



Swimming Procedures

These are in addition to and work alongside of the normal operational plan (NOP) and emergency action plan (EAP), pool plan and risk assessment used by Market Rasen primary school.

1. Children are taken swimming in small groups of no more than 12 children and no less than 3 staff members plus, at least one other adult helper on the poolside who holds the whistle, however, we always aim to have a higher ratio depending on staff levels at the time,. All staff will have a DBS check any one not DBS checked will not be left unsupervised with the children.
2. The ratio may change if there are less than 8 children in the session, ALWAYS ensuring two staff are with the children at all times, this also depends on the child/ren s ability.
3. Changing/drying the children - parents may only help their own child/ren get dried and dressed at swimming. All other children will be supported by and encouraged to dry/dress themselves by staff members and volunteers who have DBS clearance.
4. Going into the pool – children and adults must always wash their feet using the shower at the side on the pool. NO ONE must enter the pool until the lifesaver is present. Everyone must listen and follow the lifesavers instructions whilst in the pool. Failure to do this will result in the child/adult being asked to leave the pool to keep everyone safe.
5. Children who are not toilet trained are required to wear swim nappies (preschool has these for sale at 50p each). Children and adults should wear suitable one piece swimwear or tankini to go in the pool (no bikinis) and may bring any swimming aids or goggles. Due to health and

safety we are unable to supply, swap or inflate armbands, however have the use of woggle and floats for the children.

6. Swapping over groups- children not swimming will remain with the two staff in preschool .They will then escort next groups across to the pool at the appropriate time ,support children to prepare for swimming and support 1st group to dry and dress themselves then escorting them back to preschool. A register of all persons at swimming will remain at preschool on the notice board during each swimming session and also with the swimming group. A head count will be carried out before, during and after swimming.
7. Security – the pool area is locked at all times when not in use. When we arrive the main door is unlocked and children escorted into the changing rooms. The 2 side doors will be unlocked at all times when the pool is in use in case of emergency.
8. Emergencies – a lifesaver and 1st aider is always present and a 1st aid box is located at the side of the pool along with an accident book and emergency phone. Any accidents will also be recorded in preschool accident book as well as the poolside one. The emergency drill is practiced at regular intervals ensuring that everyone knows what to do in the event of an emergency.
9. Your current lifesaver's are – **SALLY JACKLIN** and KERRY STEED
10. Children should not go swimming if they have a heavy cold, any other infectious illness such as impetigo or verucas (unless they are covered appropriately), or if they have a fresh open wound (no plasters to be worn in the pool)) or if they have head lice.
11. Children, staff or helpers may wear no jewellery apart from a flat ring in the pool.

Revised March 2017