



Caversham Preparatory School

Policies and Procedures

311 Swimming Pool Safety Policy

Swimming Pool Safety Policy and Procedures

Before Leaving School

- The register is taken
- This accompanies the visit to the pool
- Children line up prior to leaving and are reminded about behaviour and crossing the roads safely.
- Any Parent Helpers must have a current DBS check.

On Arrival at the Pool

- Children take off shoes and socks and leave them in the entrance area of the pool
- Teachers and helpers accompany the children into the changing room. Please make sure a parent helper is not left in a changing area on their own.
- Children line up outside the changing rooms
- Teacher goes through into the pool area. If the swimming teacher is ready for the children they are called through the showers.
- Teachers are there to be extra pair of eyes. Please make sure you are watching the children at all times.
- Do not leave any groups of children sitting alone by the pool.
- Whilst in the pool the children are under the guidance of the swimming teacher.
- Please reinforce good behaviour and make sure the children follow instructions.
- At the end of the swimming session the children should be accompanied into the changing areas by teachers and teaching assistants, where they are supervised.
- When they are ready they should be accompanied to the shoe changing area. No child should be left to go there unaccompanied.
- As soon as a second adult arrives the children may go outside into the courtyard. They must be accompanied by an adult.
- Make sure you familiarise yourself with safety procedures at the pool.
- Make sure you take a mobile phone with you.

Swimming Pool Emergency Action Plan

When pupils are in the pool or moving from one part of the pool to another during the course of a swimming lesson, they are under the authority of Caversham Preparatory School swimming teachers.

Potential Drowning

Act calmly and positively. If necessary, clear the pool by giving 3 sharp blasts on your whistle. Then proceed to deal with the incident.

Raising the Alarm

Phone the Medical Centre on 399, dial 999 and phone the school on 01189 478684

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Lack of water clarity

Do not allow swimmers into the water.
Phone the Bursar and act on advice.

Fire Alarm

There is a fire alarm fitted in the pool.
In the event of fire clear the pool
Line up all pool users, check the group and then await further instructions.

Structural Damage

Do not allow swimmers into the pool area.
Exit from the building and inform the Bursar/Sports Manager.

Toxic Gases

Ventilate the pool as quickly as possible using the Fire exit.
Clear the pool and inform the Bursar/Sports Manager.

Serious injury

Procedure:

- On discovering a seriously injured casualty, the lifeguard will administer essential first aid.
- The course of action will then be decided.
- The emergency services can be contacted directly by dialling 9 for an outside line and then 999.
- If a spinal injury is suspected, the lifeguard will immobilise the casualty, maintaining the head in the same position relative to the body as when discovered. Utilising as much help as possible, support in the water until an ambulance arrives.
- Important
- All serious injuries requiring hospital treatment **MUST** be reported to the Sport Centre Manager within 24 hours of the accident.

The following information must be provided:

- Name of the injured party
- Address of the above
- Contact telephone number
- Age
- Cause of accident
- A brief description of the events leading to the accident, any action taken and by whom

The Law requires the submission of this information under RIDDOR. Failure to do so could lead to the cancellation of the swimming pool booking.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Health and Safety Policy

Quoted Legislation and Guidance

Review Schedule

Update Schedule – if Queen Anne’s School updates their information to us.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	August 2022	Reviewed for staff CPD at the start of the new term