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SWIMMING POOL POLICY

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An academy within:



“Learning together; to be the best we can be”



Statement:

The swimming pool at Kelford School is a valuable resource. It is an alternative environment for learning to develop water confidence, independence, social skills as well as an interactive environment to provide a place to carry out therapeutic hydrotherapy exercises. At all times, Kelford School wishes to maximise the safety and efficiency of the swimming pool. All children and young people aged 2-11 are entitled to access the pool. Children and young people aged 12-19 who require hydrotherapy, exercise or access to the pool for part of their sensory diet are entitled to access also.

Kelford School accepts that although the final level of responsibility for implementing this policy rests with it, each and every employee must take an active role in effectively implementing the policy.

The effectiveness of this policy will be monitored and reviewed as and when necessary but at intervals not exceeding 12 months.



Planning and risk assessing:

All swimming sessions must be planned for by the Class Teacher and clear learning objectives for all children and young people must be set. Children and young people that receive hydrotherapy input should have a planned programme that has been written by a physiotherapist and this therapy should only be carried out by those that have been trained to do so by a physiotherapist.

Risk assessments for the group, for individual children and young people, emergency evacuation and moving and handling procedures must be completed prior to entering the swimming pool. They should take into account the procedures outlined in this policy. It is the responsibility of the Class Teacher to ensure that all risk assessments are shared with their class team and any other person that assists, for example supply staff or volunteers. Advice and support in the writing of these risk assessments can be sought from the Well Being Team. An emergency evacuation may include a fire alarm, a fire, a bomb threat, critical incident, epileptic seizure or a spillage of bodily fluid.

Appropriate numbers:

Risk assessments must take into consideration appropriate numbers of children, young people and staff in the pool. At all times there must be at least one adult on the pool side. As a general rule, the more support necessary to cater to individual needs the lower the number of pupils in the pool; the physical size of children and young people will also determine numbers. All children and young people that have epilepsy or profound or multiple learning difficulties must have a minimum of at least a one to one worker with them at all times in the pool. All children or young people that are nil by mouth must have independent swimming sessions ensuring that other children or young people do not splash.

A specifically trained member of staff will be present at all hydrotherapy sessions. These members of staff are also responsible for lunchtime sensory swimming sessions for those pupils who require a higher staff ratio or specific pool exercises.

If children or young people cannot go into the water for any reason it is not appropriate for them to be on the pool side whilst the swimming sessions goes ahead; alternative provision must be made.

New pupils that require hydrotherapy can be referred to the Well Being Team. A risk assessment must be written for new pupils using the information available and a



dynamic risk assessment conducted whilst swimming which can then be used to inform the pupils individual swimming risk assessment.

Lone working:

Lone working should not take place at the pool; at all times there should be an adult present on the side of the pool to call for assistance if necessary.

Session length:

The length of time a child or young person spends in the pool should be between 5 and 40 minutes. 40 minutes is the maximum time a child or young person should spend in the pool in any one day. The maximum length of time any member of staff should spend in the pool is 3 hours per day providing that adequate welfare facilities are available. If it is known that a child or young person cannot regulate their own body temperature then their swimming session should be of a shorter length.

Training requirements:

It is necessary that at least one member of staff in a swimming session has received Emergency First Aid Training and that this certificate is in date. Members of staff who specifically work at the pool have received Emergency First Aid training and also Pool Attendants training; however it is important that this is not relied upon.

Pool operation:

The swimming pool, plant and building structure are checked daily for safety by the Site Manager.

The water temperature / air temperature and water clarity are checked every morning by the Site Manager, and needs to be checked prior to every swimming session by specific members of staff. The maximum temperature of the pool water should not exceed 35 degrees Celsius. The external temperature of the pool should be between 25 to 28 degrees Celsius.

Temperatures are displayed on the notice near the entrance to the pool and recorded in the appropriate file. If the member of staff in charge of the session is not happy with any aspect of test results they should cancel the swimming session and report to the School's Business Manager.

