



'BE THE BEST YOU CAN BE!'

SWIMMING POOL Policy

Lead person responsible:

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This document relates to the use of the indoor swimming pool at Roe Green Junior School.

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INTRODUCTION

Swimming is an important life skill. In addition it is a highly beneficial activity for acquiring an increased movement vocabulary and skills, for health, for enjoyment and as a threshold skill, giving access to many other water-based recreational activities. It is one of the few activities that people can enjoy all their life either on their own or with friends and family of the same or different ages, whether just for fun or competitively. We owe it to our young people to give them the best chance to learn to swim, as well and as early as possible.

Nonetheless, it is one of the few recreational or teaching activities which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

The purpose of this document is to provide guidance on safe practice in the school swimming pool.

The pool at Roe Green Junior School is to be used by each class through the year. Each year group spends every other half term developing swimming skills. All children are taught how to move from class to the pool and set clear expectations of behaviour.

Children are not permitted to enter the pool area without an adult. There must always be the swimming instructor plus one other adult present at all times during the lesson. Children must be accompanied by an LSA or class parent/carer to the pool. All external doors must be shut as the last child exists. Shoes are not permitted in any part of the pool area. Further rules are explained on page 7 of this policy.

RESPONSIBILITIES

The school must ensure that a nominated member of staff is delegated the responsibility of swimming co-coordinator. This may be part of a larger role as P.E co-coordinator.

Responsibilities should include:

- risk assessments
- pool safety operation procedures
- monitoring of staff training and maintaining records of qualifications
- all swimming related communications to staff

School Staff

All school staff have a duty of care that operates for any activity in which children are involved; they cannot transfer that duty of care to anyone else. This applies to all activities within the school curriculum and to extra-curricular activities organised by the school, whether on or off the school site. In relation to swimming this means:

- ensuring that there is monitoring and assessment of progress and attainment of each individual child in relation to the National Curriculum guidelines
- appropriate supervision of children when changing and control of young people at all times
- head counts are taken prior to, regularly during and after every session

- normal and emergency procedures are enforced
- overall observation of the teaching of their children and the conduct of the class
- ensuring the delivery of the National Curriculum.

Adults other than teachers

Adults other than teachers can be extremely helpful to support the delivery of school swimming. They can:

- support and work alongside teachers
- support the supervision of changing (DBS clearance required)
- administer first aid (if qualified)
- look after any unwell children or children who are not swimming (DBS required).

Swimming is taught at Roe Green by a qualified swimming instructor, employed by the school. In addition there must also be another adult present, either a LSA or a class parent.

The swimming instructor has responsibility for ensuring the safe conduct of the class in the water and on poolside, in line with good practice and their training, which includes:

- planning, developing and monitoring the swimming programme in line with the National Curriculum elements
- preparing schemes of work appropriate to young people' ages, abilities and interests in line with the National Curriculum learning outcomes
- co-operating with the member of school staff to check numbers of young people before, during and after each session
- identifying specific groups for each swimming session
- being familiar with the Normal Operating Procedures & Emergency Action Plans for the pool

Duty of Care

Whilst issues related to delivery are transferable, **duty of care must remain the responsibility of the designated member of school staff.**

Where the school swimming programme is delivered by an external partner, the school has a responsibility to ensure that the swimming teacher is appropriately qualified in the aspects being taught. They must ensure that the programme is appropriate to the needs of the young people and the school. An ongoing dialogue between both parties will help to ensure that this requirement is met.

TEACHER TO PUPIL RATIOS

At Roe Green Junior School, the ratio of teacher to pupils in the swimming pool is 1:15, as maximum.

There must always be another supervisor present on the poolside. This may be a parent or LSA.

SUPERVISION OF CHANGING ROOMS

Children should always be supervised whilst changing. We have changing cubicles for boys and girls in separate areas. Children are supervised at all times. They know to take shoes off before entering the changing area and the expected procedures are talked about by class teachers and the swimming instructor. Basic rules applying to the swimming pool are also displayed in each classroom.

TEACHING QUALIFICATIONS FOR SWIMMING

It is essential that any teacher responsible for the delivery of swimming and/or its associated disciplines is appropriately qualified to carry out the role effectively and safely.

