

## **Ropley Primary School Swimming Pool Rules and Guidelines**

**Updated May 2023 by The Pool Manager and the Pool Plant Operators.**

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The Pool Manager is Miss Sarah Vittle, Headteacher.

The Poolside Parent Helpers are parents of pupils at Ropley School who have become members of the Family Swimming Club.

The Lifeguards are employed by the Family Swimming Club.

The Pool Plant Operators are volunteers and parents of Ropley Primary School pupils who have completed the required qualification.

The Safeguarding Leads are Sarah Vittle, Sam Kirby & Kayleigh Brown

### **Pool Rules**

Swimmers are to use the toilet before entering the pool.

Swimmers are to be clean when entering the pool.

No more than 20 swimmers in the pool at any time.

Appropriate brightly coloured swimming costumes or trunks to be worn. Bikinis are not permitted.

Swimming hats are compulsory.

All swimmers **MUST** respect the Lifeguards authority and pay attention to him/her.

No running is permitted poolside.

No shouting is permitted. The Lifeguard must be able to hear clearly at all times.

No music is to be played poolside for the same reason.

Swimmers **MUST** sign in with the lifeguard at the start of the session, and sign out at the end of the session.

Swimmers are allowed one jump into the pool at the start of the session, at the deep end and this is to be managed by the lifeguard.

Swimmers are not permitted to leave the pool unless it is to go to the toilet, if this is the case they must make a parent helper aware and put shoes on to leave the area.

If swimmers wish to leave the pool before the end of the session, they will not be permitted back in the pool during this session. They will need to sit poolside until the session is over.

Any pool toys, balls etc that are thrown out of the pool can be returned to pool by lifeguard or parent helpers, no pool users to exit the pool to retrieve anything.

No child is permitted to sit on the shoulders of another child in the pool. Any behaviour which negatively impacts other pool users will not be tolerated. After the first warning, repeat offenders will be asked to leave the pool.

Swimmers are permitted to bring their own pool noodle, floats or toys to the pool for their own use. These must be in good working order and clean. The Lifeguard and Tadpole Swimming Pool Committee do not accept any responsibility for lost or damaged items.

### **Poolside Parent Helpers**

Two Parent Helpers are required to be on duty at each session. Without two Parent Helpers the session cannot commence.

The role of Parent Helper is to assist the lifeguard at all times.

Parent Helpers will assist the Lifeguard with signing children in/out of the session.

Parent Helpers must familiarize themselves with the list of children swimming and note any medical conditions or additional needs.

Parent Helpers are responsible for all FSC children in school grounds and the toilet area, they will ensure shoes are worn outside the pool area at all times.

Parent Helpers are responsible for maintaining good conduct and discipline of pool users and also children waiting to swim, poolside or waiting to be collected.

In the event of an emergency the Lifeguard will blow the whistle. Parent Helpers are then responsible for helping to summon medical assistance by using a mobile phone. (The nearest landline phone is located in the Reception Class classroom, though it is only available if the school building is open.)

Parent Helpers are not to be responsible for any other child while supervising the pool users i.e. they cannot bring another child with them who is not swimming.

Parent Helpers are not permitted to swim during these sessions.

Parent Helpers MUST remain alert and give the pool users their full attention at all times. It is reasonable to complete a head count of pool users periodically during the session.

Parent Helpers are responsible for keeping changing rooms and toilet areas clean. At the end of the session they will check and clear the changing rooms and help the Lifeguard to put the pool cover back on.

Parent Helpers are to enter the changing rooms whilst in use, only if absolutely necessary.

In the event of any non-emergency incident or problem, the Lifeguard will ask a Parent Helper to make contact with whoever is deemed necessary to attend the pool.

Parent Helpers are to know the address and postcode of Ropley Primary School and the What3Words reference (displayed poolside) in the event of an emergency.

Taking photos of children, other than your own, in the pool and /or pool area is not permitted without the express permission of parents of swimmers. No photos are to be shared publicly or on social media of children other than your own.

