poolside for first aid use.
- A reaching stick and a rope are to be kept on the fence on either side of the pool. These are to be used to assist a child in difficulty. Staff should only enter the pool when poolside assistance is ineffective.
- The fire exit gate is situated at the far end of the pool and opens into the 'Asia Garden'. The front entrance gate is also a fire exit. Both gates should be kept unlocked whilst the pool is in use.
- If the casualty is injured or unconscious, they will have to be lifted horizontally onto the raised edge of the pool and then down onto the poolside. This could involve up to six adults, and should not be attempted unless there is sufficient help.
- The condition of the casualty must be assessed and where necessary A.V. or C.P.R. should be administered.
- Where appropriate the pupil should be placed in the recovery position and kept warm until the ambulance arrives.

Advice

Whilst each situation will be judged and acted upon by its merits, the following advice may be useful:-

CRAMP

- help to the side
- along the side and out via the steps (with support)
- deal with the cramp

CUTS

- child to the side
- out via the steps(with support)
- assistant to treat the condition

HEAD BANGS/BUMPS

- child to the side
- out via the steps (with support)
- monitor closely

Inform parents/carers at the home time (accident information forms already in place in the school). If in doubt, contact parents/carers to collect child for closer monitoring.

ASTHMA

- inhalers at the poolside
- child to the side
- take inhaler
- out of the water and monitor

EPILEPSY

- support in pool if possible
- be aware of the pool sides and other pupils in case of child hitting them

DIABETES

- be aware of pupils regime for combating drowsiness

OTHER ALLERGIES

- all medication taken to the poolside and administered as appropriate

Reporting Accidents

- All accidents/incidences are to be reported to the appointed 'Health & Safety' Co-ordinator (head teacher).
- The accident/incident should be recorded on the appropriate forms which are kept in the staffroom.
- The Health & Safety Co-ordinator, along with the Office Manager, will decide whether the accident/incident is reported to the LA.

Risk Assessment

Each year, before the swimming season starts, a risk assessment will need to be carried out. This is the responsibility of the head teacher.

This will include:-

- commissioning the pool by the county's recommended means

- acquainting new members of staff with operating and emergency procedures
- checking equipment
- checking the area for hazards
- checking that emergency procedures aids are in place at the pool side
 - Before each session, the teacher will make her/his own risk assessment taking into account the conditions of the day.
 - Swimming should not take place if there is **thunder and lightning**.
 - The head teacher will need to be informed of any hazards and faults that may impair pupil/staff safety before swimming can continue.
 - These should be reported first-hand to the head teacher and then recorded in the health and safety reporting book (in the staffroom).

Swimming after School

The swimming pool is used by the pupils of St Andrew's and their siblings when weather permits.

- All the above procedures, advice and risk assessments are followed when pupils are swimming after school.
- Children have to gain permission from their parents to swim after school.
- Parents are asked to remain with younger siblings who are not yet attending the school, to ensure the child is comfortable and happy remaining in the water.
- Parents can attend the swimming sessions and watch from the poolside.
- Parents are **not allowed** into the changing rooms at any time.

Reviewed by M Trappitt – **May 2011**

Shared with staff **May 2011**

Shared with Governors **June 2011**

Review date – **May 2012**