



SWIMMING POLICY

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North West London Jewish Day School Swimming Policy

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1. RESPONSIBILITIES

Brenda Mailer is the nominated member of staff delegated the responsibility of swimming co-ordinator and applying the swimming pool safety policy and procedures in the school. This comprises the operation of the school's swimming pool including monitoring and recording for the pool and sessions used of the following:

- Risk assessments
- Pool safety operation procedures (NOP & EAP)
- Monitoring of staff training and maintaining records of qualifications
- All swimming related communications to staff
- Conditions of pool hire-.Appropriate supervision of children when changing
- Control of pupils at all times
- Head counts are taken prior to and after every session
- Normal and emergency procedures are enforced
- Overall observation of the teaching of their children and the conduct of the class. Parents in Nursery and Reception support the swimming teachers by supervising changing. All of these parents have DBS clearance. Qualified swimming teachers- Swimming teachers will hold a relevant Level 2 teaching qualification and have a DBS disclosure. They have 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 Early Years Foundation Stage Curriculum and the National Curriculum elements
- Preparing schemes of work appropriate to pupils' ages, abilities and interests in line with the Early Years Foundation Stage and National Curriculum learning outcomes. Checking numbers of pupils before, during and after each session
- Identifying specific groups for each swimming session
- Being familiar with the Normal Operating Procedure (NOP) & Emergency Action Plan (EAP) for the pool
- Enforcing emergency drills every term
- Working with the lifeguards on duty or, if there are no lifeguards, providing lifesaving and first aid skills on their own or with others.

2. TEACHING STAFF AND QUALIFIED SWIMMING TEACHERS

All swimming teachers must be vetted by the DBS to work with children. At North West the swimming pool is shallow and the trained class teachers who have swimming qualifications and pool safety training take on the responsibilities of the delivery of the lesson. In Nursery and Reception there are always 2 teachers present. In addition to teaching swimming, one of the adults covers as a Lifeguard and has appropriate lifeguard training. For the rest of the school a Qualified Swimming Teacher teaches small groups of children during their PE sessions. She has Life Guard qualifications. Lifeguards Pool operators have a responsibility for the safety of all who use their pools. The people responsible for lifeguarding, rescue and first aid have :

- Knowledge of the NOP & EAP
- Are observant of the pool and pool users at all times
- Initiate any rescues or other emergency action required
- Be able to affect a rescue from the bottom of the deepest part of the pool
- Administer first aid
- Prevent unsafe activities
- Assist in the running of emergency drills
- Secure the pool against unauthorised access when not in use
- Communicate clearly at all times with all users / teachers in the pool. Lifeguards must work with class teachers and teachers of swimming. Lifeguard instructions for safe conduct in the pool is followed at all times.

3. DUTY OF CARE

The delivery of a school swimming programme involves a number of partners including school teachers and private swimming teachers specifically bought in by the school. Duty of care remains the responsibility of the designated school representative. 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 pupils and the school. An ongoing dialogue between both parties ensures that this requirement is met.

4. TEACHER TO PUPIL RATIOS

The teacher to pupil ratio is specified in the Normal Operating Procedure. In Nursery and Reception a maximum of 8 children are in the pool with 2 adults. For the rest of the school a maximum of 7 pupils are in the pool at any one time. One of the teachers doubles up as a life guard in Early Years. For the rest of the school the Swimming teacher is a qualified lifeguard. The swimming teacher is able to effectively carry out emergency procedures. Care is taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group.

5. LIFEGUARD PROVISION

Currently, there is no statutory requirement for a lifeguard to be provided. At North West there are designated persons with appropriate nationally recognised lifeguard qualification in Early Years-Mrs Mailer, Mrs Taub, Mrs Meshulam and Mrs Zabreska, Miss Miller and Mrs Dunner. The Headteacher, Miss Caplan is a qualified swimming teacher and Lifeguard. Mrs Mailer, Mrs Taub and Mrs Meshulam are qualified swimming instructors. The designated persons are trained to carry out a rescue and to effect cardio pulmonary resuscitation. For the rest of the school the swimming teacher is also the lifeguard for her group as she holds the appropriate qualifications and or training. This only applies to 'programmed' swimming. Programmed activity is defined as:

- With a formal structure
- Disciplined
- Supervised or controlled
- Continuously monitored from the poolside

deemed that minimum qualification held by the lifeguard. Where an adult other than a teacher assists with swimming they are given a clear understanding of what is expected of them. If expected to help with the teaching on poolside under the direction of the specialist swimming teacher, they should be able to affect a rescue at the depth of water in the pool area in which they are working and to have some knowledge or understanding of the principles of teaching swimming.

