**Swimming induction**

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| Establishment name: |  |
| Inductee’s name and job title: |  |
| Trainer’s name and job title: |  |
| Date of training: |  |

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| Induction aspect | Responsibility | Details | Notes |
| Teaching attire | School | Staff responsible for ensuring that their poolside attire including footwear is appropriate and that they are confident in their ability to effect a rescue without being restricted by their clothing |  |
| Before the session | School | Responsible to check arrangements for the visit including staff for supervision of changing areas (if applicable)  Contacting Pool if an extra member of Pool staff required to supervise changing areas |  |
| Swimming attire | School | Girls – One-piece swim suit  Boys – Close fitting swimming trunks/shorts  Swimming hat (if required as part of pool/school swimming policy) |  |
| Arrival | School | Responsible for the movement of students to the venue:   * disembarking transport * movement into the venue * supervision of behaviour of pupil behaviour * controlled entry to the changing area |  |
| Registers | School  Swimming Teacher | Responsible for taking a register of all pupils attending that session prior to leaving school, notes should be made to inform Swimming Teachers of any non- participating or absent students.  Responsible for taking a register of the group over which they have control at the beginning of the session. |  |
| Changing room supervision | School  Centre Staff | Responsible for the supervision of the students whilst changing, ensuring the removal of jewellery (see note below).  Students should then 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 staff member, pupilsmust move as a cohesive group, entering the changing room together and exiting all together when instructed to avoid the possibility of any 1:1 situation occurring with any student. | Pupils should also be reminded at this point to take any emergency medication such as inhalers with them onto the poolside |
| Movement from changing area to poolside | School / nominated centre staff (where applicable) | Before pupils 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) |  |
| Non-participants | School | Non-participants need to be accommodated in relation to the specific configuration of each individual centre.  A list of pupils 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 not taking part.  Pupils 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 the pupils, checking if there are a significant number of pupils not participating or effective supervision of non participating pupils is not possible, arrangements should be made for them to remain in school. |  |
| General behaviour and relationships | Group Teacher  Nominated school teacher in charge | In the course of the lesson the Teacher in charge of the group is responsible for the supervision of the pupils in that specific group.  Where a situation has developed beyond the norm, the group teacher has responsibility for removing disruptive pupils from the group, sitting them on the poolside away from the water. Issues of discipline may then be dealt with by the nominated school teacher in charge. | If the disruption occurs in a group other than the group of the nominated teacher or with a non-participating pupil, the teacher 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 | Minor injury e.g. cut finger / pupil needing the toilet | Depending on locations of first aid facilities and toilets in the individual facility discuss the possibility of using a pupil ‘buddy’ system rather than having to remove all pupils from the water to enable the adult in charge of the group to deal with the issue. Pupils should not be allowed to leave the poolside on their own. |

Emergency Action Plan

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| Induction aspect | Responsibility | Details | Notes |
| Fire alarm | All adults | Each adult to remove group from pool and account for them all before following the pool’s evacuation procedure | Teachers need to hear the alarm and walk through the emergency route to the assembly point.  They should be told / shown where thermal blankets are collected on the way out. |
| Dealing with medical emergency | Rescuing from water – Lifeguard  Ongoing care – most competent adult available | Epileptic seizure, diabetic hyperglycaemic/ hypoglycaemic episode, asthma attack | Where an accident report form is filled in at the pool a copy should be taken for entry into the school’s records. |
| In case of a serious incident | Lifeguard / Swimming Instructor  School teachers | Has the lead role in any ‘rescue’ situation. Directs the rescue and 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 staff have the responsibility to decide whether to remove all pupils 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 whilst they change back in to their school 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 a lot of water accompanied by panic) teachers should consider the need to contact parents to inform them of the incident before the child goes home.  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 school to drive to the hospital to meet the ambulance and the parents leaving the teacher to return to the school with the main group.  *this aspect must be discussed in advance to ensure it forms part of the school emergency action plan.*  It should then be the school’s responsibility to contact the Parents and the County Council.  The school emergency action plan should also include information on how to inform the parents of the class involved. |