Swimming Instructors should hold as a minimum qualification:

- *The ASA/UKCC Level 2 Award for Teaching Aquatics (or an equivalent qualification) to lead a session*
- *When teaching specialist groups, additional qualifications will be required appropriate to the group, for example, ASA Teacher for Swimmers with Disabilities. Swimming teachers should keep their qualifications updated by attending a Continuing Professional Development (CPD) course every two years.*

Specialist PE teachers and Class teachers

Where a Class Teacher is conducting a swimming lesson without a specialist PE teacher or instructor of swimming present, that teacher must be qualified to do so.

The Class teacher should hold as a minimum qualification:

- the ASA Level 2/UKCC Award for Teaching Aquatics or equivalent

Class teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances

Learning support assistants (LSAs) or Adults Other Than Teachers

Where an adult other than a teacher assists with swimming they should be given a clear understanding of what is expected of them. If expected to help with the teaching on poolside under the direction of school staff, they should have some knowledge or understanding of the principles of teaching swimming.

LSAs or adults other than teachers should never teach swimming without at least one other person present to assist with first aid and rescues if necessary. The numbers and level of support will depend upon the circumstances.

Continuing Professional Development (CPD) is the key to ensuring the best possible education in swimming. CPD training keeps school staff up to date with the latest developments, ensures they meet the requirements of the professional body and will help career progression.

NATIONAL CURRICULUM GUIDELINES – Key Stage 1

Key Stage 1 - SWIMMING ACTIVITIES AND WATER SAFETY

There is no statutory requirement to teach swimming at KS1. However, the following are non-statutory guidelines if swimming is taught:

Young people should be taught to:

- move in water (e.g. jump, walk, hop and swim, using swimming aids and support)
- float and move with and without swimming aids
- feel the buoyancy and support of water and swimming aids
- propel themselves in water using different swimming aids, arm and leg actions and basic strokes.

Programme of Study

- Acquiring and developing skills

Children should be taught to:

- explore basic skills, actions and ideas with increasing understanding
- remember and repeat simple skills and actions with increasing control and co-ordination.

- Selecting and applying skills, tactics and compositional ideas

Children should be taught to:

- explore how to choose and apply skills and actions in sequence and in combination
- vary the way they perform skills by using simple tactics and movement phrases
- apply rules and conventions for different activities.

- Evaluating and improving performance

Children should be taught to:

- describe what they have done
- observe, describe and copy what others have done
- use what they have learnt to improve the quality and control of their work.

- Knowledge and understanding of fitness and health

Children should be taught to:

- how important it is to be active
- to recognise and describe how their bodies feel during different activities

Key Stage 2 - SWIMMING ACTIVITIES AND WATER SAFETY

Swimming is a statutory requirement at KS2

Children should be taught to:

- pace themselves in floating and swimming challenges related to speed, distance and personal survival
- swim unaided for a sustained period of time over a distance of at least 25m
- use recognised arm and leg actions, lying on their front and back
- use a range of recognised strokes and personal survival skills (e.g., front crawl, back crawl, breaststroke, sculling, floating and surface diving.)

Programme of Study

- Acquiring and developing skills

Children should be taught to:

- consolidate their existing skills and gain new ones
- perform actions and skills with more consistent control and quality.

- Selecting and applying skills, tactics and compositional ideas

Children should be taught to:

- plan, use and adapt strategies, tactics and compositional ideas for individuals, pair, small group and small-team activities
- develop and use their knowledge of the principles behind the strategies, tactics and ideas to improve their effectiveness
- apply rules and conventions for different activities.

- Evaluating and improving performance

Children should be taught to:

- identify what makes a performance effective
- suggest improvements based on this information.

- Knowledge and understanding of fitness and health

Children should be taught:

- how exercise effects the body in the short term
- to warm up and prepare appropriately for different activities
- why physical activity is good for their health and well-being
- why wearing appropriate clothing and being hygienic is good for their health and safety

Risk Assessment

Risks must be assessed for each session.