6. QUALIFICATIONS

The head teacher ensures 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.

School teachers. All teachers teaching swimming have the appropriate qualifications and those assisting the teaches have Life Guard qualifications. In the case of the outside swimming teacher she has both Level 2 Swimming Qualifications and Life Guard Qualifications. **Adults other than teachers (AOTTs)** Where an adult other than a teacher assists with swimming they are given a clear understanding of what is expected of them. If expected to help with the teaching on poolside under the direction of the class teacher, they should be able to affect a rescue at the

depth of water in the pool area in which they are working and to have some knowledge or understanding of the principles of teaching swimming.

7. EARLY YEARS FOUNDATION STAGE CURRICULUM

In the Early Years two members of staff are in the swimming pool with a maximum of eight children at one time. The children enjoy 'Fun in the Pool' sessions which enable them to build up confidence in the swimming pool through games, songs and the use of floats, balls, noodles and swimming pool toys. Children are encouraged to enter and exit the pool safely and the rules of the pool are reinforced prior to each session.

8. NATIONAL CURRICULUM

National Curriculum for KEY STAGES 1 and 2 stresses the importance of Physical Education • It develops pupils' physical competence and confidence, and their ability to use these to perform in a range of activities • It promotes physical skilfulness, physical development and a knowledge of the body in action • It provides opportunities for pupils to be creative, competitive and to face up to difficult challenges as individuals, in groups and in teams • It promotes positive attitudes towards active and healthy lifestyles. • Pupils learn how to think in different ways to suit a variety of creative, competitive and challenging activities. • Pupils learn how to plan, perform and evaluate actions, ideas and performance to improve their quality and effectiveness. • Through this process pupils discover their aptitude, abilities and preferences and make choices about how to get involved in lifelong physical activity.

PHYSICAL EDUCATION - KEY STAGE ONE

During Key Stage 1 pupil's build on their natural enthusiasm for movement, using it to explore and learn about their world. They start to work and play with other pupils in pairs, and small groups. By watching, listening and experimenting, they develop their skills in movement and coordination, and enjoy expressing and testing themselves in a variety of situations. Programme of Study Knowledge, skills and understanding Teaching should ensure that when evaluating and improving performance, connections are made between developing, selecting and applying skills, tactics and compositional ideas and fitness and health. Acquiring and developing skills Pupils should be taught to: • Explore basic skills, actions and ideas with increasing understanding • Remember and repeat simple skills and actions with increasing control and coordination Selecting and applying skills, tactics and compositional ideas Pupils 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 Pupils 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 Pupils should be taught: • How important it is to be active • To recognise and describe how their bodies feel during different activities Breadth of Study During the Key Stage, pupils should be taught the knowledge, skills and understanding through: • Dance activities • Games activities • Gymnastic activities Schools can also choose to teach swimming during Key Stage 1.

Key Stage 1 - SWIMMING ACTIVITIES AND WATER SAFETY The following are non-statutory guidelines: Pupils 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.

