



DANES HILL SCHOOL  
STRONG & SAGACIOUS

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# BEVENDEAN SWIMMING POOL EMERGENCY PROCEDURES & RULES POLICY

This document should be read conjunction with the PE Policy and Swimming Risk Assessments

COVID-19 – At present Mini Transition and Transition year groups are changing in their classrooms and walking through the school to the pool. This is to increase amount of space whilst changing to aid social distancing etc. Equipment used in the pool is cleaned regularly.

### 1. Emergency Signals

An immediate response is expected to the following signals

**A short blast = Pupils stand still (or swim to side and remain still) and listen to instructions**

**Two blasts = Pupils go to the sides and stay still and silent (danger)**

Designated staff must

- carry a whistle at all times.
- ensure a spare whistle is always hanging up at the pool side
- assess the situation, clear the pool and send for help if necessary (seek help from another adult e.g. playground duty staff/office with help of whistle)
- contact the Emergency Service(s) from the Bevendean office

### 2. Layout of the pool

Everyone is expected to be familiar with the pool layout, the location of the way out, location and availability of lifesaving aids

### 3. Water quality and pool condition

The lesson should not continue if one or more of the following occur

- the bottom of the pool is not clearly visible
- the water temperature drops below 30°C
- faeces, blood or vomit in the water
- it is deemed not safe for the children and staff to be poolside

The Head of Pre-Prep and Site Management must be informed immediately

### 4. Fire Alarm

In the event of the Fire Alarm being set off staff must clear the pool, and everyone must immediately evacuate the pool area by the gate by the pirate ship and do so in silence

Staff must lock the swimming pool gate when the area is evacuated

### 5. Accident Reporting

In the event of an accident, staff must complete the report form in the Accident Book which is kept in the Bevendean school office and follow the normal reporting procedures

## 6. Health condition

Staff should be aware of any medical problems relevant to pupils being taught, e.g., asthma (inhaler at poolside) at the beginning of term.

The First Aid box is kept in the designated place on poolside.

## 7. Lifesaving

### (a) Recovering a casualty from the water

- On sighting a pupil in difficulty, the teacher/swimming teacher should attempt to recover the casualty by methods other than direct water entry
- Where the above is impossible, e.g., an unconscious casualty, the teacher/swimming teacher should alert the accompanying teacher/swimming teacher and then enter the water. The accompanying teacher/swimming teacher will take responsibility for clearing all other pupils from the pool
- When the casualty is reached the teacher/swimming teacher should employ an approved tow/carry to move the pupil to a safe point of exit from the pool
- In the event of injury occurring through jumping into the water, spinal damage will be assumed, and the casualty will remain in the water supported by the teacher/swimming teacher who will maintain ABC (Airway, breathing, circulation) until medical services arrive

**(b) Resuscitating the casualty** If the casualty is in the water and does not appear to be breathing, the teacher/swimming teacher will alert the accompanying teacher/swimming teacher, blow the whistle, and enter the water

- The casualty should be towed to an appropriate landing point. The teacher/swimming teacher must have assistance to land the casualty poolside
- **Airway, Breathing and Circulation should be checked**
- If breathing – place in the recovery position and remain with the casualty. Observe for signs of deterioration
- If not breathing – carry out **EAV** (Expired Air Ventilation)
- If no pulse – carry our **CPR** (Cardio-Pulmonary Resuscitation) until professional help arrives

### (c) Communication with ambulance service/ the office

The accompanying teacher/swimming teacher will be responsible for making sure the designated member of the office is informed and the ambulance service contacted. The ambulance service will be directed to the swimming pool entrance and the gate opened by the accompanying teacher/swimming teacher/office staff.