Standard Procedures for swimming Lessons

- To ensure unauthorised access, the pool must be locked when not in use
- Before a lesson commences all emergency equipment will be in place
- The person in charge of swimming will keep a register of all those participating in swimming lessons
- All staff responsible for teaching and pool safety should be aware of any existing health issues.
- Diving is prohibited and swimmers must not be allowed to enter from the pool sides – all entry and exit must be from the pool steps
- If the pool water becomes unclear and swimmers' feet cannot be seen on the bottom of the pool all swimming activity must stop.
- If a swimmer has a minor injury and requires one of the staff to deal with it then swimming activity must stop with pupils supervised at the side of the pool until both supervisors are able to resume their normal roles
- At least two supervisors should be at the poolside before swimmers are admitted to the pool area from the changing rooms
- All swimmers should be counted out of the pool at the end of the session, and a supervisor should be the last to leave locking the door behind them
- Swimming hats need to be worn by all children
- Goggles are only permitted during fun sessions
- Hair gel and any other body lotions or perfumes are not allowed
- No jewelry is allowed to be worn whilst swimming unless for religious purposes
- No food is allowed in the pool
- The showers must be used before entering the pool
- The main school toilets should be used before entering the pool
- Walk in the pool areas at all times, no running permitted
- Noise must be kept to reasonable levels.

Swimming Attire

Young people should wear appropriate costumes for swimming that conform to safety, cultural and teaching requirements. It is important that swimming clothing is relatively tight fitting so as to minimise the effect of drag that water logged clothing can create. Sensitivity is required to ensure the correct balance when cultural demands require looser fitting garments and the need to be able to see the movements that limbs and joints are making in the water to ensure appropriate learning. Birkinis are permitted as are leggings and T shirts for religious reasons.

Swimming hats must be worn by all children.

Goggles must not be worn.

Pool Rules (for Lifeguards)

- Never leave the poolside unattended.
- Always secure poolside against unauthorised access when it is not staffed.
- Never turn their backs on the pool or engage in any behaviour, which results in not watching the pool when on lifeguard duty.
- Divide the area up into zones and use techniques to constantly scan the area, counting heads, watching out for vulnerable or weak swimmers.
- Keep alert, move position every five minutes or so - sit, stand, patrol.
- Rotate off poolside at least once in every hour.

DIVING

Standing dives from poolside should only take place in water that is 3m or more in depth.

There should be no head first diving into shallow water pools and this includes surface dives.

Shallow water learner pools are unsuitable for diving activities of any nature and must not be allowed to take place.

A hazard is something with the potential to cause harm to an individual such as an activity, object or substance. A risk is determined as a likelihood that harm from the hazard is realised and can be categorised as low, medium and high.

Risk management includes a five-step process

Step 1

Identify the hazards

First you need to work out how people could be harmed.

Step 2

Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name but rather identifying groups of people i.e. non swimmers.

Step 3

Evaluate the risks and decide on precautions

Having spotted the hazards and identified the risks, you then have to decide what to do about them. (Put a control measure in place.) The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare with good practice.

Step 4

Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after children and staff.

Step 5

Review your risk assessment and update when necessary

It is essential you review what you are doing on an ongoing basis. Each year review where you are, to make sure you are still improving, or at least not sliding back.

Emergency Action Plan

An Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

- overcrowding
- disorderly behaviour
- assault
- lack of water clarity
- fire
- evacuation procedure
- structural failure
- emission of toxic gases
- serious injury to swimmer
- discovery of a casualty in the pool.

All classes should run practice drills during the first lessons of each term in order that both staff and young people recognise the alarm signal and know how to respond to it.

Exit gates and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire exits must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Safety Equipment

- The pool area must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally, this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.
- There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.
- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to young people, especially beginners.
- All signs should be compliant with the Safety Signs and Signals Regulations.
- A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.

All pools should be able to be locked off and isolated to prevent unauthorised access when not manned. Failure to achieve this is a major cause of accidents in school and private pools.

CHILD PROTECTION

The general concerns for this area fall within the school's Child Protection policy. Specific to using the swimming pool:

Care should be taken in changing rooms to ensure that the appropriate ratios and gender of staff are present to supervise young people and that young people are safeguarded from members of the public.