### **Lifeguards**

A lifeguard must hold an NPLQ qualification or another qualification approved by Hampshire Education Authority.

The safety of the children in and around the pool is the responsibility of the Lifeguard, at all times they must follow the guidelines set out by the Family Swimming Club (FSC) and Tadpole Swimming Pool Committee.

No entry to the pool area is allowed until the Lifeguard and 2 parent helpers are present. It is the responsibility of the lifeguard and Tadpole team for opening/ unlocking and closing/locking the gate at each session.

The Lifeguard is responsible for booking in children at the start of each session, supervising them during the session and checking them out at the end of each session.

Before the children are allowed to enter the pool, the depth of pool and whistle procedure must be communicated to all pool users and parent helpers, as well as safety rules.

At the start of the first session, the Lifeguard must remove the pool cover.

In the event of an accident, it is the responsibility of the Lifeguard to deal with this and summon help from parent helpers on poolside, if required. Always report any incidents on log sheets and make Tadpoles aware.

The main duty of the Lifeguard is to control conduct and discipline and ensure rules are followed by pool users. Any unacceptable or dangerous behaviour is to be stopped and dealt with. The Lifeguard has the authority to dismiss anybody from the pool who behaves in an unacceptable manner.

The Lifeguard and parent helpers are responsible for anything around the pool that may affect the pool users such as swimming aids and dangers from children around the pool.

The Lifeguard must be at the poolside throughout the session and is not allowed to swim during the session.

The first aid kit and any specific child medication must be removed from the storage box (changing room) and kept poolside throughout the session. At the end of the session, please return the box to storage.

It is the Lifeguard's responsibility to read and understand the pool's Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

The Lifeguard is to have immediate access at all times to the Emergency Contacts folder. This contains confidential information and contact details so must not be made available to anyone else poolside.

The Lifeguard must check that the emergency pool equipment is present and fit for purpose at the start of each session.

In the event of any non-emergency incident or problem, the Lifeguard will ask a Parent Helper to make contact with whoever is deemed necessary to attend the pool.

The Lifeguard must know the address and postcode of Ropley Primary School and the What3Words reference (displayed poolside) in the event of an emergency.

### Pool Plant Operators

The PWTAG Code of Practice provides Pool Plant Operators with a structured plan for the technical operation of their pool.

The code ensures that the technical operation of a pool meets quality standards that provide a healthy experience for swimmers using recognised and established practices, techniques, engineering and design. For this reason, all UK pools are encouraged to follow it.

You can read the PWTAG Code of Practice [here](#)

Ropley Primary School Pool Plant Operators have completed the PWTAG Level 3 Pool Plant Operators Foundation Certificate. *The register is located at [www.pwtag.org](http://www.pwtag.org) and contains details of the currently trained pool plant operators.*

Pool Plant Operators are responsible for:

Maintaining pool hygiene

- Controlling chlorine and other chemical levels
- Managing water supplies and suitable water treatment
- Testing for pollution and microbial infections
- Maintaining pipes, circulation, and filtration systems
- Promoting health and safety
- Disinfection
- Balancing pH and alkalinity
- Diagnosing and testing pool water
- Making savings on heating, ventilation, and energy

### **Safeguarding**

Ropley Primary School, The Pool Manager and the Tadpole Swimming Pool Committee are committed to an environment in which all children and young people participating in our activities have a safe and positive experience.

We recognise that all children participating in Family Swimming Club (regardless of age, gender, race, religion, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm.

The Pool Manager will ensure that the individuals who work with children provide a positive, safe and enjoyable experience for children.

The Pool Manager will ensure that all Lifeguards and Pool Plant Operators have undertaken the appropriate training and relevant criminal records check and adhere to the required practices for safeguarding children as outlined in the schools safeguarding policy.

The Pool Manager will provide all Lifeguards, Pool Plant Operators and Parent Helpers with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.

The Pool Manager will ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in the schools policies and procedures.

The Pool Manager will ensure that confidentiality is maintained appropriately and in line with the best interests of the child.

The Pool Manager will ensure that all papers relating to child safeguarding matters are held in a safe and secure manner