



Aldrynton School PTA Pool Club 2018

Standard Procedure for use of the pool

1. Rota Sessions

a) Opening the Pool

The key for the girls changing room is located in the keypress to the left of the door; the code will be issued to all pool users at the start of the season, and **must not** be disclosed to any children or non pool users. After removing the key, ensure that the number dial is changed from the entry code so that no child or non pool club members can see the code.

The changing rooms should be checked to ensure they are clean and free from any danger.

The toilets must be opened, and checked for supplies of toilet paper and hand towels; extra stock is located in the pool store cupboard.

Ensure that the gate in the fence by Foundation is unlocked at weekends so that visitors to the pool can enter the site.

The pool cover must be removed and **must be protected with the sun cover** when rolled up using the 3 bungee straps provided. The winding mechanism was changed in 2015 and now has a gear and braking system but still must be operated by a minimum of 2 adults.

Children must not pass the marked line when the winding mechanism is in operation; this rule must be strictly enforced to avoid accidents.

The dividing safety rope for the pool must be put in place.

Chairs stored in the girls changing room can be put out for visitors.

Open the poolside equipment lockers.

b) Operating the Pool

The names of the pool supervisors must be recorded in the Attendance Book.

All swimmers must be recorded in the Attendance Book. A list of members and their type of membership will be displayed at the front of the Attendance Book, and can be checked if necessary. Only Aldrynton children who are Pool Club members may use the pool, along with any guests. Aldrynton children who have not bought a membership may not use the pool as a guest even during non-rota swimming.

Guests may use either a pre-paid ticket or purchase a visitor ticket at the pool at a cost of £2.00 per person. All guests **must** complete the visitor indemnity form and this must be signed by their Parent/Guardian if they are under 18. Visitor tickets unused from previous years remain valid for the current year.

Children under the age of 12 must be accompanied by an adult at all times.

A maximum of 20 bathers** will be allowed in to the pool; if there are more than 20 bathers a second resuscitation-trained supervisor must be in place and up to 35 bathers can then use the pool. The name of the person acting as second supervisor must be recorded in the Attendance Book. Anyone acting as supervisor, or undertaking any other pool duties, **cannot be responsible for any child under 5 years of age.**

**Excluding adults accompanying under-fives.

All those on Supervision duty must have their full attention on the pool. Supervisors must ensure that the pool rules are adhered to at all times. Supervisors on duty must have a whistle and wear the hi-vis jacket provided.

Any accidents must be recorded in the PTA Accident Book and reported to the Pool Co-Ordinator (pool@aldryntonpta.com) and the School Office (see bullet 3).



c) Closing the Pool

All equipment must be removed from the pool and returned to the poolside lockers, which must then be locked.

The dividing safety rope must be removed from the pool and placed in the pool store cupboard.

The pool cover must be replaced; unwind about 2 or 3 turns and slide the cover on to the water and pull it gently up the pool to completely cover the water.

Children must not pass the marked line when the winding mechanism is in operation; this rule must be strictly enforced to avoid accidents.

The sun cover should be rolled up and placed in the poolside store cupboard, along with the bungees.

Supervisor whistles and hi vis should be returned to the poolside store cupboard.

Chairs must be stacked and returned to the girls' changing room.

Clean the changing room floors using the mop & bucket provided, using **pool water**, and use the squeegee to remove the water out of the rear doors (not poolside). Floors can also be cleaned using the disinfectant cleaner located in the poolside store cupboard.

Clean the toilet floor with a separate mop and bucket for hygiene purposes.

Lock the entry gates, the toilet, poolside store cupboard and changing rooms, and return the key to the key press at the entrance to the girls changing room. Ensure that the number dial is changed from the entry code.

2. Non-Rota Sessions

In order for the pool to open there must be a **minimum of two adults on site**, one of whom must act as supervisor and be resuscitation trained, the other of whom must undertake 'gate' duty. One adult must be a competent swimmer. Neither adult can be responsible for a child under the age of 5 years old.

It is essential that this rule is followed as it is a condition of our insurance.

All swimmers must be recorded in the Attendance Book. The names of those acting as supervisors must also be recorded in the Attendance Book. Should anyone refuse to participate in supervisory duties (other than those with children under 5) this should also be recorded in the Attendance Book.

During non-rota swimming, those undertaking duties should be changed every 20-30 minutes.

Aldryngton School pupils who have not purchased a membership **cannot** use the pool as a guest even during non-rota sessions.

You must follow the Standard Procedure for Opening, Operating and Closing of the pool as per rota swimming.

These procedures must also be followed for Adult Swimming.

3. Accidents and Emergencies

In the event of an accident involving personal injury or sickness, follow the emergency procedure, copies of which are posted around the pool. All accidents must be recorded in the PTA Accident Book and reported to the Pool Coordinator (pool@aldryngtonpta.com) and to the School Office, if open.



