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| School / service name: |  |
| Inductee’s name and job title: |  |
| Trainer’s name and job title: |  |
| Date of training: |  |

| **Induction aspect** | **Responsibility** | **Details** | **Notes** |
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| Teaching attire | School or service | Staff responsible for ensuring that their poolside attire including footwear is appropriate and that they are confident in their ability to conduct a rescue without being restricted by their clothing. |  |
| Before the session | School or service | Responsible to check arrangements for the visit including staff for supervision of changing areas (if applicable). |  |
| Swimming attire | School or service | Female - one-piece swimsuit.Male - close fitting swimming trunks/shorts.Swimming hat (if required as part of pool/service/school swimming policy). |  |
| Arrival | School or service | Responsible for the movement of adults, pupils service users using the service or facilities:* Disembarking transport.
* Movement into the venue.
* Supervision of behaviour of pupils or service users behaviour.
* Controlled entry to the changing area.
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| Registers | School or serviceSwimming Teacher | Responsible for taking a register of all pupils or service users attending that session prior to leaving the school or site. Notes should be taken to inform Swimming Teachers or Therapists of any non-participating or absent persons.Responsible for taking a register of the group over which they have control at the beginning of the session. |  |
| Changing room supervision | School or serviceCentre Staff | Responsible for the supervision of pupils or service users whilst changing, ensuring the removal of jewellery (see note below). Pupils or service users should wait until instructed to enter the swimming pool.Where a member of staff (with suitable DBS check) is nominated to supervise a changing area in the absence of an appropriate school or service staff member, pupils and service usersmust move as a cohesive group, entering the changing room together and exiting all together when instructed. | Swimmers should be reminded at this point to take any emergency medication such as inhalers with them onto the poolside.Therapists are to take any emergency medication required by the service user onto the poolside. |
| Movement from changing area to poolside | School, service or nominated centre staff (where applicable) | Before pupils or service users go onto the poolside staff should ensure that they are encouraged to: * Go to the toilet.
* Shower and put on swimming hats (if this forms part of the pool/school policy).
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| Non-participants | School or service | Non-participants need to be accommodated in relation to the specific configuration of each individual centre.A list of pupils or service users present but not taking part should be kept by a nominated teacher.Supervision may be remote if a suitable seating area, near but not on, the poolside is available.This remote supervision will be dependent on the ages and numbers of pupils or service users not taking part.Pupils or service users who are not taking part must be made aware of what to do in the event of an emergency, such as a fire drill. The nominated member of staff must take responsibility for pupils or service users who are not participating to ensure there is adequate supervision in place. If this is inadequate pupils or service users must stay within the school or service unit. |  |
| General behaviour and relationships | Group TeacherNominated School Teacher in charge  | During the lesson the Teacher in charge of the group is responsible for the supervision of the pupils or service users in that specific group.Where a situation has developed beyond the norm, the group teacher has responsibility for removing disruptive pupils or service users from the group, sitting them on the poolside away from the water. Issues of discipline may then be dealt with by the nominated swimming instructor in charge. | If the disruption occurs in a group other than the group of the nominated teacher or with a non-participating pupil or service user, the swimming instructor should stop their own group and get them to leave the pool before dealing with the incident. |
| Dealing with minor disruptions | Adult in charge of group | Pupil or service user needing the toilet or minor injury e.g. cut finger. | Depending on locations of first aid facilities and toilets in the individual facility discuss the possibility of using a pupil / service user ‘buddy’ system rather than having to remove all from the water to enable the adult in charge of the group to deal with the issue. Pupils or service users should not be allowed to leave the poolside on their own. |
| Fire alarm | All adults | Each adult to remove group from pool and account for them all before following the pool’s evacuation procedure. | Teachers and other staff need to hear the alarm and walk through the emergency route to the assembly point and shown where thermal blankets are collected on the way out. |
| Dealing with medical emergency | Rescuing from water: LifeguardOngoing care: most competent adult available | Epileptic seizure, diabetic hyperglycaemic or hypoglycaemic episode, asthma attack. | Where an accident report form is filled in at the pool a copy should be taken for entry into the KCC’s online HS157 accident, incident and near miss reporting form. An investigation may be required and this forms part of the online reporting form. |
| In case of a serious incident | Lifeguard / Swimming InstructorSchool teachers | Has the lead role in any ‘rescue’ situation and directs the rescue and any action taken.Should initially attempt to call or use whistle procedure to attract attention to the need for a rescue or to attract the attention of pool staff and indicate that they are affecting a rescue.If a member of pool staff affects a rescue, school or service staff have the responsibility to decide whether to remove all participants from the water (if not impeding the rescue in any way) and when necessary, taking them to the changing area. A member of school staff should remain in charge of the pupils or service users whilst they change back into their clothes.The teacher in charge should return to the incident to monitor progress with the child.Should an ambulance be required the teacher needs to decide whether to accompany the casualty to the hospital or remain with the group. In any event the school must be notified. | Should the incident turn out to be a minor event (swallowing water accompanied by panic) the nominated person in charge should consider contacting the parents, carers or service to inform them of the incident before the pupil or service user leaves site.It may be necessary to have the assistance of pool staff to help supervise changing. Try to take note of times and persons involved for debriefing and reporting.It may be more appropriate for a senior member of staff from the school or service to drive to the hospital to meet the ambulance and the parents leaving the teacher to return to the school or service with the main group. This aspect must be discussed in advance to ensure it forms part of the school Emergency Action Plan.It is the school or service’s responsibility to:* contact the parents or carers of the class involved and the Emergency Action Plan should include information on how to do this.
* complete KCC’s online HS157 accident/incident reporting form.
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