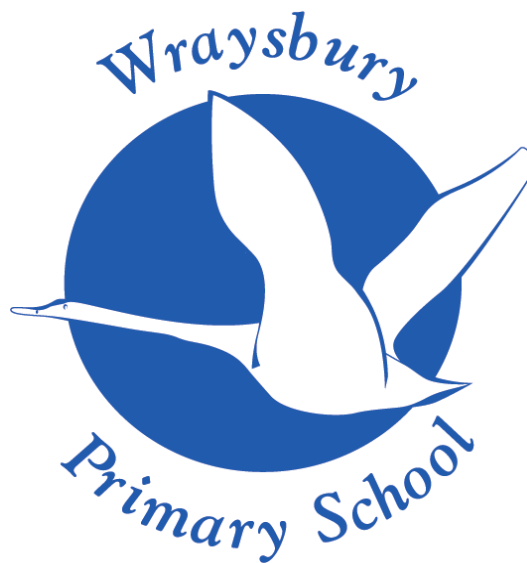


# Swimming Pool Procedures



Welley Road  
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Produced by:  
Date:  
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**Myles Gresswell**  
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## Swimming Procedures

The use of the swimming pool is confined to the summer term. There are various swimming pool operating procedures:

- The school employs only qualified swimming instructors / lifeguards to teach swimming
- Gate to the pool area to be closed at all times and locked when unattended
- The swimming teacher collects the keys and mobile phone or walky-talky from the office on the way to the pool.
- The class teacher collects the inhalers and epipens on their way to the pool
- First aid kit is stored in the swimming pool shed
- All equipment to be returned tidily after each session to the storage cupboard
- NO RUNNING is allowed poolside at any time
- Swimming caps must be worn by all children in the pool
- Earrings must be removed before the child enters the pool (please note that staff are not permitted to assist with this. Earrings should be removed before pupils come to school if they can't do this themselves).
- Children should be encouraged to go to the toilet before swimming
- On entering the pool area, children should sit on the chairs provided or go to the cabins to change
- Children wait at the pool side when changed, as directed by the teacher
- Children's feet are inspected for verruca or athletes foot by the swimming instructor. Verrucas must be painted with clear nail varnish or "Bazuka" before the child is allowed to swim. A verruca sock may be worn as a preventative though it is not a 100% fail safe and flip flops/crocs will also be worn whilst around the pool area.
- Children only enter the water when told to do so and sit on chairs at all other times
- Children should be taught to immediately be still and listen when the whistle is blown/Team Stop, and to leave the water quickly by the nearest steps when told to do so
- After the lesson children must go to the changing cabin sensibly to change
- Children who are not swimming should be writing the lesson or doing an activity related to swimming and water safety. Resources are in Teaching and Learning, PE, Swim Safe Toolkit + online
- Minor injuries are treated by the teacher using the first aid kit.

## Swimming Pool Emergency Operating Procedures

In the event of an emergency:

- Blow the whistle to get the children's attention
- Instruct the children to leave the water and sit on the chairs, remove them from the pool area if necessary
- Commence emergency procedures as necessary and use the phone to call an ambulance.
- Inform the office by sending a laminated notice that an ambulance has been called
- The office staff open the gates by the caretaker's bungalow and stand at the front of the school to look out for it and direct it in.

In the event of an emergency:

- If using the mobile phone – ring 999. Send two children to the office with laminated notice "I HAVE CALLED AN AMBULANCE AND WE NEED HELP IN THE POOL"
- OR send two children to the office with laminated notice "PLEASE CALL FOR AN AMBULANCE AND WE NEED THE DEFIB"
- In the event of an emergency not requiring an ambulance, send two children to Reception or the Year 4 classroom with the laminated notice "PLEASE COME TO THE POOL - I NEED HELP!" An adult from this classroom should ensure their class still has adult cover, and then go to the poolside to assist
- Stay with the child and administer first aid as appropriate.