



## Aldryngton School PTA Pool Club 2019

### Standard Operating Procedure for use of the pool

#### 1. Rota Sessions

##### a) OPENING THE POOL

Ensure that the gate in the fence by Foundation is unlocked (but closed shut) at weekends and during school holidays so that members visiting the pool can enter the school site. After opening, ensure that the number dial is changed from the entry code so that no child or unauthorised individuals can see the entry code.

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

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

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

The pool cover must be removed using the winding mechanism which has a gear and braking system. The pool cover **must be protected with the sun cover** when rolled up using the 3 bungee straps provided.

**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 should be put out for visitors.

Apart from those on duty, members visiting the pool must enter via the wooden entrance gates.

Those on duty must lock the rear changing room doors after entering so that entry for swimmers is via the wooden gates only.

##### 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 by one of the Supervisors on duty. A list of members will be displayed at the front of the Attendance Book, and can be checked if necessary. **Only Aldryngton children who are Pool Club members may use the pool, along with any guests. Aldryngton children who have not bought a membership may not use the pool as a guest even during non-rota swimming. This year's leavers are considered Aldryngton pupils.**

Guests may purchase a visitor ticket at the pool at a cost of £2.50 per person. All guests **must** complete the visitor indemnity form and this must be signed by their Parent/Guardian if they are under 18. 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 third supervisor whom is resuscitation-trained must be in place and up to 35 bathers can then use the pool. The name of the person acting as third 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.

Accidents must be recorded in the PTA Accident Book and reported to the Pool Co-Ordinator ([pool@aldryngtonpta.com](mailto:pool@aldryngtonpta.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 sheds.

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

The pool cover must be replaced; 2 adults will be required to replace the pool cover - one will operate the winding mechanism handle and the other will pull the rope in a straight line from the shallow end. First unwind the roller about 2 or 3 turns and slide the cover on to the water using the rope to pull it carefully up the pool in a straight line to completely cover the water. Children must not help with any part of the pool clover process.

**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 blue mop & bucket provided, using **pool water and disinfectant**, and use the squeegee to remove the water out of the rear doors (not poolside). Disinfectant cleaner is located in the poolside store cupboard.

Clean the toilet floor with a separate red mop and bucket for hygiene purposes. Again using disinfectant.

Lock the entry gates, the poolside store cupboard, the toilet 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.

Ensure that the gate in the fence by Foundation is securely locked, the key must be returned to the keypress and the number changed.

## **2. Non-Rota Sessions**

In order for the pool to open there must be a **minimum of two adults on site acting as supervisors**, one of whom must be resuscitation trained. 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. Anyone opening up non rota can choose to close the pool at any time. Should anyone refuse to participate in supervisory duties (other than those with children under 5) this should also be recorded in the Attendance Book.

Aldryngton School pupils who have not purchased a membership **cannot** use the pool as a guest even during non-rota sessions, this includes any leavers this year.

You must follow the Standard Procedure for Opening, Operating and Closing of the pool as per rota 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](mailto: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 gate at the corner of the field 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@aldryngtonpta.com](mailto:pool@aldryngtonpta.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, both acting as Supervisors, one of whom must be resuscitation trained. This procedure must also be followed for Non-Rota Swimming. Those undertaking duties must be recorded in the Attendance Book. Non-attendance for rota Supervision Duties must be recorded in the Attendance Book and reported to the Pool Coordinator ([pool@aldryngtonpta.com](mailto:pool@aldryngtonpta.com)). Those on duties should be equipped with a whistle and wear a Hi-Vis waistcoat whilst on duty, whistles and hi-vis are provided in the poolside store cupboard.
2. Those undertaking Supervisor 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 babies & toddlers)
  - 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** (except those provided as pool equipment)
  - j) **Inappropriate use of any equipment**
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 third 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 third supervisor must be recorded in the Attendance Book. A member requested to act as third 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**, guests can choose to wait if they wish.

\*\*Excluding adults accompanying under-fives.



7. Only named members and their guests will be admitted. The Adult Member 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 forms are available on the Pool Web Page or copies can be found in the poolside cupboard. If a guest 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. Leavers are considered Aldryngton pupils until September.**
8. Accidents must be recorded in the PTA Accident Book and reported to the Pool Coordinator ([pool@aldryngtonpta.com](mailto: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. Guests waiting to swim must wait outside the pool area until there is space.
14. **The outdoor play equipment** (adventure playground, 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), the incident must be written in the book and signed by those undertaking the duties. The incident must be reported to the Pool Coordinator ([pool@aldryngtonpta.com](mailto:pool@aldryngtonpta.com)) and the school office if open. If this happens their membership may be withdrawn and they forfeit the right to swim for the rest of the season.
16. Non-attendance for rota Supervision duties must be reported to the Pool Coordinator ([pool@aldryngtonpta.com](mailto:pool@aldryngtonpta.com)) and the Site controller/office. The same penalty as outlined in point 15 applies, except in extenuating circumstances at the Pool Coordinator's discretion. This needs to be communicated to the Site controller/Office and PTA committee.
17. Swimming nappies must be worn by under 4's or any child not toilet trained. Swimming nappies are available to purchase at the pool. As there is no nappy waste facility at the pool /school please bag your swim nappy and take home. **These must not be disposed of in the pool/school bins or put down the pool toilet**