When supervising children changing or assisting them with their swimming, all staff and any other adults should avoid physical contact with young people unless it is:

- essential to develop a swimming skill or technique
- to treat an injury or to prevent an injury
- to meet the requirement of the activity (e.g. Lifesaving)
- to lift or manually support a child with disabilities.

In these circumstances the adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission. If children have disabilities they and their carers need to be involved in deciding what assistance should be offered and the child should be treated with dignity and respect.

Where children sustain an injury and any first aid is administered the parents/carers should be informed as soon as possible. Details should be recorded and retained by the school.

In the event of a child needing to be taken to hospital for treatment, a representative from the school should always accompany the child. If this leaves the school group short of staff at the pool then the school should be informed to seek additional staffing for the group. The parent/carer of the child should be informed as soon as possible.

Staff and any other adults should avoid placing themselves at risk by being alone with a child and should ensure that wherever possible there are other responsible persons around and that they are in public view.

POOL SAFETY OPERATING PROCEDURES

Equipment

Safety equipment, including the pool alarm system, must be checked daily prior to pool opening and records of these checks must be kept

Problems must be reported to the member of staff responsible for school swimming. Records of checks and problems raised are reported to and kept by the person in charge of swimming.

First Aid

Qualified first-aiders and adequate first aid facilities must be available for all foreseeable types of accidents to employees and pool users.

Maintenance

Regular and correct maintenance of the pool, pool plant and electrical equipment is important in ensuring the safety and health of pool users and employees.

Inspections, tests and thorough examinations must be carried out at frequent intervals. Records must be maintained of all inspections made and remedial works carried out. Floors, passages, ramps and stairs must be properly maintained and left free of obstructions and of any substance likely to cause slipping.

Water Clarity

Guidance: Unclear water is a safety hazard. It makes it more difficult to see a casualty in the water. Poor water clarity also indicates that water treatment is inadequate.

The bottom of the pool must always be visible; in particular, the grill and outlet covers in the deepest part of the pool must be in view. The clarity should be constantly monitored and, should it begin to deteriorate, the pool must be evacuated until a satisfactory standard once again exists. In addition, debris may on occasion be detected in the pool, i.e. glass, faeces, etc.

Should the water clarity deteriorate in any way, the matter must be reported to Pool Operator.

Water Quality

Guidance: The standard of water quality is extremely important to reduce the risk of infection. Lack of clarity of water will indicate a problem with the standard of the water. This is in addition to the safety hazard presented by cloudy water, preventing persons from being seen at the bottom of the pool.

Various forms of pollution from swimmers themselves and also from other sources are introduced almost continuously into the water and environment of swimming pools. If left untreated, the pollutants build up with the risk of infection from increasing numbers of bacteria and other micro-organisms.

Pollution derived from swimmers includes:

- material from swimmers such as mucus from the nose, saliva from the mouth, sweat, hair and scales from the skin as well as urine and faecal matter
- material on swimmers' bodies such as general dirt
- materials on swimmers' bodies such as powders, creams, lotions and oil.

Many products such as cleaning materials used for the pool surrounds may contaminate the pool water. Care must be taken over the use of such products.

Recording Use of Pool

It is important to record the usage of the pool in order to assist any risk management process, assist any accident investigation, assess the usage in relation to the water treatment and plant etc.

Cleaning

Site agents /pool operators should not enter a pool (other than learner pools) to carry out cleaning or maintenance work when it has been drained. This work will normally require a contractor and the use of access equipment.

Care must be taken to ensure that any persons who may be present at the establishment during work activities are not subjected to hazards to their health and safety. It is recommended that effective measures should be taken to prevent unauthorised access to the pool intended to be out of use. Consideration should be given to those at risk if the pool is empty and the need for edge protection, if necessary.

Maintenance

Floors, passage ramps and stairs should be properly maintained and kept free of obstructions and any substance likely to cause slipping. All paths, paved areas, pool surrounds, fencing and equipment should also be properly maintained at all times.

Floor surfaces in wet areas where people walk barefoot should be carefully maintained to avoid injury from sharp edges.

