

Haslingfield PTFA Swimming Club 2022



High Street, Haslingfield, Cambridge CB23 1JW Telephone : 01223 870457

Swimming Club Rules, Normal Operating Procedure and Emergency Action Plan

Administrator: Hannah Golden, haslingfieldswimming@gmail.com

Swimming Club Rules

The Normal Operating Procedure and Emergency Action Plan have been prepared so everyone can enjoy a safe and happy summer's swimming.

Eligibility: Fully paid up family or individual members of the Swimming Club **who must be pupils of Haslingfield Primary School or their siblings.**
Siblings must be preschool aged, toilet trained and able to comfortably touch the bottom of the pool (pool depth is 0.8m).
All children must be accompanied by either their parent/carer, sibling over 18, grandparent or named childminder and the child/ren must be supervised by that adult for the whole session.
Asthma sufferers **will not** be admitted without their medication to hand. There will be a list of those that this affects and their individual photos on the inside of the shed door.

Guests: The pool is for paid members of the club and **does not** include guests.

Signing in: At each session the accompanying adult must sign the signing in book.

Numbers: **There must never be more than 15 in the pool at any one time.** This number is final and is for health & safety and legal reasons. Sessions will be split into 20 minute periods. During very busy times, children will be allocated with a coloured arm bracelet so that they know in which session they will be swimming.

Pre-swimmers: Must be able to comfortably touch the bottom of the pool and wear appropriate floatation equipment if appropriate.

Misbehaving: Pool Safety Monitors have the right to refuse entry to children who are misbehaving. It is suggested that children who are misbehaving whilst in the pool will be given 2 verbal warnings then asked to leave the pool and not to be readmitted for the rest of the session.

Playground: No access to playground or playing field at any time. Please stay within the snack area outside class 6.

Public Term Time Weekdays 3.30pm - 4.30pm Saturdays 2.00pm - 4.00pm

Sessions: Unfortunately, the pool will not be open on Sundays or Bank Holidays

Small Groups: The pool is available for use by small groups between 11.00am - 1.00pm on Saturdays.

A minimum of 2 resus trained, adult members must be present during a session but otherwise all normal rules apply (i.e., children must be accompanied by their adult family member/child-minder; guests are not allowed etc.). An admin fee of £5.00 per half hour will be charged. This is strictly for pupils of Haslingfield Primary and their siblings.

Special circumstances: In the event of the pool being closed due to circumstances beyond our control we regret that fees are non-refundable.

PLEASE KEEP NOISE LEVELS AT A REASONABLE LEVEL. WE HAVE TOLERANT NEIGHBOURS AND WE WISH THIS TO CARRY ON SO THAT WE CONTINUE TO USE THE POOL.

NORMAL OPERATION:

Before the Pool Opens...

Two Swimming Club resus trained, adult pool safety monitors must be present before swimming takes place and the following then applies:

- ✓ Read through Resuscitation booklet (supplied at training) to ensure familiarisation with procedures
- ✓ Collect whistles
- ✓ Ensure that the main doors to assembly hall lobby are unlocked on Saturdays and holidays for toilet access. The key is with the main pool key and must be returned to the Pool team.
- ✓ Ensure that they have a fully charged mobile phone is switched on and ready for use in emergencies
- ✓ Remove first aid box and place near changing rooms.
- ✓ Put signing in register in view of parents and remind them to sign in where required.
- ✓ Fill footbath with pool water and place under steps.
- ✓ Sign safety book to confirm these checks have been completed and any potential hazards identified and written in book for the attention of the pool carers.
- ✓ Allocate coloured armbands to children as necessary (procedure for this is on the exterior of the changing rooms). Please ensure that waiting children do not queue directly outside Class 5 and only change once they have been allowed into the pool area.

Pool Safety Monitors, please can you ...

- ✓ Maintain continuous supervision of the pool at all times and make suitable arrangements for the care of their own children. If your own children are in the pool it is an **insurance requirement** that they must be supervised and observed by someone other than yourself who is also a signed member of the club.
- ✓ Concentrate and observe the pool at all times to anticipate incidents, prevent accidents and deal with emergencies.
- ✓ Use the whistle to signal immediate danger with one long blast.
- ✓ Be situated at poolside diagonally opposite each other to see all swimmers and the bottom of the pool at all times.
- ✓ Be at the poolside before the children enter the water and supervise children both up and down pool steps.
- ✓ Make sure the children step in the footbath prior to entering the pool and this should be emptied and refilled regularly.
- ✓ Not be distracted by long conversations etc.
- ✓ Check that any child with asthma has their puffer with them (up to date list attached if you are unfamiliar with names please ask a member of the swim team).
- ✓ Frequently check that the number of swimmers does not exceed 15.
- ✓ Clear pool if water clarity deteriorates or the bottom cannot be seen easily.
- ✓ Clear pool immediately if a child fouls the water by excrement or vomits and let pool carer know ASAP. (The water must then be cleared and filtered for 24 hours before swimming can resume).
- ✓ Remember that you DO have the authority to correct dangerous / antisocial behaviour by first speaking to the person concerned and as a last resort - excluding them from the pool.