The pool uses an automatic chemical dosing machine; meaning that chemicals are regularly monitored and regulated by the machine. However, physical chemical inspections are carried out and recorded at 9.00 a.m. and prior to community use by the Site Manager, and at 12 noon by a designated and competent adult. At these times, Chlorine and pH levels are tested. The optimum Chlorine level for the pool is



between 1.0 and 3.0, and the optimum pH level for the pool is between 7.2 and 7.6. The chemical testing machine is regularly calibrated.

The files containing recorded information can be found with the pool testing equipment. Records are to be kept for 5 years. If the pool is to be closed due to incorrect chemical levels, classes and pool users will be notified by the Well Being Team or the School's Business Manager.

Water samples are also submitted to regularly for full microbiological testing.

The pool area, changing rooms and toilets are cleaned daily. When needed the floor tiles are treated with an acid solution to ensure that they are thoroughly clean. Backwashing of the pools filter takes place weekly and is carried out by the Site Manager. The solar pool cover is put in place overnight by the Site Manager.

Water Pollution:

At the first sign of water pollution the pool needs to be cleared of all persons and the Well Being Team or the School Business Manager must be informed. Water pollution may include vomit, faeces or blood for example.

For all water pollutions of a vomit or diarrhoea nature, the pool will be closed for the next 12 - 24 hours depending of the severity of the pollution. It is necessary to try to ensure that as much of the water pollution is cleared as quickly as possible using the pool equipment only. The equipment must be thoroughly cleaned after use.

In the event of the water being polluted by a solid stool faeces; the stool must be removed as quickly as possible and the pool closed until the pool chemical levels have reached an optimum level. The pH level must be at an average of 7.5 after this type of water pollution.

In the event of the water being polluted by blood, the pool will be closed until the pool chemical levels have reached an optimum level.

Health and safety in the pool:

Appropriate dress:

It is important that children, young people and staff are dressed appropriately whilst in the swimming pool. The following points should be adhered to by all pool users:

- No jewellery to be worn, with the exception of wedding rings.
- All make up must be removed before using the pool, as this will affect the clarity of the pool and the chemical levels
- Long hair must be tied back



- A full bodied swim suit must be worn by all females and swim shorts for males (t shirts can be worn as an overlay)
- Children and young people that use medical ointments or creams must be showered before using the pool, as again, this affects clarity and chemical levels
- It is necessary for all pool users to shower before and after using the pool
- No outdoor shoes in the pool area; bare feet or over shoe covers must be worn. Shoe covers should be used once and then discarded.

Children and young people that are incontinent must wear protective swim pants. The swim pants must be of a tight fit. Swim pants should be provided by parents and carers as part of their child's PE and swim kit and should always be kept to the individual and not shared with other children or young people.

Personal care:

It is necessary to ensure that children or young people receive the amount of privacy they are entitled to whilst dressing or undressing in the changing room or on the pool side. Children and young people should only be changed for swimming in the changing rooms or on the pool side bed; not in classrooms. If possible, ensure that pupils have been to the toilet and blown their nose, if necessary, before entering the pool.

Accident and incident reporting:

Any accidents, incidents or near misses that occur during any pool session must be reported by following the usual schools procedures. In the event of a major accident or incident summon help by phoning reception or sending a messenger.

Equipment checks:

A visual check of all equipment should be made prior to its use. This includes the hoist, slings, changing bed and any pool equipment. The hoist and changing bed are regularly maintained every 6 and 12 months respectively. All slings are to be checked prior to every use and inspected 6 monthly. If woggles or floats become broken or bitten then they should not be used and handed to a member of the Well Being Team or School Business Manager for disposal and write off from the school inventory.

Access:

Where possible pupils will access the swimming pool via the Primary Hall entrance. If the hall is in use then alternative access is via the external door adjacent to the



School Nurse's Office. Children, young people and staff should only access the pool water via the steps or by use of the hoist.

Fire:

In the event of the fire alarm being activated a red light will flash above the swimming pool door. There is an additional sounder in the corridor outside the pool. In the event of wishing to raise the alarm, the nearest call point is situated by the patio doors in the pool area.