It is important in wet areas that:

- broken or missing tiles are replaced quickly.
- there is no accumulation of working materials or other debris which could cause injury to bare feet.
- drainage is adequate to avoid surfaces becoming slippery.

The following checks will be carried out at the frequency indicated below.

Daily Checks/Duties

- Check Emergency alarms
- Check Emergency equipment and in position
- Two daily check pH, disinfectant and clarity of water
- Remove debris floating on the surface of the swimming pool
- Ensure that filters, pumps, etc are operating satisfactorily
- Inspect and check emergency lighting
- Clean changing areas with disinfectant and clean surrounds
- Floor thoroughly cleansed, with pool water, by a combination of hosing, mopping and scrubbing

Weekly Checks/Duties

- Thoroughly clean pool surround and equipment
- Clean surface water skimmer baskets of debris
- Backwash filter plant or renew filter material, according to type of filtration plant fitted and ensure that the equipment is functioning efficiently
- Clean the floor of the pool

- On Fridays, if the pool is not in use over the week-end, following the last swimming session, ensure that all equipment is functioning efficiently and left operational.

EMERGENCY ACTION PLAN

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in this plan. The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

- The plan covers the following reasonably possible emergencies:
 - overcrowding
 - disorderly behaviour
 - lack of water clarity
 - outbreak of fire or building evacuation
 - bomb threat
 - emission of toxic gases
 - serious injury to a swimmer
 - discovery of a casualty in the water

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

Responsibility

The Teacher, or other person, in Charge of Swimming, should ensure that:

- all staff are adequately trained in the procedures detailed hereafter
- notices are displayed to advise the general public of the arrangements
- exit door, signs, alarms, fire-fighting equipment and break glass call points are regularly checked and kept free from obstruction
- all exit doors operate without the aid of a key whenever the premises are occupied

Overcrowding

Overcrowding should not occur if there is a system in place for controlling access and the number of swimmers admitted does not exceed the maximum pool capacity.

However some areas of the pool may at times become over crowded.

If this happens *the person in control of the group* using the pool should disperse the grouping within the pool or ask some swimmers to leave the pool temporarily.

Disorderly behaviour

Any behaviour which is likely to cause a nuisance or is dangerous to others should be stopped immediately.

Lack of water clarity

If the water becomes cloudy alert the Site Manager who is responsible for pool maintenance. He will undertake a water test and apply remedial action to correct the water quality.

If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool, the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

Outbreak of fire or building evacuation

The arrangements in place to raise the alarm are as follows:

- the fire alarm is activated by the swimming teacher
- break glasses are located in **the office**
- on hearing the alarm the **swimming teacher** will evacuate the pool, take the register & assemble children at the assembly point in the front playground, following the Fire Evacuation Procedure in the Fire Safety Policy.

A plan of the building is inserted in Appendix 2 and shows the location of fire exits, firefighting equipment and the assembly point.

Once the alarm has been raised those on poolside should blow their whistles loudly and clearly to clear the pool as quickly as possible.

The person responsible for the swimming pool should be notified by the person raising the alarm as to the location and nature of the fire. This person will then liaise with lifeguards / staff and co-ordinate the evacuation process.

In the event of an evacuation the emergency services should be called.

Everyone should be directed to the nearest emergency point, away from the source of the fire and to the evacuation point **at the front playground**. Thermal blankets will be issued if necessary and will be brought to the assembly point by senior teachers.

Once at the assembly point the swimming teacher or PE coordinator will check all staff are present against the class register and people in charge of groups using the pool will check that all their group members are present and correct.

Bomb Threat

Should a telephone message be received that a bomb is in the building, the person taking the call should gather as much information as possible from the caller and find as much information as possible.

If the decision is made to evacuate this will be in accordance with the fire procedure. Once the building is evacuated a thorough search will be made by the police.

No person will be allowed to enter the building until given the all clear to do so.

Emission of toxic gas

An emission of toxic gas would most likely come from the mixing of bleach such as sodium hypochlorite and another chemical containing an acid during a cleaning operation or as a result of an incorrect process used in the pool water disinfection system.