PHYSICAL EDUCATION - KEY STAGE TWO During Key Stage 2 pupils enjoy being active and using their creativity and imagination in physical activity. They: • Learn new skills, find out how to use them in different ways, and link them to make actions, phases and sequences of movement. • Enjoy communicating, collaborating and competing with each other. • Develop an understanding of how to succeed in different activities and learn how to evaluate and recognise their own success. Note The general teaching requirement for health and safety applies in physical education. Programme of Study Knowledge, skills and understanding Teaching should ensure that when evaluating and improving performance, connections are made between developing, selecting and applying skills, tactics and compositional ideas and fitness and health. Pupils 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 Pupils 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 Pupils should be taught to: • Identify what makes a performance effective • Suggest improvements based on this information Knowledge and understanding of fitness and health Pupils should be taught: • How exercise affects 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 Breadth of Study During the Key Stage, pupils should be taught the knowledge, skills and understanding through five areas of activity: • Dance activities • Games activities • Gymnastic activities and two activity areas from: • Swimming activities and water safety • Athletics activities • Outdoor and adventurous activities Swimming activities and water safety must be chosen as one of those areas of activity unless pupils have completed the full Key Stage 2 teaching requirements in relation to swimming activities and water safety during Key Stage 1.

Key Stage 2 - SWIMMING ACTIVITIES AND WATER SAFETY

Pupils 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.: back crawl, crawl, breaststroke, sculling, floating and surface diving) There are three things that can improve each child's swimming experience whilst swimming with their school • Reducing Ratios There should be a maximum of 12 children with each Level 2 teacher, but ideally this should be as low as possible for non-swimmers/ weak swimmers. Improver groups and beyond the ratios • Improving Quality Each qualified swimming teacher should have a proven track record of teaching nervous/ beginners/ improvers and the ability to develop and apply skills and expertise to resolve a range of issues • Increasing Frequency It is agreed that the more intensive and

regular the lessons are, the more likely it is that the outcome will be successful. Once a child has learnt to swim many other aquatic opportunities become available, Swimming is a life skill that everybody should have the opportunity to learn.

9. PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Increasingly, children with special educational needs (including those with a statement of special educational needs) are being accommodated in mainstream schools. An awareness of some of the main issues associated with special educational needs will help the mainstream teacher of swimming. Stimulating swimming lessons in a warm pool provides an ideal environment for learning. The aim of the swimming lesson should be to provide high quality learning in water to enable the swimmers to become as independent, self-confident and skilful as possible. Alongside enjoyable and purposeful activity, teachers should be using each lesson to encourage socialisation and improved communication skills. Teachers working with children with physical impairments seek medical advice on the implications of their condition for the swimming programme. The school's ECMO has detailed information on their condition, which is contained on the school's SEN register. Some children also have individual education plans (IEPs) that specify learning targets and approaches. Children with an exceptional ability have entitlement to a lesson appropriate to this ability. Exceptionally able children work towards the key stage appropriate to their ability rather than their chronological age. We ensure that we have adequate staffing ratio both in the changing rooms and in the pool. A risk assessment is completed before any child with SEN attends school swimming, to ensure the pool is suitable and specialised equipment such as hoist, gradient steps, suitable changing facilities etc are available.

10. RISK ASSESSMENT

At North West and in each session, the children and the staff participating will all have unique features that make particular demands upon safety. Risks must be assessed for each session. 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 we need to work out how people could be harmed. **Step 2 Decide who might be harmed and how** For each hazard we need to be clear about who might be harmed; it will help us 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, we then have to decide what to do about them. **Step 4 Record our findings and implement them** Putting the results of our risk assessment into practice will make a difference when looking after children and staff. **Step 5 Review our risk assessment and update if necessary.** It is essential we review what we are doing on an ongoing basis.

11. NORMAL OPERATING PROCEDURE (NOP)

North West reviews their own risk assessment annually as a basis for writing down the safe operating procedures for their pool. This includes the Normal Operating Procedure (NOP) to maintain safety and an Emergency Action Plan (EAP), detailing exactly what everyone does if an

emergency occurs. Outside swimming teachers are aware of the NOP in order to ensure that they do what is expected of them to keep themselves and others safe, and aware of the EAP to know what to do in an emergency. Staff are trained to follow the safety rules included in these procedures and practice emergency procedures at the start of each term with the children in their classes. Training in the NOP and EAP should be recorded by the school, signed by the person giving the training and records kept for a period of at least one year. Our NOP includes: • A plan of the pool • Key hazards • Record communications methods • Rules of supervision • Systems of work and operational systems • Detailed work instructions • First aid supplies and training • Details of alarm systems and other emergency equipment: • Conditions of hire

