



## POLICY (Number: Dv)

### SWIMMING POOL POLICY

The swimming pool is to be used solely for the purposes of training and is not at any time available for recreational swimming by any pupils, parents or staff members.

The senior management of the school shall, from time to time, entirely at its own discretion, authorize the use of the pool by outside organisations. This will only be allowed by way of approval from the Senior Staff group. Any event of this nature will be subject to the normal rules and conditions governing the use of the swimming pool and its facilities. In addition, management may impose such ad hoc rules and conditions as it may deem necessary, given the circumstances, of any such event. These conditions will be conveyed in writing to the group and an indemnity undertaking will be arranged by the Facilities Manager, before the event takes place.

This policy is aimed at providing a safe and welcoming environment for all our pupils, swimming coaches and visiting swimmers. The School acknowledges that the swimming pool enclosure is an area that has numerous risks that need to be mitigated to ensure that all who use the pool enjoy the experience and make use of this wonderful asset. All swimming pool user's health, safety and wellbeing is taken very seriously.

Our motto is: *"When it comes to the swimming pool, the safety of our pupils comes first and we enforce the rules with vigour and never compromise any rule or regulation."*

From a corporate school governance perspective, the Head, the 16.2 Appointee (currently the Facilities Manager) and the Director of Sport are individually and collectively responsible for the safety and security of staff members and pupils at the swimming pool.

#### 1. Entrance to the swimming pool

- There are six entrances to the pool area (responsible persons indicated in brackets):
  - a) Main entrance – locked with a combination padlock (Director of Sport, Maintenance staff and Facilities Manager)
  - b) Dickens Avenue entrance – locked with a padlock (Facilities Manager)
  - c) Contractors entrance – locked with a padlock (Sub-contractor)
  - d) Wooden gate from JP passage – locked with a padlock (Director of Sport)
  - e) Door in JP girl's change room – locked with a door-lock key (Director of Sport)
  - f) Door in JP boy's change room – locked with a door-lock key (Director of Sport)
- All doors leading to the swimming pool must be locked at all times (even when a swimming session is in progress)
- No pupil may enter the pool area, unless accompanied by a staff member (full-time and part-time coaches included)
- The Director of Sport is responsible for authorizing the permission of suitably-qualified staff members to have access to the swimming pool. Included in this responsibility is the conveying of the contents of this policy and any rules that may be applicable
- The staff member will be given the access code number for the pool area
- The responsibility for ensuring that the pool is locked after all persons have left the area and that all loose items that may have been left by the group are removed from the pool area
- We expect all staff members to act in a responsible manner and to respect the rights and dignity of the pupils

#### 2. Pupil restrictions

- Swimmers may not run around the pool unless instructed to do so as part of the training session.
- Push anyone into the pool
- Dive or jump into the pool, unless they are instructed to do so by the staff member
- Bring food or glass bottles into the pool area
- Pupils may not climb over or under the pool enclosure fences
- Pupils are not allowed into the pump room, unless instructed by the staff member



- Pupils must not tamper with any safety equipment – this is an offence in terms of the law
- The chemical storage area is out of bounds for all, but the pool cleaning staff member
- When participating in galas, pupils are reminded of our school values and our pupils code of conduct (available in the Staff Manual)

### **3. Responsibilities of Staff member on duty in the pool area**

- Ensure that all safety equipment (First-aid kit, trauma board, life rings, CPR instructions) is in place and can be easily accessed. The contact number in case of a medical emergency must be on hand
- The medical condition and history of all swimmers must be kept in consideration before the swimmer can participate in coaching sessions or galas
- Ensure that: a) all swimmers are wearing swimming caps; b) all jewellery is removed from any pupil venturing into the pool; c) appropriate swimming costumes are worn.
- Control that pupils/users have taken their belongings out of the pool area after a swimming session
- Oversee that the pool area is neat and tidy at all times
- Pack away any equipment that was used in the dedicated storage space
- See to it that no unauthorized persons are inside the pool area during a swimming session
- Control if the pupils are undressing/dressing in the designated areas (boy's and girl's change rooms and not in the pump room)
- No pupil must be left unattended in the swimming pool area
- Maintain discipline at all times (also see '2. Pupil restrictions'), above
- The number of swimmer in the pool must be controlled. Where possible, 'weak' swimmers must be separated from 'experienced or strong' swimmers
- Any staff member who feels that the responsibility is too much (too many pupils versus not enough adult supervision), must contact the Director of Sport immediately. The Director of Sport will make the necessary arrangement to deal with this matter
- In terms of good sportsmanship during competitions, remind the swimmers of the SH Values and Pupil Code of Conduct (contained in the Staff Manual)

### **4. Indemnity clause applicable**

The following indemnity clause is applicable to all persons who make use of this facility:

“Any persons using this swimming pool or any of its facilities do so entirely at their own risk. Any injury, death, loss of damage to property, arising from usage of this swimming pool and its facilities shall not be the responsibility of Somerset House or any of its agents or employees.”