If there is an emission from chemical mixing, the immediate area should be evacuated with haste, closing doors if possible to prevent the gases escaping other occupied areas. The head teacher or assistant head should immediately be informed of the situation.

Should it be necessary to evacuate the building the fire alarm should be activated according to the procedure detailed previously.

Any person who has been gassed with chlorine should be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid as should be given.

Serious injury to a bather

Call for the assistance of the Head teacher or Deputy Head.

Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.

Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.

All cases of head injury should be treated as serious. An ambulance will be called and the patient sat up to reduce the flow of blood to the injury. Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

It is important that staff support casualties by speaking to them confidently and reassuringly.

All accidents to staff, pupils and hirers must be reported fully.

Discovery of a casualty in the water

Before entering the water to recover a casualty attract the attention of the other adult on poolside.

If breathing has ceased, commence expired air resuscitation immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. Alert senior leadership immediately so an ambulance can be called.

If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff take over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.

Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues. If necessary to ensure safety the pool should be cleared.

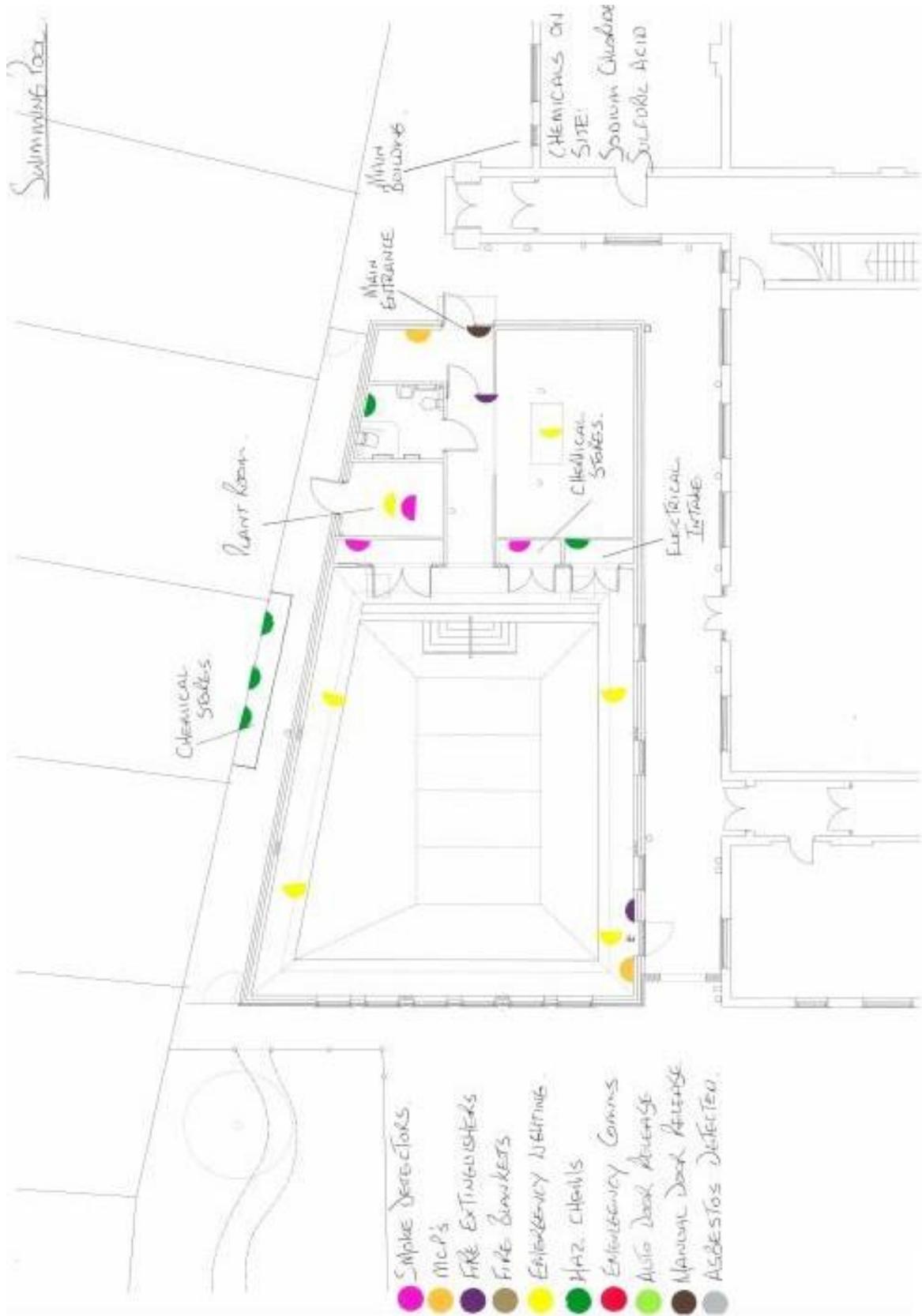
Staff should ensure that a crowd does not gather around the casualty.