In the event of an accident or other incident attended by the emergency services, alert the Site Controller, or in his absence call Wokingham Borough Council Children's Services in accordance with the Rainbow plan:

Children services - 0118 9746105
Out of hours - 0800 212111

The corner gate must only be opened for emergency services to gain access. The key to open the gate is in the cupboard.

YOU MUST READ THE POOL RULES ON PAGES 4 AND 5 OF THIS DOCUMENT

**PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THIS OPERATING
PROCEDURE AND THE POOL RULES**

Any questions should be forwarded to pool@aldryntonpta.com



Swimming Pool Rules

In order to keep the continued use of the pool outside of school hours it is essential that these rules are followed for the safety of all including you and your children.

Please ensure that you and your children are familiar with the pool rules.

1. The pool can only open if there are a minimum of two adults on site, one of whom must act as Supervisor and be resuscitation trained. This procedure must also be followed for Adult and Non-Rota Swimming. Those undertaking duties must be recorded in the Attendance Book. Non-attendance for rota Supervision or Gate duty must be recorded in the Attendance Book and reported to the Pool Coordinator (pool@aldryngtonpta.com). Those on duties should be equipped with a whistle and wear a light weight Hi-Vis waistcoat whilst on duty, whistles and hi-vis are provided in the poolside store cupboard.
2. Those undertaking Supervisor and Gate duties are in charge of the pool and their instructions must be obeyed at all times. They are authorised to close the Pool at their discretion, refuse entry to the Pool and the surrounding area and to ask individuals or groups to leave the Pool whenever deemed necessary for safety or other reasons. This should be communicated to the Site controller or office and the PTA committee.
3. The following are not allowed within the pool or enclosure;
 - a) **Smoking**
 - b) **Eating** (except under-fives in a buggy or seated). If you bring a picnic it must be consumed outside the pool area. If this is during the holiday period you should use the area by the bottle greenhouse and all rubbish properly discarded.
 - c) **Drinks in glass containers**
 - d) **Alcohol in any container**
 - e) **Constant jumping in and out of the pool**
 - f) **Running around the pool**
 - g) **Ducking, pushing, spitting or splashing others**
 - h) **Diving or 'Bombing'** (jumping in is allowed only from marked locations)
 - i) **Balls of any description** (except those provided as pool equipment)
 - j) **Inappropriate use of any equipment** (this includes jumping on the surf boards)
4. All children under 12 years of age must be accompanied by an adult at ALL times. Parents of children under 5 years must be particularly vigilant.
5. Whilst on duty you **cannot be responsible for any child under 5 years of age**, whether the child is in or out of the Pool.
6. A maximum of 20 bathers** will be allowed in to the pool; if there are more than 20 bathers a second supervisor, who must be resuscitation trained, must be in place and up to 35 bathers can then use the pool. The name of the person acting as second supervisor must be recorded in the Attendance Book. A member requested to act as second supervisor may not decline unless (a) they are not resuscitation trained or (b) they are responsible for an under-five. In the event of insufficient assistance, bathers will be restricted to 20. Pool Club members will be given priority at busy times and the pool will be cleared (of the required number) at half-hourly intervals after the first 45 minutes.

**Excluding adults accompanying under-fives.



7. Only named members and their guests will be admitted. Members must accompany their guests. The number of guests using the pool on any one occasion is limited to 4 per member family. A visitor disclaimer form **must** be completed for all guests and this must be signed by their Parent/Guardian if under 18, visitor disclaimer form is filed in the poolside cupboard. If a visitor returns, the first disclaimer will suffice. An Aldryngton child who is not a member may not use the pool as a guest even during non-rota sessions.
8. Accidents must be recorded in the PTA Accident Book and reported to the Pool Coordinator (pool@aldryngtonpta.com) and the School Office if open.
9. Footwear must be worn when going outside the pool area, including going to the toilet.
10. No person who is dirty or shows signs of contagious infection may use the Pool.
11. Long hair must be tied back.
12. Non-swimmers and small children must keep to the shallow end as indicated by the safety rope. Older children and swimmers are encouraged to use the deep end.
13. Children waiting for sessions must wait outside the pool area.
14. **The outdoor play equipment** (Trimtrack, tyre park, train, etc.) must not be used, either after school or during holidays.
15. If someone is asked to leave the pool because of their conduct (i.e. action or verbal) they will receive a written warning and be banned for a week. This will be written in the book and signed by those undertaking the duties. If this happens a second time they will forfeit the right to swim for the rest of the season. However, any duties must still be done.
16. Non-attendance for rota Supervision or Gate duty will incur the same penalty as outlined in point 15 except in extenuating circumstances at the Pool Coordinator's discretion. This needs to be communicated to the Site controller/Office and PTA committee.