12. EMERGENCY ACTION PLANS (EAP)

Our Emergency Action Plan details what everyone should do in the event of a reasonably foreseeable emergency. This might include: • Overcrowding • Disorderly behaviour • Lack of water clarity • Fire • Bomb threat • Structural failure • Emission of toxic gases • Serious injury to swimmer • Discovery of a casualty in the pool. The procedure explains how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved. All staff likely to be involved in this procedure and all outside user group leaders who may be affected have been trained to ensure their effectiveness in an emergency. Notices are displayed to advise pool users of the arrangements in the event of an emergency. All classes run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it. Exit doors and signs, firefighting equipment and alarm points are checked regularly to ensure that they are working and accessible. All fire doors are operable without the aid of a key at all times the pool is in use. These are checked at the start of every day.

Teacher position In the situation where the teacher has responsibility for groups comprising of more than two pupils the recommended teaching position is from the side of the pool, as this provides the best position to oversee the whole group in terms of safety and to provide appropriate feedback on the performance of each person in the group. In Early Years two teachers are in the pool at all times. In Key Stage 1 and Key Stage 2 the swimming teacher is usually at the side of the pool. However, in some circumstances the teacher will have assessed the risk and may feel it is more appropriate to teach from within the water. In Early Years 2 teachers are in the pool with the children at all times. At all times the teacher must be able to clearly see all pupils and be close enough to provide physical support should this be required.

13. TEACHER CLOTHING AND EQUIPMENT

Teachers change into suitable footwear to be able to move easily around poolside and not bring outdoor dirt onto the pool surround on their feet. They wear clothes suitable to the humidity and temperatures of the pool and appropriate to the possibility of having to go into the pool to rescue a child. For all teachers/helpers in the water a t-shirt is worn over the swimming costume. Teachers are equipped with a whistle and are familiar with the standard signals used in most pools, to either use their whistle correctly or respond to a whistle communication from someone else: • One short blast calls for attention of pool users • Two short blasts calls for the attention of a lifeguard or member of staff • Three short blasts indicates a lifeguard taking emergency action • One long blast calls for the pool to be cleared

14. SAFETY EQUIPMENT

The swimming pool is equipped with a means of raising an alarm and summoning support in the event of an accident or incident. There is an emergency button which connects with Vivian Goldring, Head of Security who will make direct contact with the emergency services. • There is 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 are available and stored in the swimming pool cupboard. • Pool depths are clearly marked on the walls of the pool and teachers explain their significance to pupils, especially beginners. • At North West the swimming pool door is always locked and isolated to prevent unauthorised access when not manned.

15. FIRST AID ARRANGEMENTS

There is a qualified first aider –Mrs Worth (holding First Aid at Work certificate and Paediatric First Aid Training) available within call at all times that the pool is in use. After school designated First Aiders are available each day. All Early Years Swimming Staff have Pool Safety training which is renewed accordingly and they all have Paediatric First Aid training.. In the event of an accident occurring which requires first aid, this is recorded on the accident form. Accidents where a pupil is hospitalized are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

16. SWIMMING ATTIRE

Pupils 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. Children who swim frequently or whose eyes are susceptible to irritation may request to use goggles for swimming. Parents should be informed of their responsibility to teach their child to put on and take off goggles in the correct and safe fashion.

17. POOL RULES

The poolside is never left unattended • Poolside is always secured against unauthorised access when it is not staffed • Teachers never turn their backs on the pool or engage in any behaviour, which results in not watching the pool when on lifeguard duty • Teachers keep alert, move position every five minutes or so - sit, stand, patrol • Diving is not permitted due to the depth of the pool.

18. CONDITIONS OF HIRE

North West ensures that the outside organisation teaching swimming after school uses the pool in a safe manner. Conditions of hire include: • Name and address of the organisation hiring the pool • Name and address of the pool being hired • Name of the hirer's representative (the responsible

person/first point of contact) and contact details • Details of who is to be responsible for what in the event of an emergency • Any safety advice to be given to swimmers and any specific rules that should be enforced • A signature from the hirer that they have received and read copies of the NOP & EAP • Appropriate third party liability insurance.