As soon as possible after the incident all staff involved will be required to make a written statement.

Appendix 1 Daily / Weekly Checklist

Daily Checks	Date and signature	Comments
Emergency Alarms		
Emergency Equipment and in position		
Remove Debris floating on surface of swimming pool		
Ensure filter, pumps are operating satisfactorily		
Inspect / check emergency lighting		
Clean changing areas with disinfectant and clean surrounds		
Weekly Checks		
Thoroughly clean pool surround and equipment		
Clean surface water skimmer baskets of debris		
Backwash filter plant or renew filter material according to type of filtration		
On Fridays, if the pool is not in use over the weekend, following the last swimming session, ensure all equipment is functioning efficiently and left operational.		

Appendix 2 Swimming Pool Building Plan



Appendix 3 - Fire Evacuation from the Swimming Pool

In the event of the Fire Alarm activation, a continuous sounding of the alarm, exit must be via the nearest Fire Door, following the directions below. Pupils must be directed to the relevant playground and lined up with the swimming teacher. The swimming register must be taken with the swimming teacher and a roll called at the earliest opportunity.

In the interest of safety, quietness and calmness is essential. The children must walk quietly in single file to the appropriate exits.

Fire Blankets

Children in swimming costumes will need an emergency silver Fire Blanket – kept in the First Aid box.

Disability Evacuation

The individual must be accompanied to the Fire escape and taken to the Front Playground.

Evacuating the Building

In the event of the Fire Alarm activating whilst children are in the swimming pool:

Exit will be via the Fire Exit to the back of the swimming Pool. Children will then proceed to the Front Playground.

Children will line up near the PE shed. The registers from the class teacher and swimming pool are then collated and checked.