Children - please can you ...

- ✓ Behave to the satisfaction of the pool safety monitors and inform monitor before leaving / re-entering.
- ✓ Tell one of the pool safety monitors of any relevant medical condition e.g.: Asthma, Epilepsy, and Diabetes etc.
- ✓ Wear a suitable costume.
- ✓ Wear a swimming cap.
- ✓ Remain in the pool area until fully dressed.
- ✓ Only use changing rooms to get dressed and don't forget to take all your belongings with you.

Before the pool closes...

DO NOT REPLACE THE COVER - THE POOL CARERS WILL DO THIS.

- ✓ Check changing rooms at the end of each session and please put any rubbish into the bin.
- ✓ Replace all equipment, tidy up, switch off mobile phone and replace, lock premises and return key to box.

Don'ts!

- ✗ NO walking, running, sitting, standing, diving or jumping on or from the side of the pool.
- ✗ NO bottles or glass allowed in the pool area
- ✗ NO eating, chewing gum or drinking in the pool.
- ✗ NO consumption of alcohol in the pool area.
- ✗ NO snorkels, fins, face masks etc. to be worn in the pool.



EMERGENCY ACTION



The aim of the Emergency Action sheet is to give guidance in the event of an incident

- 1 If you find someone in difficulty in the water **TALK – REASSURE - REACH – WADE – if child is conscious try to calm and encourage the child to come to the pool edge with the help of safety reaching pole or floats as necessary.**
- 2 If in any doubt or child is unwilling / unable, prior to entering the water, sound your whistle with one long blast **ALL CHILDREN MUST STAND STILL AND LISTEN FOR INSTRUCTIONS.**
- 3 Summon assistance from the second pool safety monitor and shout for everyone to leave the pool IMMEDIATELY. The second safety monitor must supervise all swimmers down the pool steps, before ENTERING the pool themselves, to assist the first pool monitor with lifting the casualty out of the pool.
- 4 If on reaching the casualty he/she is not breathing – ensure mouth and nose are clear of the water. Whilst supporting the head as carefully as possible, tow the child to the edge of the pool. ONLY once there are TWO adults IN the water can you begin to lift the casualty out of the water!
- 5 The first monitor must wait to be joined IN the water by the second monitor in order to raise the casualty to the pool border and lay them there, while holding the casualty steady, maintaining a clear airway (as per your Resus training).
- 6 The second monitor will then EXIT the pool and join the casualty on the OUTSIDE of the pool, opposite the monitor who has remained in the water. Once the monitor outside the pool has taken over steadying the casualty, the first monitor can then EXIT the water to join the monitor on the OUTSIDE of the pool.
- 7 ONLY once BOTH adults are on the outside of the pool can you then begin to carefully lower the casualty to the ground, supporting head/neck and maintaining position where possible.
- 8 CLEAR THE TONGUE FROM AIRWAY.
- 9 If casualty fails to breathe, start Expired Air Ventilation - as per your resuscitation training - at the earliest opportunity. **GET AIR IN** and start chest compressions as per resuscitation training

a. **CARDIAC PULMONARY RESUSCITATION**

One life guard to treat casualty for injuries, shock, keep warm and keep reassuring, other life guard to assist as necessary and be responsible for the following:

- * Telephone Emergency Services (999 on Pool mobile phone)

Please ensure you give following information calmly and clearly:

NAME, LOCATION, FULL ADDRESS, TELEPHONE NUMBER of mobile phone (label on phone) and

NATURE of INCIDENT.

- * Appoint someone to meet the Emergency Services.
- * Report back to other lifeguard.
- * Assist as necessary watching out for other distressed swimmers.

b. **Spinal Injuries**

Casualty with suspected spinal injury must remain in the water with nose and mouth clear of the water.

Give Expired Air Ventilation and keep warm

Casualty only to be moved if Cardiac Pulmonary Resuscitation is needed

c. **Fire**

Blow whistle and evacuate the pool move everyone away from danger and call Emergency Services

d. **Chemical Spillage**

Blow whistle and evacuate the pool, move everyone away from danger and call as follows:

Serious spillage - Emergency Services

Minor spillage - Pool operator - list as attached.

e. **Any accidents / injuries**

Must be recorded in the accident book. For all major incidents please contact one of the following:

- * Pool carers
- * Head teacher – see telephone list displayed at pool.
- * Any other School Governor.