Felsted

SWIMMING POOL POLICY

WHOLE SCHOOL
INCLUDING EYFS AND BOARDING

Committee normally reviewing:	Senior Leadership Team
Date last formally approved:	Summer Term 2025
Date policy became effective:	April 2005

Period of Review:	Annual
Next Review Date:	Summer Term 2026

Person responsible for implementation and monitoring:	Head (Prep & Senior) Heads of PE (Prep & Senior) Director of Operational Services
Other relevant policies:	● Health and Safety Policy ● Risk Assessment Policy ● First Aid Policy ● Site Security Policy ● Fire Safety and Emergency Evacuation Policy ● Accident Reporting Policy ● Educational Visits Policy

	● Safeguarding (Child Protection) Policy ● Staff Behaviour Policy ● Crisis Management Plan

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) Policy and the Staff Behaviour Policy'.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1. POLICY STATEMENT

This policy sets out the proper operation of both the Swimming Pool by pupils, staff, Felsted Gym and outside users.

The purpose of this document is to set out the policies, procedures and provide guidance on safe practice in Felsted School swimming pool and are based on the national guidance in relation to swimming pool safety.

2. HEALTH AND SAFETY

Health and safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. As a minimum, pupils are supervised by a teacher who holds a RLSS National Rescue Award for Swimming Teachers and Coaches, however during un-programmed swimming a lifeguard is always present.

3. RESPONSIBILITIES

3.1 OVERALL HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety on site is covered by the Health and Safety Policy. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regularly monitoring and reviewing these arrangements.

3.2 HEAD OF SPORT (PREP) AND DIRECTOR OF SPORT (SENIOR)

The Head of Sport (Prep) and Director of Sport (Senior) who may delegate to the Heads of PE, are responsible for applying the swimming pool safety policy and procedures in relation to pupil swimming at both schools. These duties comprise:

- The proper operation of the facility, for teaching purposes, by teachers
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to pupil swimming
- Ensuring staff taking pupil swimming activities hold the required in date qualifications
- Swimming pool timetabling for teaching activities
- Swimming pool related communications with teaching staff
- Establishing the conditions and rules of pool use by pupils in line with the Normal Operation Procedures (NOP), Emergency Action Plan (EAP) and the School's Behaviour Policy. Ensuring that pupils behave responsibly and follow instructions including those associated with preventing the spread of infectious diseases.

3.3 HEAD OF OPERATIONAL SERVICES

The Head of Operational Services is responsible for, and where appropriate will delegate to the Leisure Manager and Lettings Manager, applying the swimming pool safety policy and procedures in relation to Royal Life Saving Society (RLSS) compliance, Felsted Gym, staff swimming and external hires. These duties comprise:

- The Proper operation of the facility by Felsted Gym, staff and external hires
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to Felsted Gym, staff and external hires
- Recording and reviewing, in conjunction with Safety, Health, Environment and Fire Advisor (SHEF), pool safety operations – both the Normal Operation Procedures (NOP) and Emergency Action Plan (EAP)

- Identifying, monitoring and recording monthly lifeguard training including First Aid
- Swimming pool related communications with Felsted Gym members, staff and external hires
- Establishing the conditions of pool use by Felsted Gym members, staff and external hires.
- Ensuring that members, staff and external hires behave responsibly and follow instructions including those associated with preventing the spread of infectious diseases.
- The proper operation of the facility by hirers
- Providing, implementing, monitoring, recording and reviewing risk assessments in relation to hirers
- Ensuring that appropriate hire and insurance arrangements are made with all outside users including a copy of the qualifications and training records for lifeguard on duty
- Providing external users with a copy of this Swimming Pool Policy, the NOP and the EAP.

3.6 Director of Operational Services

The Director of Operational Services, in conjunction with the Estates Manager is responsible, for ensuring that:

- The physical security of the pool building is maintained to prevent unauthorised access
- Recommended life-saving equipment is maintained
- there is a dedicated emergency telephone for pool user use
- Lone Working in relation to maintenance and cleaning is kept to a minimum. Each task is assessed and if required a minimum of two members of staff will be allocated to the task
- The water quality is maintained in a safe and hygienic condition. Water is sampled weekly and records maintained
- Pool chlorine levels are checked daily and remedial action taken where necessary
- The pool plant operates safely and effectively and is regularly maintained and serviced
- With the additional help of the Head of Operational Services the facility is regularly cleaned and appropriately maintained
- The pool is always closed if the water quality or chlorine sample causes concern and not reopened until remedied
- Signage and depth markings are clearly visible, including safety signs that prohibit running and diving
- Only trained staff carry out maintenance of the pool and pool plant equipment.

4. RISK ASSESSMENTS

The Risk Assessments in relation to the swimming pool are provided, implemented, monitored and reviewed by:

- The Heads of Sport (Prep) or Director of Sport (Senior) in relation to Pre-preparatory, Preparatory and Senior School Swimming
- The Head of Operational Services in relation to the Swimming Pool Environment

Risk Assessments are reviewed on an annual basis or following an incident or if there is a change to the building or operating procedures.

Copies of all Risk Assessments are provided to SHEF Adviser for their review and record keeping.

5. SCHOOL SWIMMING

Any school swimming, (Senior, Preparatory and Pre-Preparatory) is taken under the guidance of a qualified Teacher in Charge or a Lifeguard. Where a Teacher in Charge or Lifeguard is not available swimming will not be permitted.

Diving is not permitted during sessions when additional trained staff are not available to effect the recovery of a casualty with a suspected spinal injury using the spinal board.

6. FELSTED GYM SWIMMING

Any Felsted Gym sessions are taken under the guidance of a qualified Lifeguard. Where a lifeguard is not available sessions will be cancelled. Diving is not permitted during Felsted Gym sessions.

7. STAFF USE OF THE POOL

Members of staff and their immediate family may use the school pool outside of any other use as detailed on the termly timetables available on Felsted Homepage. This staff use is on the condition that they undertake to follow the NOP and in particular, undertake not to swim on their own and under no circumstances is diving permitted.

Employees are made aware that there is **no** lifeguard on duty during these sessions. Access to the Swimming Pool is via a personal fob which is issued upon signing the disclaimer and acceptance of the pool rules and conditions of use.

8. HIRE ARRANGEMENTS

The School hires the swimming pool regularly to a number of other organisations. Hire is conditional upon the acceptance of an undertaking to conform to the school's NOP and EAP, provision of risk assessments, provide Lifeguards and supervision in conformity with the school's own policies, to lock the premises securely upon leaving, to provide evidence of insurance, and to pay any hire charges. Information for hirers is available from the Events and Lettings Office.

9. FIRST AID ARRANGEMENTS

A member of staff who is qualified in First Aid is always present when pupils use the pool. A First Aid box is located poolside and it is checked at least monthly by the Gym Staff who replenish the contents as necessary.

Other relevant documents available internally:

- Normal Operating Procedures (NOP's)
- Emergency Action Plan
- Lifeguard Duties
- Conditions of Hiring the Pool (external organisations and private use)

Felsted School ATC/P - RLSS Policies