19. CHILD PROTECTION

North West has well-established procedures related to child protection. Swimming is an activity that occurs as part of a school PE programme and is addressed within the safeguarding arrangements. Suitable supervision procedures are in place in changing areas. All parents helping with changing have DBS clearance. It is recognised that there are a number of risks specific to the changing room ranging from health and safety to supervision ratios • Separate school changing areas are available for boys and girls. • There is one open shower and 2 toilets • Miss Caplan, Mrs Bendell and Mrs Shoota are the designated persons with responsibility for child protection who would liaise with Mrs Mailer, the school-designated swimming teacher in the event of a concern about a child.

Swimming Pool Emergency Action Plan

1.1 Overcrowding

In the event of overcrowding, do not allow any more people into the pool.

1.2 Aggressive/violent bathers

Inform someone in authority immediately.

If necessary, clear the pool and isolate offenders.

Do not argue and do not attempt any physical intervention.

1.3 Potential drowning

Act calmly and positively.

Do not over-dramatize incidents and cause unnecessary embarrassment. Many incidents can be controlled with very little fuss.

If necessary, clear the pool by giving 3 sharp blasts on your whistle, then proceed to deal with the incident.

1.4 Raising the alarm

NWLJDS: Contact Reception on 0208 459 3378 or Ext 21

Visiting groups: Dial 9 **from the Welfare Room** (for an external line) then dial 999 to alert emergency services

Contact Reception (0208 459 3378 or Ext 21) during office hours or, after 16.30 (15.30 in holiday times), call the caretaker on 07599 388692.

1.5 Lack of water clarity

Do not allow swimmers into the water

Visiting groups: Contact Reception (0208 459 3378 or Ext 21) during office hours or, after 16.30 (15.30 in holiday times), call the caretaker on 07599 388692 (Vivian to have a timetable of swimmers).

1.6 Fire alarm

There is a fire alarm fitted in the pool

In the event of fire please carry out the approved fire evacuation procedures and congregate at the Assembly Area in the playground. Children and adults are to be given silver foil blankets once they have climbed out of the water. They are to leave by the main swimming pool door and go through the double doors next to the welfare room to the back of the playground. In the case of the children not being able to evacuate using that fire exit, they need to leave by the back fire exit and walk through the Reception playground and congregate in the car park.

Intruder alarm – lie on the floor, lock the swimming pool door and wait for Security to give the all clear.

1.7 Lighting failure

Clear the pool immediately and if lighting is not restored within minutes close the pool and inform the Caretaker on duty. Emergency lighting is present.

Visiting groups: Clear the pool immediately and if lighting is not restored within minutes close the pool and Contact Reception (0208 459 3378 or Ext 21).

1.8 Structural damage

Do not allow swimmers into the pool area. Leave the building and inform the Caretaker on duty.

Visiting groups: Dial 9 **from the Welfare Room**(for an external line) then dial 999 to alert emergency services

Contact Reception (0208 459 3378 or Ext 21) during office hours or, after 16.30 (15.30 in holiday times), call the caretaker on 07599 388692.

1.9 Toxic gases

Ventilate the pool as quickly as possible using the Fire Exit. Clear the pool and inform the Assistant Bursar (Facilities).

Visiting groups: Ventilate the pool as quickly as possible using the Fire Exit.
Clear the pool and Contact Reception (0208 459 3378 or Ext 21).

1.10 Sickness and Diarrhoea

Vacate the pool; making sure everyone who had been in the pool showers thoroughly.

Clear the pool and contact Reception (0208 459 3378 or Ext 21).

Please note the Pool will be closed for the following 24 hours.

2. Serious injury

Procedure:

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On discovering a seriously injured casualty, the lifeguard or swimming teacher on duty will administer essential first aid and call the Welfare Officer on Ext 25. **The course of action will then be decided. The emergency services can be contacted directly by dialling 9 for an external line and then 999.**

If a spinal injury is suspected, the lifeguard or swimming teacher will immobilise the casualty, maintaining the head in the same position relative to the body as when discovered. Utilising as much help as possible, support in the water until an ambulance arrives.