## General Rules

### Pool Dimensions:-

Length	10m
Width	5m
Depth	1m

1. The swimming teacher and one member of staff must accompany each class to the pool and remain during the session. The swimming teacher must enter the pool area first, having obtained the pool key from the Bevendean Office, and be responsible for relocking the gate after the lesson
2. Access to the swimming pool is via a locked gate. Keys are held by the office and taken to the pool by the form teacher. The swimming pool must always remain locked other than when the swimming teacher and/or maintenance staff are present
3. Pupils may **never** be allowed to enter the swimming pool area unless a member of the PE/Swimming staff is present (all staff must have appropriate qualifications for the teaching of swimming to school children)
4. The accompanying adult must be always proactive and vigilant
5. The swimming pool must never be left unlocked unless a member of the PE/Swimming staff is in the area. Pupils must use the lavatory before entering the water
6. Supervision – teacher must always to be nearby
7. Pupils are to be made aware of dangers (**hazards**)
8. Pupils are to be told of possible injuries (**risks**)
9. Pupils are to be made aware of swimming pool code of conduct (**controls**)
10. The numbers of swimmers must be counted separately at the start, during as well as at the end of each lesson. Non-swimmers will remain in the classroom with either the class teacher or teaching assistant or if necessary due to staffing sit on the benches at the end of the pool area.
11. The maximum number of children in the pool at any one time must not exceed a ratio of 1:14.
12. Before the pupils are permitted to enter the water, the teacher must ensure that lifesaving equipment is easily accessible on both sides of the pool

13. Pupils must not enter the water until told to do so by the swimming teacher. They must enter one at a time via the steps. Jumping or diving from the steps is prohibited
14. Pupils with verrucas may wear a special sock. Plasters must not be worn as they come off and can block the filter. Foot inspections will be carried out at the start of each half-term
15. Footwear must be worn from the classroom to the pool side.
16. Only the maintenance staff and the swimming teacher are allowed to handle the pool cover and heater as needed
17. Children are required to wear regulation school swim wear and pupils with long hair must wear a bathing cap for health and safety reasons. The wearing of goggles is optional. All items must be clearly named, including robes, towels, footwear, and swim bags
18. NO STAND DIVING ALLOWED. Jumping and sitting dives are only permitted under the supervision of the swim teacher as part of a structured lesson. NO RUNNING BY THE POOL SIDE.
19. Pushing-in, ducking, jumping in backwards, excessive splashing to cause interference etc. are all strictly forbidden
20. Screaming and shouting during lessons or recreational periods are not permitted
21. Rescue equipment includes
  - 1 reach pole with hook
  - 1 reach pole with net
  - woggles to reach and provide flotation

These items are inspected thoroughly at the start of each term by the swim teacher and visually before each lesson to ensure they are visible, accessible and in good condition

An alarm is fitted to the pool which alerts another adult to the pool in the event of an emergency

22. Non-swimmers should remain in the classroom with either the class teacher or the teaching assistant or observe the lesson on the poolside from the bench.
23. All swimmers must enter and leave the water by the pool steps or a sliding entry from the side during a structured lesson under supervision of the swimming teacher.
24. All children must respond to the use of the whistle.

## Emergency Operating Procedures

In the event of the need for pool evacuation the whistle should be blown, and children instructed to leave the water by the steps in an orderly fashion. On leaving the water children should sit on the side of the pool away from the water's edge. The second member of staff will supervise evacuation of pool area.

In an emergency situation the alarm should be raised by pressing the poolside alarm bell, thereby alerting the Bevendean office staff.

### **Recovering a Casualty from the Water**

- On sighting a pupil in difficulty, the teacher/lifeguard should attempt to recover the casualty by methods other than direct water entry.
- Where the above is impossible, eg: an unconscious casualty, the teacher/lifeguard should alert her accompanying teacher/lifeguard and then enter the water. The accompanying teacher/lifeguard will take responsibility for clearing all other pupils from the pool.
- When the casualty is reached the teacher/lifeguard should employ an approved tow/carry to move the pupil to a safe point of exit from the pool when basic first aid procedures should be followed.
- In the event of injury occurring through jumping into the water, spinal damage will be assumed, and the casualty will remain in the water supported by the teacher/lifeguard who will follow the lifeguarding procedure until medical services arrive.

In the event of any reportable incident the usual accident report procedures should be adhered to and the Head of Pre-Prep informed.

## Bevendean Swimming Pool Assistants

- Assistants must be on time, and they must remain in the pool complex for the entire lesson
- They must always carry a whistle
- Help with hats and goggles to allow teacher to begin lesson
- They must be proactive, walking around the pool keeping a constant eye on the swimmers

In an Emergency:

Blow whistle – Children stop and listen

Two whistles – children clear pool and listen for instructions

Escort children to the classrooms