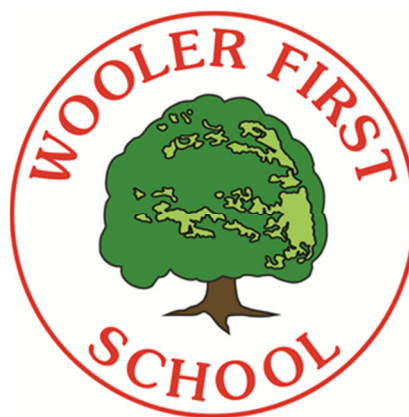
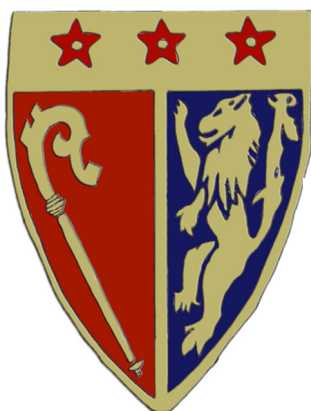


Wooler First School
and
Glendale Community Middle School



Swimming Pool
Normal Operating Procedures

8th July 2016

Chair of Governors: Sophia Murray-John

Signed:

Date of next Review: Summer 2018

Responsibilities:

Caretaker:

Before the pool is ready for lessons, the caretaker must ensure that it is safe for pupils by performing the following tasks:

- Remove the cover and ensure that it (and the rope) is stored safely to avoid potential accidents.
- Check the pool temperature and chlorination levels and record these every morning on the whiteboard next to the pool office and in the pool log book.
- Check the pool building for any H&S issues.

Once these checks have been complete – the pool will be locked and the key returned to the main office.

At the end of the day ensure that the pool cover is in place, the pool/pool building is clean and safe before securing the building.

Prior to Lessons:

Wooler First School –

Teachers and Teaching Assistants:

- Ensure the safe arrival of pupils to the pool.
- Check children have wiped their feet on the barrier mat.
- Supervise children while changing.
- Support the swimming teacher in the monitoring of children's progress and behaviour while in the pool.

Swimming Teacher and RASTAC Support Assistants:

- To collect the key and open the pool, which will be locked at all times when not in use.
- To be on the poolside at all times during swimming sessions.
- Teach and supervise children while in the pool.
- Take responsibility for initiating the emergency action plan in the event of an emergency.
- Doors will remain open during lessons – as they provide an alternate point of emergency exit if there is an issue with the fire door.

Glendale Middle School –

- Before lesson – qualified RASTAC swimming teacher will collect key from office and escort children to the pool area.
- They will line up outside the pool and sensibly enter the building. Shoes will be wiped but not taken off until inside the changing rooms to avoid congestion in the front exit.
- Doors will remain open during lessons – as they provide an alternate point of emergency exit if there is an issue with the fire door.
- Pupils will change sensibly and wait to be invited to poolside by the swimming teacher, they will quickly shower and sit on the side of the pool, awaiting instructions.

- Before pupils are allowed in the teacher and teaching assistant will check the pool for potential hazards; they will also perform a water temperature check to ensure the water is suitable for the lesson.

Swimming Teacher and RASTAC Support Assistants:

- To be on the poolside at all times during swimming sessions.
- Teach and supervise children while in the pool.
- Take responsibility for initiating the emergency action plan in the event of an emergency.

Bather Numbers

Mothers and Babies: 1:12

Non-swimmers: 1:12

Improvers: 1:20

Where groups of children in the water exceed 20 there should be at least two qualified adults present to supervise.

It is imperative that if there is only one qualified person present then the number of children in the water at any one time should not exceed 20. (See Requirements for the Teaching of Swimming 2.6)

Pool Rules

Before the lesson (unit) all pupils will be informed of the pool rules, they include:

- No running.
- No spitting.
- No chewing gum.
- No jewellery.
- No tattoo transfers or nail varnish.
- No nail or hair extensions.
- No goggles until KS2 unless there is a medical reason for their use.
- Hair must be tied back, at the discretion of the swimming teacher.
- No bombing or diving into the pool.

Discipline in the Pool

Teaching and support staff are responsible for the behaviour of the children while in the water. If children are spoken to about their behaviour they will be asked to climb out of the water and stand at the side of the pool for 5 minutes. In the case of more serious incidents a child may be asked to leave climb out of the pool, get changed and sit and watch for the remainder of the session. They will be supervised by staff.

Dress:

Girls – one piece bathing costume (and a bathing hat for Wooler First School children to enable easy identification as well as for reasons of hygiene).

Boys – non-baggy swim shorts (and a bathing hat to enable easy identification as well as for reasons of hygiene).

Goggles should not be worn unless medical advice is received by the schools

Emergency Action Plan:

Regular practice is essential - children should be able to demonstrate that they fully understand the emergency procedure:

- * a **short blast on the whistle** means stop and wait further instructions
- * a **long blast on the whistle** means the children should get out of the pool immediately and **stand against the wall**
- * in the case of a fire the children are to **walk out of the building by the nearest and safest route and assemble in the designated area on the school field**
- * in the event of an **accident** then the qualified first-aider administers first aid whilst the “**other adults**” **supervise the children**. However the assistant will not remain with the children, they will stay pool side to either report incident to reception, call 999 and/ or aid the lead teacher.

- * The nearest **Telephone** - staff will carry mobile phones.
- * The nearest **First Aid Kit** is situated in the office

Lost / Found Children

In the event of a child being missing, or a head count that does not match the register:

1. Clear the pool immediately.
2. Head count and register pupils (if numbers still do not match).
3. Check pool building for child.
4. Phone reception / 999

Medical Conditions

These must be notified to the Swimming Teacher before the start of each lesson.

Inhalers

The Class Teacher (Wooler First School) or pupil (Glendale Middle School) will take these to the pool and be responsible for the administration of them should it be necessary.

Fire Procedure

In the event of a fire all children and adults will exit the building using the fire exit and assemble at the fire assembly point on the school field.