On hearing the alarm evacuate the water and follow emergency evacuation procedures and risk assessments, which must be written prior to using the pool, exit the building and assemble at the designated area.

To avoid unnecessary injury or discomfort to students and / or staff, in the event of a fire practice taking place, pool users will be notified beforehand. Staff are instructed to evacuate the building by going through procedures they would follow in the event of an emergency but at a slower pace.

Foil and ordinary blankets must be used to cover children, young people and staff. These can be found on the pool side.

In the event of a bomb / emergency scare other than fire, pool users will be notified by word of mouth. If wishing to raise the alarm the landline phone should be used **only**. **Do not** use mobile phones or activate the fire alarm. Evacuate the building following emergency evacuation procedures and try to assemble further away from the building than for a normal fire alert.

It is important to consider where empty wheelchairs are stored whilst the pool session is taking place. They should not block corridors, walkways or exit doors.

Medical and health considerations:

Sickness and diarrhoea:

Children, young people or staff that have sickness or diarrhoea should not swim. They also should not swim for 2 weeks after having sickness or diarrhoea to prevent the spread of infection.

Verrucas and warts:

All verrucas and warts must be covered by a clean, new waterproof plaster. A verruca sock may be worn if the verruca or wart is on a foot.



Headlice:

If children or young people have head lice then they should not swim. Head lice can survive under water for several hours and chlorine levels will not affect head lice in any way.

Open sores and wounds:

If children or young people have any open sores or wounds then they should not swim until they are healed. Mic-key sites may be covered if the weeping is of a small amount and the child or young person swim; however, if a child or young person's mic-key site is largely weeping then they should not swim.

Ear infections:

If children, young people or staff have ear infections or weeping ears then they should not swim as the ears should be kept dry at all times until the infection has cleared.

Epilepsy:

Children and young people that have epilepsy must have a one to one worker with them at all times. Equally, they should have an individual risk assessment and care plan detailing what to do if the child or young person has a seizure whilst in the pool. It is important that these are shared and understood by all members of staff that have any involvement with the individual child or young person.

If a child or young person has a new diagnosis of epilepsy, it is the Class Teachers responsibility to ensure that the Well Being Team are made aware.

Fatigue and dehydration:

To guard against fatigue or dehydration, which can result from the physiological effects of immersion in water, it is important to ensure that there is adequate access to water for all children, young people and staff. Plastic cups or bottles should only be used within the pool area. The nearest water fountain is located at the end of the corridor next to the Nurses Office.

Periods:

Female children, young people and staff during their menstruation should be excluded from swimming only if not using a tampon.



Pregnant workers:

Staff working in the pool who are pregnant may suffer increased fatigue and stress due to the hydrotherapy pool environment. Women who are pregnant do not tolerate heat as well and can be more prone to heat stress. It is important to ensure that pregnant staff have a risk assessment that considers working in the pool environment. Staff who are pregnant are advised to consider and weigh up the risks and make their own decisions regarding working in the pool environment.

Conditions of use to outside agencies:

The hydrotherapy pool is leased to a number of different swimming agencies. It is ensured that any leasing of the pool does not interfere with access to the school's own children and young people; and their access would always take priority.

A session leader who has relevant qualifications must be present at all times from the swimming agency and liaise with the school appropriately. The agencies must be covered by their own insurance and be able to provide relevant paperwork including detailed risk assessments. Agencies must be willing to adhere to the school's health, safety and welfare procedures.

The pool area and changing rooms must be left in an appropriate state in terms of cleanliness and tidiness. The school accepts no responsibility for lost or forgotten items. It is important that each swimming agency provides their own swimming equipment such as floats, floatation aids, arm bands etc and not to use the school's equipment, and that this equipment is not stored at school.

The school may have to close the pool at short notice due to water pollution. The school will endeavour to give agencies as much notice as possible, however each agency will be made aware of this possibility at the time of hire. There will be no charge for these cancelled sessions.

The school invoices each agency as agreed at the time of hire; however charges are subject to change in accordance with the school's Lettings and Charges Agreement. Agencies will be given sufficient notice of any hire price increases.