Visiting groups: On discovering a seriously injured casualty, the lifeguard or swimming teacher will administer essential first aid.
The course of action will then be decided. The emergency services can be contacted directly by dialling 9 for an external line and then 999.

If a spinal injury is suspected, the lifeguard or swimming teacher will immobilise the casualty, maintaining the head in the same position relative to the body as when discovered. Utilising as much help as possible, support in the water until an ambulance arrives.

Important:

All serious injuries requiring hospital treatment **MUST** be reported to the Bursar/Assistant Bursar within 24 hours of the accident. The following information must be provided:

Name and address of the injured party

Contact telephone number

Age

Cause of accident

A brief description of the events leading to the accident, any action taken and by whom.

We have a legal duty to supply this information. Failure to do so could lead to the cancellation of a club or group's swimming pool booking. The Accident Book is located in the swimming pool office.

Swimming Pool Normal Operating Procedures

1. The Swimming Pool (please see attached plan of pool).
 - 1.1 Pool dimensions
 - Length: 10 metres
 - Breadth: 5 metres
 - Depth: 1.4 metres
 - 1.2 Pool temperature: The pool is maintained at 29°C.
 - 1.3 Maximum bathing loads:
 - 1.4 Early Years Swimming lessons Max 8
 - Normal swimming lessons max. 12
 - School lessons max. 12
 - Recreational swimming max. 12
 - 1.5 Lifeguard Ratio (recommended)
 - During swimming sessions:

Swimmers	1-20 bathers	1 lifeguard
Non-swimmers	1-12 bathers	1 lifeguard
2. Staff swimming
 - A minimum of 3 competent adult swimmers must be present at all times.
3. Decision-making
 - Authority to act as the situation demands is given to whoever is on the scene at the time. The Caretaker (or Security) on duty is to be contacted either via the School Reception 0208 459 3378 or on his mobile on 07599 388692 or 07917 397819.
4. General rules
 - a) No pushing or throwing in
 - b) No running around pool surroundings
 - c) No bombing
 - d) No excessive splashing
 - e) No ducking
 - f) No bullying or fighting
 - g) No food or drink to be consumed in the pool building
 - h) Nobody is allowed on the poolside without authorisation from a member of staff
 - i) No diving
 - j) No jewellery to be worn
 - k) No jumping onto floats from the poolside
 - l) No standing on floats
 - m) No throwing
5. Supervisions of swimmers
 - This involves not only keeping a careful eye on people to make sure that they are not in any difficulty, but also ensuring that their behaviour does not cause injury to themselves or to others. All staff will ensure that the rules and regulations are adhered to.

Except for emergency rescue equipment, no portable equipment belonging to NWLJDS should be used by the hiring organisation unless previously agreed upon e.g. for the children's party swimming sessions.

6. First Aid

First Aid Box in the swimming pool cupboard. A telephone is also available in the disabled toilet for emergencies only. For the emergency services dial 9 to gain an external line and then 999.

7. Rescue equipment

7.1 On the poolside: Reach poles x 2

7.2 A whistle is to be provided by Teacher on duty.

7.3 Swimmers must understand the communications systems in place in the event of an emergency, etc. in the event of an incident and rescue equipment is used, please record this in the Log Book located in the swimming pool cupboard.

7.4 Please also note if any equipment is damaged or lost prior to or during the session.

7.5 All adults in charge of groups must be aware of Emergency Procedures. One must have an up-to-date life-saving qualification and be competent in resuscitation.

8. Prior to Group's Departure: Recording Systems

8.1 Log Book

8.2 Please complete the log book in order that the total number of swimmers each session is recorded.

8.3 Report Book

Please record any problems experienced during the group's swimming session. This includes use of changing facilities as well as the pool area.

8.4 Accident Book

For all minor and major injuries, please complete an Accident Form. Please contact the caretaker on duty (refer to Emergency Action Plan for reporting of major injuries).