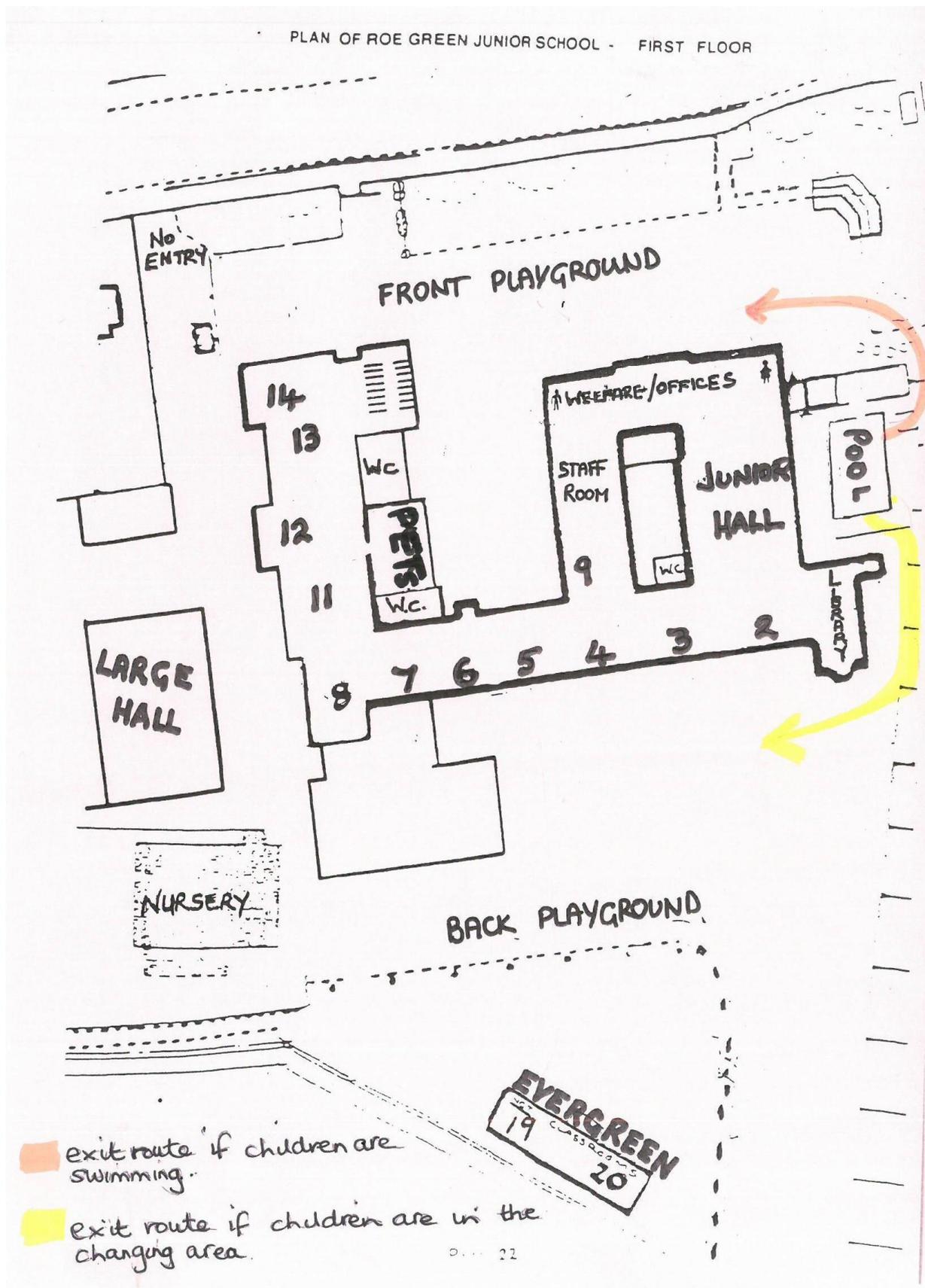
In the event of the Fire Alarm activating whilst children are in the changing rooms:

Exit will be via the Fire Exit to the front of the swimming Pool. Children will then proceed to the Back Playground.

Children will line up; the registers from the class teacher and swimming pool are then collated and checked.

Refer to the following plan for exit routes and assembly points.

Appendix 3a - Fire Evacuation assembly point



Appendix 4 – Swimming Pool Safety Guidelines for Parents & Helpers

SWIMMING LESSONS

SAFETY GUIDELINES FOR HELPERS & PARENTS

Please read the Fire Evacuation procedures

Your role is to support the swimming teacher Carmen, who is in charge of the pool.

Please **DO**

- Actively watch the children at all times while they are in the water.
- Help but do not try to teach the children
- Use protective covers over your outdoor shoes

Please **DO NOT**

- Enter the changing rooms
- Take photographs

Phones and cameras are not allowed on poolside at any time

The toilet in the pool area is for Emergency use only. Children will use the toilets beforehand in the main school building.

PLEASE RETURN TO THE MAIN OFFICE WHEN YOU SIGN OUT

Appendix 4a – Swimming Pool Safety Guidelines for Pupils

SWIMMING POOL GUIDELINES for PUPILS

- **Do** wear a swimming hat
- **Do** use the shower before entering the pool
- **Do** keep noise to a reasonable level
- **Do** use main school toilets *before* entering the pool
- **Do** wear coats to and from the pool in cold weather
- **Do not** use goggles unless given permission to do so
- **Do not** use hair gel and other body lotions/ perfumes

(You may ask for permission to use Eczema Cream)

- **Do not** wear jewellery or take it down to the pool
- **Do not** eat food in the pool areas
- **Do not** run in the pool areas

These guidelines are designed for Health & Safety reasons and to maintain the quality of our swimming pool.